



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1. Name of the Institution

MONTGOMERY GURU NANAK COLLEGE OF EDUCATION

- Name of the Head of the institution DR NEELU JHANJI
- Designation ACTING PRINCIPAL
- Does the institution function from its own campus? Yes

- Alternate phone No. 01812201883
- Mobile No: 9915142889
- Registered e-mail ID (Principal) mgncollege@yahoo.co.in
- Alternate Email ID mgncollegeedu@gmail.com
- Address Adarsh Nagar Jalandhar
- City/Town Jalandhar
- State/UT Punjab
- Pin Code 144008

2. Institutional status

- Teacher Education/ Special Education/Physical Education: Teacher Education
- Type of Institution Co-education
- Location Urban

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Guru Nanak Dev University, Amritsar**
- Name of the IQAC Co-ordinator/Director **Dr Radha Arora**
- Phone No. **01812201883**
- Alternate phone No.(IQAC) **01812254461**
- Mobile (IQAC) **9646711883**
- IQAC e-mail address **mgniqac@mgncollege.org**
- Alternate e-mail address (IQAC) **mgncollegeedu@gmail.com**

3.Website address

- Web-link of the AQAR: (Previous Academic Year) <http://mgncollege.org/contentUploadFiles/contentFiles/2021-22/agar21-22final.pdf>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link: <http://www.mgncollege.org/contentUploadFiles/contentFiles/2022-23/Academic%20Calendar%202022-23.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B++	2.77	2024	06/04/2024	06/04/2029
Cycle 1	B++	82	2006	02/02/2006	01/02/2011

6.Date of Establishment of IQAC

04/08/2008

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
NIL	NIL	NIL	Nil	0

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

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

9. No. of IQAC meetings held during the year **04**

- 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)

- Theme based Morning Assemblies
- Organisation of Ek Bharat Shreshtha Bharat programme
- Annual College Magazine 'JiwanJaach' was published on the theme 'Technology: adding values to digital transformation' .
- Seminar on "Child Psychology in Teaching"
- Submission of IIQA and SSR

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
The Academic Calendar of the Current Year	The Academic Calendar of the current Year is uploaded on website

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

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
College Academic Advisory Body	07/09/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• City/Town	Jalandhar
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• Pin Code	144008
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Name of the statutory body	Date of meeting(s)
College Academic Advisory Body	07/09/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	07/03/2024

15. Multidisciplinary / interdisciplinary

Montgomery Guru Nanak College of Education, Adarsh Nagar, Jalandhar is a government aided college, affiliated to Guru Nanak Dev University, Amritsar and recognized by UGC. The institution strictly adheres to the prescribed syllabus by the University (G.N.D.U., Amritsar) which is updated and revised time to time as per the changing needs and demands of Teacher Education in light of NEP-2020. The proposed curriculum allows students to select their preferred options from variety of options offered by the institution as teaching subjects and other choice-based subjects in order to promote holistic academic growth in students. As a teacher training institution, the institution provides student teachers with knowledge of interdisciplinary and multidisciplinary techniques so that they can use them in their classrooms. An approach to curriculum integration that fosters an awareness of themes and concepts that span across disciplines and the connection to the community. The intensive and comprehensive school internship programme is conducted in four stages: pre-practice stage, demonstration lessons, school experience programme- actual practice stage at practising schools and evaluation stage, focuses on interdisciplinary approach. As per the demands of NEP-2020, the students are equipped with current technological knowledge and skills which they integrate in their teaching subjects through videos, PowerPoint presentations, graphics, smart board and projectors. Under the student enrichment and faculty development programme, different extension lectures are organised in order to develop better conceptual understanding and critical thinking.

16. Academic bank of credits (ABC):

The institution's preparedness for implementing the Academic Bank of Credits depends upon the guidelines of the affiliated university. Generation of ABC id's of all students is done and will be implemented when the university to which college is affiliated will proceed with the same.

17.Skill development:
NIL
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
<p>The institution ensures appropriate integration of the Indian knowledge system by adopting multilingualism in the classrooms. Faculty members also use multilingual approach during teaching learning process, keeping in view the diverse cultural and linguistic needs of the learners. Students are also given opportunity to attempt theory papers, submission of different assignments and sessional work and for expressing their view points during cocurricular activities in their preferred language i.e. English/Hindi/Punjabi. To foster a sense of national integration, a love of art, culture, and civic responsibility among the student body, opportunities are given for pupils to participate in the various cultural activities with different categories like Music, Literary, Fine Arts and Theatre. The institution celebrates different days to integrate Indian knowledge and values among students. The institution gives opportunity to the students to express their creative ideas in different languages in the form of articles to be published in the college Annual magazine 'Jiwan Jaach'. To connect the students with the cultural soul of the nation, the institution organises various cultural events. The institution also give due importance to National Initiatives started by Government of India to promote the integration of the Indian Knowledge system.</p>
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
<p>The progressive performance of students and attainment of professional and personal attributes are in line with the PLOs and CLOs which are monitored time to time for further improvement in students so that they can excel in the learning of different innovative teaching methods and are able to know about latest strategies of teaching and learning process. Different skills are developed and enhanced among the students so as to meet the growing demands of the present scenario of education with workshops. The School Internship Programme, as an essential part of Teacher education and one the key focus area of the institution, is based on Holistic development, Art integrated Education, Sports Integrated Education and ICT Integrated Education, Joyful and Engaging learning, focusing on the development of skills namely Critical thinking, Creativity, Communication and Collaborative skills as specifically focused in</p>

NEP 2020. Also, the faculty members serve as a member of Board of Studies and Faculty of Education of the affiliated University and give reflections regarding the updates in the curriculum.

20.Distance education/online education:

NIL

Extended Profile

1.Student

2.1	145
Number of students on roll during the year	

File Description	Documents
Data Template	View File

2.2	100
Number of seats sanctioned during the year	

File Description	Documents
Data Template	View File

2.3	48
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	

File Description	Documents
Data Template	View File

2.4	84
Number of outgoing / final year students during the year:	

File Description	Documents
Data Template	View File

2.5	84
Number of graduating students during the year	

File Description	Documents
Data Template	View File

2.6	64
Number of students enrolled during the year	

File Description	Documents
Data Template	View File

2.Institution

4.1	2285432.58
Total expenditure, excluding salary, during the year (INR in Lakhs):	

4.2	36
Total number of computers on campus for academic purposes	

3.Teacher

5.1	16
Number of full-time teachers during the year:	

File Description	Documents
Data Template	View File
Data Template	View File

5.2	15
Number of sanctioned posts for the year:	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Planning

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

Our college is affiliated to Guru Nanak Dev University, Amritsar and is running regular face to face B.Ed. Programme, the curriculum of which is designed by the university. For ensuring the effective delivery of the curriculum, college prepare academic

calendar for every session. The brochure of college mentions the semester specific courses, the evaluation procedure and weightage of the programme. Class wise schedule is drafted and finalized well before the commencement of each semester. The students are oriented about the curriculum of B.Ed. at the start of the session. The curricular and co-curricular activities are designed for the harmonious development of the students. Various inter-house competitions like blackboard writing, making PPTs, teaching aid preparation, thematic display board preparation etc are organized along with curricular activities. The continuous evaluation is maintained throughout the year by conducting unit and house test after completion of required syllabus. College keeps the record of regular attendance, award lists and progress of the students. The college encourages faculty members to attend orientation/refresher courses, workshops and present paper at seminars for the professional development and for updating of their knowledge. All objectives adopted by the institution in totality laid down the path for development of professional culture with values orientation among students.

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	View File
Plan developed for the academic year	View File
Plans for mid- course correction wherever needed for the academic year	View File
Any other relevant information	View File

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

B. Any 5 of the above

File Description	Documents
Data as per Data Template	View File
List of persons who participated in the process of in-house curriculum planning	View File
Meeting notice and minutes of the meeting for in-house curriculum planning	View File
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	View File
Any other relevant information	View File

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	View File
URL to the page on website where the PLOs and CLOs are listed	http://www.mgncollege.org/contentUploadFiles/contentFiles/2022-23/PLO%20CLO%202022-23.pdf
Prospectus for the academic year	View File
Report and photographs with caption and date of student induction programmes	View File
Report and photographs with caption and date of teacher orientation programmes	View File
Any other relevant information	View File

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

17

File Description	Documents
Data as per Data Template	View File
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	View File
Academic calendar showing time allotted for optional / electives / pedagogy courses	View File
Any other relevant information	Nil

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

0

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

0

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

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

0

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

0

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

1.2.4 - Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through Provision in the Time Table Facilities in the Library Computer lab facilities Academic Advice/Guidance	Three of the above
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File Description	Documents
Data as per Data Template	View File
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	View File
Document showing teachers' mentoring and assistance to students to avail of self-study courses	View File
Any other relevant information	No File Uploaded

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

0

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

0

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

1.3 - Curriculum Enrichment

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

At the beginning of the session, Orientation Programme is organized for new entrants to brief them about the objectives, subjects and activities of Teacher Education programme to be undertaken during the session. In addition to this, students make guided visit of college campus and are also made aware of the rules and regulations of the institution. Our institution provides hands- on experience to the students to equip them with the knowledge and skills to enhance quality of education. College provides congenial environment and well-equipped infrastructure to makes students professionally competent. Besides different methods and approaches of teaching, PPTs and AV aids are used for better understanding of each subject prescribed in the curriculum. The pupil teachers are taught to apply these skills practically in their subject of specialization in their respective pedagogy subjects. Acquired knowledge and competency is practiced by the students during school internship and field engagement activities. Value based education is also provided by motivating students to participate in Inter House Competitions, Inter College Competitions, Morning Assemblies, Clubs and Committees activities, organizing NSS camps etc. which makes them to work in collaboration with peers, teachers and local bodies, hence help them to develop their emotional intelligence, critical thinking and communication skills.

File Description	Documents
List of activities conducted in support of each of the above	View File
Documentary evidence in support of the claim	View File
Any other relevant information	View File
Photographs indicating the participation of students, if any	View File

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

Students of B.Ed. are familiarized with the diversities in the school system in India by providing theoretical as well as practical knowledge through the curriculum, school internship and field engagement. B.Ed. Semester-I curriculum includes Education and Development subject in which students are given understanding of concept of education according to Indian and western philosophers. In Contemporary India and education and Assessment for learning subjects, they learn about diversities in Indian Education System Also students observe and prepare a profile of the school depicting the functioning of the Board to which the school is affiliated and its curriculum as a part of their Field engagement. The students are acquainted with the school system during the induction session conducted before the commencement of internship program. In internship programme, students are made familiar with the assessment system predominant in the school. The norms and standards laid down by different boards which are followed by the schools lead the students to understand the diversity in school Education system. Students are provided opportunities to imbibe such standards to cater to the diverse needs of students and to ensure their holistic development.College make sure that the students visit different schools during field engagement to know about the functioning, curriculum, evaluation system, norms and standards and teaching methods used in the teaching-learning process.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	View File
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

To make our students refined teachers, college provides plenty of opportunities to learners by exposing them fully to classroom teaching and school environment. In B.Ed. sem-I and sem-III, the prospective teachers are familiarised to the teaching learning process. In sem-III students are provided platform for practicing micro teaching skills in which they practice and master the skills as per their pedagogy curriculum. On the first day of internship in allotted schools, interns receive time table from the school. As per the time table, they make a plan for lectures & teaching aids to be used and activities to be conducted. They make different lesson plans like Herbartian plan based on holistic approach, Model based, ICT & Value based. Methodology for teaching is decided keeping in mind the topic. They also maintain result records, attendance register, admission register, stock register etc. Thus, teaching practice is a skill improvement as well as skill development process with hands- on experience of teaching as a profession. Ample of opportunities are provided to students to participate/ conduct different co-curricular activities like celebration of important days, club, cells and committees activities etc. They donot just perform their duties but develop respect for the teaching profession.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

1.4 - Feedback System

1.4.1 - Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TEI	Three of the above
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File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	No File Uploaded

1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following	Feedback collected, analyzed, action taken and available on website
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File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	View File
Action taken report of the institution with seal and signature of the Principal	View File
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

64

2.1.1.1 - Number of students enrolled during the year

64

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File Description	Documents
Data as per Data Template	View File
Document relating to sanction of intake from university	View File
Approval letter of NCTE for intake of all programs	View File
Approved admission list year-wise/ program-wise	View File
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

36

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

36

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

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

0

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

00

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

2.2 - Honoring Student Diversity

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

B.Ed. admission process is taken up jointly for GNDU (Amritsar), Panjab University (Chandigarh) and Punjabi university (Patiala). B.Ed. entrance test, focuses on teaching aptitude, general awareness and language competency, is taken before the entry of the students. Further, the merit list of the candidates who passes the entrance test is being prepared by the Joint Counselling Authorities. Also, the admission committee of the college ensures the equity in the admission as per the criteria fixed by the State Government and the University for Reservation of seats and accordingly the combination wise seat matrix is planned beforehand. Students are counselled at the time of admission regarding the subject combination and course outline. They are also familiarized with the course, internal assessment, curricular and co-curricular activities, rules and regulations as well as other facilities available in the institution through the orientation program and every possible measure is taken to understand the needs and requirements of the students before the commencement of the program. Further, tutors/mentors are there for timely help of the students. Moreover, the admission form filled by every student itself asks for the interests and achievements in co-curricular activities for further guidance and training of the students in that field.

File Description	Documents
Documentary evidence in support of the claim	View File
Documents showing the performance of students at the entry level	View File
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	All of the above
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File Description	Documents
Data as per Data Template	View File
Relevant documents highlighting the activities to address the student diversities	View File
Reports with seal and signature of Principal	View File
Photographs with caption and date, if any	View File
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	Three of the above
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File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	View File
Reports with seal and signature of the Principal	View File
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

9:1

2.2.4.1 - Number of mentors in the Institution

17

File Description	Documents
Data as per Data Template	View File
Relevant documents of mentor-mentee activities with seal and signature of the Principal	View File
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.

The institution uses different student centred instructional approaches to enhance teaching learning. During general classroom teaching, teachers apply experiential learning, problem-solving methodologies, role-playing activities, classroom seminars, group discussions, project work, field visits and case studies. Students are also encouraged to make Power Point presentations, individually or in collaboration with peers to promote independent learning. Students also get opportunities to do independent reading and every month best readers are reinforced with the display of their photographs on library board. The college

organizes online extension lectures, workshops, webinars and other seminars to enable the students to interact more closely with experts, accomplished academicians and research scholars from their own domain thereby broadening their view and give them chance to discuss and brain storm over relevant issues. Also, the college has well equipped laboratories in the disciplines of Computer Science, Science, Educational Technology and Psychology, which help them to relate theory with practical world.

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

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

16

File Description	Documents
Data as per Data Template	View File
Link to LMS	https://classroom.google.com/c/NTcxMTAwOTc0NTUz
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

151

File Description	Documents
Data as per Data Template	View File
Programme wise list of students using ICT support	View File
Documentary evidence in support of the claim	View File
Landing page of the Gateway to the LMS used	View File
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	Five/Six of the above
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File Description	Documents
Data as per Data Template	View File
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	View File
Geo-tagged photographs wherever applicable	View File
Link of resources used	https://classroom.google.com/c/NTcxMTAwOTc0NTUz
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

Dealing with Student Diversity: Diverse individuals on the basis of gender, caste, disability etc in the college are admitted and the institution provides requisite facilities to them. They are given opportunities to explore their talents. By organizing a variety of co-curricular activities, the institution helps the

students to polish variety of skills.

Working in Teams: Under the supervision and guidance of teacher in charges and mentors, students work in teams. With the help of activities organized they learn to compose and organize the content, cooperative skills, managerial skills, leadership skills and communication skills.

Conduct of Self with Colleagues and Authorities: In the beginning of the session students are oriented regarding the code of conduct of the institution. They are also oriented to work with mutual understanding and the way to approach the authorities.

Balancing Stress: Academic calendar is planned in the very beginning of the session to plan activities in a manner that it helps in reducing academic stress of the students. Mentors and tutors help the students to reduce the stress level and guide them skills like time management skills, presentation skill, and life skills.

Abreast with Recent Developments in Education and Life: Teachers are encouraged to attend orientation, refresher courses, Induction Training Programme, workshops, seminars and symposiums organized by government and non government organisations and motivate the students to present various seminars and take part in various events. Orientation regarding the latest technological advancements is provided and usage of the latest technologies is encouraged.

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

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

Five/Six of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	View File
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

Different activities are conducted in the college to enhance creativity, innovativeness, intellectual and thinking skills of the students. They are given training to participate in group discussions, debate, declamation, various art based, cultural and sports activities that helps in nurturing creative thinking and intellectual skills. Also, Office bearers i.e. President, Vice President and Secretary of the concerned clubs themselves carry out the activities of their clubs with the help of their in charges who help them to develop leadership skills. During Practice teaching programme, which is also one of the integral programme of B.Ed., through which the student teachers develop the understanding of the importance of lesson planning, micro teaching cycle, develop confidence, get feedback from faculty and peers and learn skills of teaching. Use of appropriate teaching aids is also emphasized during this programme. They are given guidance by their supervisors to bring creativity while preparing the teaching aids. The students have to take up projects in their B.Ed. course under the supervision of the teacher, which includes Case Study Project, Community Survey Project, Health and Physical Education Project, Computer Education Project and School Experience Programme that help them to nurture creativity, innovativeness, intellectual, thinking skills, empathy and life skills. Under the guidance of teacher in charges, students learn to organize morning assembly, different club activities and express their thoughts and views in the form of speeches, poems, songs, performing skits etc. help them to nurture their creativity and brain storm over pertinent social issues.

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

2.4 - Competency and Skill Development

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

Seven/Eight of the above

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

2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning

Ten/All of the above

Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement	
File Description	Documents
Data as per Data Template	View File
Reports and photographs / videos of the activities	View File
Attendance sheets of the workshops / activities with seal and signature of the Principal	View File
Documentary evidence in support of each selected activity	View File
Any other relevant information	No File Uploaded
2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as ‘anchor’, ‘discussant’ or ‘rapporteur’ Classroom teaching learning situations along with teacher and peer feedback	Three of the above
File Description	Documents
Data as per Data Template	View File
Details of the activities carried out during the academic year in respect of each response indicated	View File
Any other relevant information	No File Uploaded
2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group	All of the above

activities Performance tests Oral assessment Rating Scales	
File Description	Documents
Data as per Data Template	View File
Samples prepared by students for each indicated assessment tool	View File
Documents showing the different activities for evolving indicated assessment tools	View File
Any other relevant information	No File Uploaded
2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations	All of the above
File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of each response selected	View File
Sample evidence showing the tasks carried out for each of the selected response	View File
Any other relevant information	No File Uploaded
2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement	All of the above

in preparatory arrangements
Executing/conducting the event

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

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

Four of the above

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

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

Internship programme is systematically planned, involving the school staff and teacher educators. The students are allotted schools keeping in mind the medium of instruction, accommodating capacity and subject wise requirement of the schools. The teacher in charge of internship programme with the consent of head of the institution organises orientation-cum-consultation meet with the school teachers. The list of participating teachers is sent to the cooperating schools before the commencement of internship. Detailed instructions are given to the student-teachers. During

internship, the student-teachers are required to undertake a variety of activities, guidelines regarding the same. Lessons are observed by the Teacher Educators at regular intervals and the Teacher Educators verify whether the students rectify the corrections suggested. The remarks are not recorded in a ritual manner rather they are suggestive in nature for the further polishing of teaching skills of the prospective teachers. Student teachers perform various internship activities in schools with systematic supervisory support and feedback from faculty as per prescribed curriculum of university.

File Description	Documents
Documentary evidence in support of the claim	View File
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

84

File Description	Documents
Data as per Data Template	View File
Plan of teacher engagement in school internship	View File
Any other relevant information	View File

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

Nine/All of the above

File Description	Documents
Data as per Data Template	View File
Sample copies for each of selected activities claimed	View File
School-wise internship reports showing student engagement in activities claimed	View File
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.

Institution adopts effective monitoring mechanisms during internship programme.

Role of Teacher Educators: During internship, teacher educators monitor all the activities at regular interval and provide suggestive feedback on their respective subject files. The teacher educator interacts with the mentees and the trainees and thus a real flow of feedback is ensured regarding the performance of the trainees.

Role of School Principal: During their stay in the school, the students observe complete discipline and demonstrate a sense of responsibility while discharging all duties of a pupil teacher, as assigned by the head of the institution. Also. the internship is duly certified by the head of the practicing school after ensuring that each student has conducted and completed all the activities.

Role of School Teachers : School teachers assign various duties to student teachers like checking of answer scripts, maintenance of attendance register, organization of co-curricular activities, correction of home-work notebooks, maintenance of classroom discipline etc.

Role of Peers : Peer groups observe at least 20 lessons delivered by each student teacher and provide feedback which helps the student teachers to be aware of their strengths and weaknesses. Peer groups collectively perform various assigned duties of co-

curricular events for its successful completion.

File Description	Documents
Documentary evidence in support of the response	View File
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)	View File
Two filled in sample observation formats for each of the claimed assessors	View File
Any other relevant information	No File Uploaded

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

Five of the above

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	View File
Five filled in formats for each of the aspects claimed	View File
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	
8	
File Description	Documents
Data as per Data Template	View File
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	View File
English translation of sanction letter, if it is in regional language	View File
Any other relevant information	No File Uploaded
2.5.2 - Number of fulltime teachers with Ph. D. degree during the year	
7	
File Description	Documents
Data as per Data Template	View File
Certificates of Doctoral Degree (Ph.D) of the faculty	View File
Any other relevant information	No File Uploaded
2.5.3 - Number of teaching experience of full time teachers for the during the year	
177	
2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year	
177	
File Description	Documents
Copy of the appointment letters of the fulltime teachers	View File
Any other relevant information	No File Uploaded
2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words 1.	

In house discussions on current developments and issues in education 2. Share information with colleagues and with other institutions on policies and regulations

Staff members are permitted to attend the Orientation Programmes, Refresher Courses, Induction Training Programmes, Workshops, Seminars and Symposiums organized by government, non-government and other organizations. Along with this, the institution organizes faculty development programmes through IQAC (Internal Quality Assurance Cell) where teachers get opportunity to share their experiences and views regarding current developments and issues in the field of education with fellow colleagues. Staff also provides services as resource persons to Seminars, Workshops, etc. at different University, Colleges and Schools. The staff members are encouraged to present papers in Seminars and Workshops at National, International and State level. For this , duty leaves are also provided to the staff members .The staff is motivated to publish articles in reputed research journals. They also write books and contribute chapters in edited books. Every faculty member is encouraged to use the latest technologies. They are also provided with access to the computer laboratory and have an access to the internet which they can use to keep themselves updated about the latest trends in their subject and also in education. Furthermore, with an access to N-List, all the staff members have access to a number of journals that help them to keep updated about the researches in the field of education.

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

2.6 - Evaluation Process

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

Internal assessment for eligibility to appear in the final examination is 30 percent marks. These marks are to be obtained on the basis of their performane inunit tests and house examination for each subject and by assessing the quality of sessional work. Failing to attain this standard, a student teacher cannot become eligible for the degree and appear for annual examination. For internal evaluation in Skill in teaching, lessons are observed by the peers as well as by the supervisors. Simultaneously feedback is given to students to haave mastery over five core teaching

skills through practicing the cycle of micro teaching. Observations are provided by the pedagogy teachers in their notebooks for their lesson plans during pre-practice programme. Observation of lessons during practice teaching is done by the supervising teachers, school subject teachers and peers and suggestions for further improvement are made accordingly. Teaching skills and overall conduct of the interns are assessed through the rating scale provided in their notebooks of lesson planning. Further, internal assessment on the basis of the two discussion lessons, skill in teaching files and involvement in the conduct of different activities during practice teaching is being provided.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	View File
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

Four of the above

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

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

For smooth conduct of examination, the institution has an Examination in charge. The students can approach the Teachers, Examination Incharge and Principal to redress the examination related grievance as per the requirement. Mechanism to deal with examination related grievances is transparent, time bound and efficient. The college adheres strictly to the guidelines and rules issued by the affiliating university while conducting internal and semester-end examinations. The internal assessment test schedules are prepared as per the University Academic Calendar and communicated to the students well in advance. The evaluation key for the question papers is framed beforehand to bring uniformity and objectivity in evaluation. Students are shown the corrected papers to check their mistakes. Any grievance related to the university question paper like out-of-syllabus, repeated questions, improper split of marks, missed marks, wrong question numbers during final semester exams are addressed to the Superintendent of Examination who further forwards the same to the University (GNDU) immediately.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
Any other relevant information	View File

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.

Before the commencement of the academic year, the Institution prepares and publishes 'Academic calendar' containing the relevant information regarding commencement and completion of syllabus, the teaching learning schedule (working days), various events to be organized, holidays, dates of internal examination, semester examination etc. It is also published in the College's Annual Information Brochure which is further given to every teacher and student for providing knowledge about the upcoming activities. The time tables are also prepared and implemented accordingly. The teachers prepare teaching plans according to the academic calendar and guidelines of the University. The students' academic progress is monitored regularly by adopting the strategy of continuous internal evaluation, seminars, project work, unit tests and semester examinations. The review of internal assessment is taken by the Principal regularly. Internal practical examinations are held by the college and Externals are held under

the scrutiny of the External Examiner appointed by the University. The schedule of external examinations is fixed by the University and the same is displayed on notice board for students. In case of any change in the University schedule, it is being communicated to the students well in advance. However all efforts are made by the college to adhere to the academic calendar for internal evaluation.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
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.

The progressive performance of students and attainment of professional and personal attributes are in line with the PLOs and CLOs which are monitored time to time for further improvement in students so that they can excel in learning different innovative teaching methods and are able to know about latest strategies of teaching and learning process. Different skills are developed and enhanced among the students so as to meet the growing demands of the present scenario of education. Regular assessment is an integral part of the instruction process and is important in helping students learn. The most appropriate assessments to improve performance level of students learning are tests, presentations, performance in workshops, written assignments, and other assessments that teachers make in their classes on a regular basis. The assessment is also based on PLO's and CLO's and suggested by affiliated university in the curriculum. Teachers rely on the results from these assessments because of their direct relationship with classroom teaching goals. Also, the results are immediate and easy to analyze at the individual student level.

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

2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	View File
Result sheet for each year received from the Affiliating University	View File
Certified report from the Head of the Institution indicating pass percentage of students program-wise	View File
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 college being affiliated to Guru Nanak Dev University follows the pattern of examination that is framed by them. The results of end semester examination are analysed and the desired learning outcomes of students are evaluated. Students are provided with proper counselling and guidance that help them to overcome their learning barriers, if any. in line of PLO's and CLO's the compulsory attendance for students for teaching practice is ensured. Also, paper evaluation is done on time for grading internal assessment Practical work the required remedial measures are taken. The continuous internal assessment is taken regularly and students' marks are recorded which helps to predict their academic progress. End semester house test and final exams also helps to ensure the alignment of stated outcomes. Suitable pedagogical approaches are utilized for effective realization of learning outcomes. Participation in various class room activities such as group discussions, seminars is ensured. During internship, an evaluation proforma developed by the college is provided to the supervisors for evaluating teaching proficiency of student teachers. The college carry out these activities on regular basis in order to maximize and monitor learning outcomes.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	View File
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

67

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

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

The institution has made various provisions for assessing student's learning needs. Principal interacts with the parents and the students to assess their needs and aspirations. New entrants are acquainted by teachers about the course outline, mode of internal assessment, curricular and co-curricular activities, rules and regulations and facilities available in the institute. A series of talent search programmes in various fields like dramatics, literary, sports and fine arts are organized to discover the hidden talent of the students. The institute conducts remedial classes for the underperforming students in different subjects to enhance their skills and competencies. Mentor- mentee interaction keeps faculty in constant touch with the students and stimulates overall personality development among students. The peer group is also encouraged to observe the lessons and give constructive suggestions. Students are evaluated on the basis of various activities performed during internship i.e., maintenance of registers, action research, organization of co-curricular activities etc.

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

2.8 - Student Satisfaction Survey

2.8.1 - Online student satisfaction survey regarding teaching learning process

https://docs.google.com/forms/u/1/d/1jRuxcLSpxSu9ZQzgi_uzi7UDW86fM6slpqjv1WFivmY/edit?usp=drive_web

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	View File
Sanction letter from the funding agency	No File Uploaded
Any other relevant information	No File Uploaded

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

0

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

<p>3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research</p>	<p>One of the above</p>
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File Description	Documents
Data as per Data Template	View File
Institutional Policy document detailing scheme of incentives	No File Uploaded
Sanction letters of award of incentives	No File Uploaded
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	No File Uploaded
Documentary evidence for each of the claims	No File Uploaded
Any other relevant information	View File

3.1.4 - Institution has created an eco-system for innovation and other initiatives for creation and transfer of knowledge that include Participative efforts (brain storming, think tank etc.) to identify possible and needed innovations Encouragement to novel ideas Official approval and support for innovative try-outs Material and procedural supports	Three of the above
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File Description	Documents
Documentary evidences in support of the claims	View File
Details of reports highlighting the claims made by the institution	View File
Reports of innovations tried out and ideas incubated	No File Uploaded
Copyrights or patents filed	No File Uploaded
Any other relevant information	View File

3.2 - Research Publications
3.2.1 - Number of research papers / articles per teacher published in Journals notified on UGC website during the year
2

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

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

3

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

3.3 - Outreach Activities

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

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

26

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

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

145

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

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

145

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

145

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the claim along with photographs with caption and date	View File
Any other relevant information	View File

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.

Community service has been an integral part of the college since its inception and has been one of the foundational principles of the college. To sensitize the students to the social issues and for community development, Montgomery Guru Nanak College of Education, Jalandhar organized various activities through NSS unit, Red ribbon club and women welfare committee. NSS unit of the college regularly organises cleanliness drive through Swachh Bharat Abhiyan during seven days NSS camp and conducted door to door survey, took out rallies to spread awareness, awareness regarding pollution free Diwali and gave first-hand information to community about various issues as education, health etc. For the awareness of the community NSS volunteers planted trees for global awareness. Community Outreach activities and projects like visits to old age home, orphanage, rehabilitation centre, eco-sustainability drives etc. These activities develop leadership, resilience, empathy and service-mindedness among the students. Cycle rallies were also organized to spread awareness regarding global warming and unhealthy life style. Gender sensitization was spread with activities organized by women welfare committee on international women day and Girl Child day. Community outreach programs were conducted to develop deeper relationships between students and the communities they live in.

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

2

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

2

File Description	Documents
Data as per Data Template	View File
List of teachers/students benefited by linkage – exchange and research	View File
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	View File
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

Three/Four of the above

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

File Description	Documents
Data as per Data Template	View File
Report of each activities with seal and signature of the Principal	View File
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

The college was established in 1955 with an area of 3759.82 square meter and has a well-developed infrastructure and learning resources. The infrastructure is used to optimum extent and all the students have an easy access to the availability of learning resources. The college has 12 Spacious and ventilated classrooms with comfortable furniture and a lecture stand. Cameras are installed in every classroom. The college has one seminar room with seating capacity of 60 persons. For organising cultural activities, the college has an auditorium with capacity of 300 persons having proper sound system . There are 5 well equipped laboratories for carrying curriculum activities through Psychology Lab ,Science Lab,Art Lab,Curriculum Lab- (Maths Lab,Social StudiesLab),and ET Lab. There are 2 Resource Centres- ICT, and Health and Physical resource centrewith adequate equipments and material in the college to cater the diverse needs of the students. The college has 39 computers for faculty,students ,library and administrative work. Indoor and Outdoor games for the students are also available in the institution.Along with it institution has one badminton court and play area for table tennis. It has alsoa playground shared with sister institute which

includes Athletic track 200m, long jump pitch, Short put area, Volley ball court and two Basketball courts. There is also one gymnasium for students and staff in the college campus.

File Description	Documents
List of physical facilities available for teaching learning	View File
Geo-tagged photographs	View File
Any other relevant information	View File

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	View File
Geo-tagged photographs	View File
Link to relevant page on the Institutional website	http://www.mgncollege.org/Infrastructure.html
Any other relevant information	No File Uploaded

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

53194.00

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

4.2 - Library as a Learning Resource

4.2.1 - Institution has adopted automation of library using Integrated Library Management System

(ILMS) or any other software Describe the features of Library Automation in not more than 100 – 200 words.

As a learning resource, the college has a well-equipped library with wide variety of books and a qualified librarian. The library was automated in 2005 with the purchase of SOUL 1.0 software. The library was upgraded to SOUL 2.0 in 2012. Currently we have upgraded our library with Koha 21.05 software. It is an open source integrated library management software. It includes modules for acquisitions, circulation, cataloguing, serials management, authorities, flexible reporting, label printing, multi-format notices and offline circulation for when Internet access is not available. The library has 4 workstations to access Online Public Access Catalogue which allows library database searching by entering preferred terms and is mainly used for information retrieval. Books in the library are barcoded by using Koha 21.05 Software. Library has total 24651 books, 535 Encyclopaedias, 151 dictionaries and 24 journals and magazines. Library also has separate sections for biographies, book bank, competitive exams and thesis and dissertations. It has provides book bank facility to needy students also. The college library is a subscribed member of N-List programme. Computers are also placed in library to facilitate students with internet connection through LAN. Library is also under CCTV surveillance. Library web link (<http://www.mgncollege.org/Library.html>).

File Description	Documents
Bill for augmentation of library signed by the Principal	View File
Web-link to library facilities, if available	http://www.mgncollege.org/Library.html
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

Today electronic resources have become the indispensable part of the academic library resources. The College library is the subscribed member of National Library and Information Services Infrastructure for Scholarly Content (N-LIST) programme for providing in-house and remote access to national and international e-books and e-journals to the college students and teachers under ID 370. It is an initiative of Ministry of Human Resource Development under the National Mission on Education through

Information and Communication Technology to extend access to e-resources to colleges in India. The teachers and students in the college have access to e-resources through the N-LIST programme of INFLIBNET, the membership of which is renewed on annual basis by the college library. It is providing access to teachers and students with 6,000+ electronic journals and 1,99,000+ electronic books available through national subscription with authorized username and password. The users can use these resources in the library and also through the remote access by using their unique username and password. The college faculty use these resources for teaching, learning and research activities. The students use these resources for writing project work, preparing notes & for making assignments. They also use these resources for self learning, keeping themselves up-to-date and also for the recreation.

File Description	Documents
Landing page of the remote access webpage	View File
Details of users and details of visits/downloads	View File
Any other relevant information	View File

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

Four of the above

File Description	Documents
Data as per Data template	View File
Receipts of subscription /membership to e-resources	View File
E-copy of the letter of subscription /member ship in the name of institution	View File
Any other relevant information	View File

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

85265

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	View File
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

340

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	View File
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	http://www.mgncollege.org/contentUploadFiles/contentFiles/2022-23/ledger%20pages.pdf
Any other relevant information	No File Uploaded

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

Three of the above

as gifts to College

File Description	Documents
Data as per Data Template	View File
Any other relevant information	View File

4.3 - ICT Infrastructure

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

To keep pace with digital world, the college has adequate number of computers, printers, scanners, projectors to carry out teaching, and learning effectively. The college has well established mechanism for deploying ICT to ensure effective teaching learning process. There are 39 computers in the college which are installed with latest versions of essential software. The college has 05 projectors installed at various places viz classroom, Hall, Seminar room, ICT resource room, ET Lab. The ET Lab of the college is also equipped with SmartBoard. The installation of anti-virus is done periodically. The formatting of computers and replacing of hardware is done timely. To meet ICT needs, the college uses Netplus broadband with 100Mbps speed. The college library is partially automated with KOHA software. The college has subscribed services of N-LIST which provides access with more than 6000 electronic journals and more than 1,99,500 electronics books. N-LIST programme is subsumed under e-Shodh Sindhu Consortium as college component. The college has G-Suite account. Google Classroom registered with our college website domain for teaching, learning and communication. Along with this, all students and faculty have registered email id's. Google classrooms are created for all the semesters and pedagogy classes. All college notices are sent to students and faculty through google classroom. (ctl@mgncollege.org). The college has its own youtube channel, administrative office uses "Catpro" for administrative works.

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

4.3.2 - Student – Computer ratio during the academic year

2:1

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

4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:	D. 50 MBPS - 250MBPS
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File Description	Documents
Receipt for connection indicating bandwidth	View File
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	View File
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 / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit	
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File Description	Documents
Data as per Data Template	No File Uploaded
Link to videos of the e-content development facilities	NIL
List the equipment purchased for claimed facilities along with the relevant bills	No File Uploaded
Link to the e-content developed by the faculty of the institution	NIL
Any other relevant information	No File Uploaded

4.4 - Maintenance of Campus and Infrastructure

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

1597349.70

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View File
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

Various committees of the college prioritize the activities, estimate the cost and initiate the process to utilize budget allocated. The annual maintenance and repair of the infrastructure is taken care by repair and Maintenance committee. It is a common practice to receive suggestions and demands from Students, teachers and faculty members regarding infrastructure maintenance. The maintenance committee of the college looks after general cleanliness, support facilities like safe drinking water, waste management, washrooms, electric work and plumbing along with it sports courts, play grounds and gymnasium is also taken care. The respective incharges of cells and committees and concerned members interact regularly and discuss these issues with the Principal. The college laboratories are fully functional with all necessary materials, apparatuses and equipments and are maintained accordingly. Stock registers are maintained for every laboratory. Computer laboratory has adequate number of computers with required component configuration and also loaded with latest antivirus software along with free internet facility. The Library committee ensures its smooth functioning of the library. Gardens are maintained by gardening in charge along with two gardeners. All the electronic gadgets like projectors, computers printers, photocopies, air conditioners etc are regularly serviced and reused. The responsibility to augment and maintain sports facilities (both indoor and outdoor) for the students is taken by the sports incharge.

File Description	Documents
Appropriate link(s) on the institutional website	Nil
Any other relevant information	View File

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

<p>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</p>	<p align="center">Seven/Eight of the above</p>
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File Description	Documents
Geo-tagged photographs	View File
Any other relevant information	No File Uploaded

<p>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</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Data as per Data Template for the applicable options	View File
Institutional guidelines for students' grievance redressal	View File
Composition of the student grievance redressal committee including sexual harassment and ragging	View File
Samples of grievance submitted offline	View File
Any other relevant information	No File Uploaded

<p>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)</p>	<p>Four of the above</p>
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File Description	Documents
Data as per Data template	View File
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	View File
Report of the Placement Cell	View File
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
20	84

File Description	Documents
Data as per Data Template	View File
Reports of Placement Cell for during the year	View File
Appointment letters of 10 percent graduates for each year	View File
Any other relevant information	View File

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).

07

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

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

20

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

5.3 - Student Participation and Activities

5.3.1 - Student council is active and plays a proactive role in the institutional functioning Describe the ways in which student council plays a proactive role in the institutional functioning and contribute for students welfare in not more than 100 - 200 words

M.G.N. College of Education has operational student council in the form of student representation in all the committees, clubs and houses. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out college activities and services. In addition to the planning of events that contribute to spirit of the institution and welfare of the community, the student council provides platform to the students to share ideas, interests and concerns with the college authorities after the consultation with concerned teacher in charges. It helps the students to enhance their leadership and organizational skills. The college has following committees and clubs with student representation as office bearers and members:

- Class Representatives , Health Club ,Literary Club,Red Ribbon Club,NSS Unit,De-addiction Committee,Cultural Committee,Women

Welfare Committee, Green Committee, Library Club, Career and Counseling Cell, Legal Aid Clinic, Red Cross Club, Maths Club, Cyber Club, Discipline Committee, Art Club and Science Club. All the above clubs/committees have student representation by giving designations of President, Secretary, and members of the concerned clubs. The council aims to act as a communication link between the students and the college administration through teacher incharges for the smooth functioning of the college.

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

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

11

File Description	Documents
Data as per Data Template	View File
Reports of the events along with the photographs with captions and dates	View File
Copy of circular / brochure indicating such kind of events	View File
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 association of MGN College of Education was established in 2003 with its office bearers and executive members.

Aims and Objectives of Alumni Association

1. To provide a common platform for the old students to hold meetings/get-togethers from time to time.
2. To discuss common in-service professional growth and other related issues.
3. To plan and execute some welfare scheme for teachers in general and students of Alma Mater in particular.
4. To provide feedback using the field experiences of the members of the Alumni to the Teacher Educators.

Activities

1. Holds meetings periodically, half yearly or yearly as convenient to the Alumni members or the College staff /authorities
2. The poor/meritorious/deserving student trainees of the college are helped by the association financially.
3. With the help of the Alumni, permanent assets in the College in the form of library books, Lab. Equipment etc. are established.
4. Functions are organized to honor the distinguished Alumni and allow them to share experiences among themselves.
5. Alumni Association informs about its members and their achievements in the field of education or elsewhere.
6. Alumni association maintains a regular record of its Alumni and update it from time to time.
7. Provides cash prize for the meritorious students.

File Description	Documents
Details of office bearers and members of alumni association	View File
Certificate of registration of Alumni Association, if registered	No File Uploaded
Any other relevant information	No File Uploaded

5.4.2 - Alumni has an active role in the

All of the above

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

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

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

01

File Description	Documents
Data as per Data Template	View File
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	View File
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

The college has a very effective support system in the form of Alumni association. It is involved in the system through various ways like by holding meetings, by helping the poor, meritorious and deserving students of the college financially, by organizing functions to honour the distinguished Alumni and allow them to share experiences, and to keep the Alumni Association informed

about its members and their achievements in the field of education or elsewhere. Further, care is taken to groom the students according to the needs of the schools. The students get a lot of practical exposure by visits to schools during Pre-internship programme and Internship program carried out in different schools of the city where they get a chance to meet different alumni of the college who give their best to guide the students for the profession. The association also sensitized to function through out the year towards generating placement opportunities for the students.

File Description	Documents
Documentary evidence in support of the claim	View File
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 institution's vision and mission reflects the distinctive characteristics of the institution. It fosters the teaching-learning process, ICT, human values, research & innovation, and functional relationships with all the stakeholders in order to promote the overall growth of the individual and society. The Management, Principal and the faculty together play an important role in implementing the vision and mission of the college and to that end play a proactive part in decision-making process. Various clubs and committees are constituted for the day-to-day functioning of the college and for overall management of the various operations of the college. The teacher In-charge of various committees and cells along with the non-teaching staff and students work together and are crucial in putting institutional plans and policies into practice. Every committee is comprised of one President, a Vice President, secretary and student members. Along with it, every section has a Class Representative selected through proper selection procedure to put forward the interests and views of students.

File Description	Documents
Vision and Mission statements of the institution	View File
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	View File
Documentary evidence in support of the claim	View File
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

College follows the practice of decentralisation in its true sense with main goals to reorient organisational culture, flatten the official hierarchy, increase opportunities for teachers and students to make significant contributions, enrich the decision-making process, foster greater democratic professionalism, and cultivate expert event management. The practice of decentralization and participatory management is reflected in all the activities of the College through a strong and efficient organogram of the college. A particular reflection of this practice may be seen in the extensive delegation of authority from the Managing Committee to the Principal, then to teachers in-charges and further to the officebearers of the various cells and committees of the college. Faculty members play diverse roles at various levels in the entire value chain of academic and co-curricular activities. They are responsible for: planning and delivery of courses, achieving course objectives by mapping learning outcomes of their courses and aligning them with the program level goals. IQAC Cell is at liberty to introduce creative and innovative measures for the benefit of the students. IQAC does the planning and evaluation for quality assurance in the college and organizes meetings periodically, throughout the year.

File Description	Documents
Relevant documents to indicate decentralization and participative management	View File
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.

Our college is Government aided institution affiliated to GNDU and follows guidelines provided by NCTE. Institution conducts annual internal financial audit every year and external financial audit according to DPI instructions. The auditors verify the financial transactions with supporting documents. Based on the audited financial statements, auditors issues audit report. Transparency is also clearly visible in the academic functioning of the college. Before the commencement of the session, college Academic calendar is prepared covering all academic and co-curricular of the coming year and is also uploaded on the website. Time table and work load is also prepared and circulated among the faculty timely. All the administrative, academic and the financial matters are discussed by the Academic and Administrative body to ensure accountability of the system. Major decisions are taken by the Principal with the help of senior faculty members. Office Superintendent-cum- Accountant along with data entry operator looks after the office administration work under the guidance of the Principal. Every activity related to purchase and accounts is maintained through software in the office. All the records of students' admission, examinations, purchase, accounts, etc. are maintained through CatPro software.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	View File
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

As it is clearly reflected in our Academic Calendar, Morning Assembly is one of the most important feature of the college's co-curricular activities. The activities are planned House wise. It help students to acquire holistic development through thoughts, speeches, stories, videos and skits performed or recited in the morning assembly which inspires students. It is a unique effort by the institution for the students to implement these moral values and change their perspective of life. The College organised a

series of Morning Assemblies in the session 2022-2023 on the following themes for B.Ed. under various topics :

Theme for B.Ed. Sem. I: "Role of Teacher in enhancing 21st Century Skills"

Plato House: Cultivating Learning Skills held on 11-11-2022

Socrates House: Nurturing Literacy Skills held on 15-11-2022

Rousseau House: Fostering Life Skills held on 18-11-2022

Theme for B.Ed. Sem. IV : 'Positive Mindset for Personal Growth'

Gandhi House: Optimistic Attitude Towards Life held on 17-04-2023

Tagore House: Self Discipline for Better Living held on 21-04-2023

Aurobindo House: Time Management for Enhancing Productivity held on 25-04-2023

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	http://www.mgncollege.org/contentUploadFiles/contentFiles/2022-23/Academic%20Calendar%202022-23.pdf
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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.

The Organogram of the institution facilitates its smooth functioning. Our college is Government aided institution affiliated to GNDU and follows guidelines provided by NCTE. The Governing Body of the institution plays an important role and holds regular meetings with the Principal for the smooth functioning of the institution. It meets frequently to discuss issues relating to finance, infrastructure, faculty recruitment and the matters related to the overall development of College. The Principal is assisted by the Faculty, Administrative body and the Non-Teaching Staff. The Academic body of the college oversees the smooth functioning for which meetings are held on a regular basis to

discuss issues and concerns. The meetings with the teachers are held at frequent intervals for the effective planning and implementation of programmes like teaching, learning, curricular and co-curricular activities. Various committees are constituted for the planning, preparation and execution of academic, and co-curricular purposes. Every committee is comprised of one President, a Vice President, secretary and student members. Regular meetings of office bearers and members of the committee are conducted with their teacher incharges in regular intervals.

File Description	Documents
Link to organogram on the institutional website	http://www.mgncollege.org/ORGANOGRAM_1.htm <u>1</u>
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

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

Five/Six of the above

File Description	Documents
Data as per Data Template	View File
Screen shots of user interfaces of each module	View File
Annual e-governance report	View File
Geo-tagged photographs	View File
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.

The institution celebrated Ek Bharat Shresth Bharat programme during the session 2022-2023. Numerous events were planned to commemorate this event in the college.

- Cycle Rally and Yoga Workshop to celebrate World Health Day: Ek Bharat Sresth Bharat Club and N.S.S. Unit celebrated World Health Day by organizing a Cycle Rally and Yoga Workshop.
- Iconic Week :NSS Unit and Ek Bharat Sresht Bharat Club of the college celebrated 'Iconic Week' from 08.08.2022 to 15.08.2022.
- National Voters Day: NSS Unit and Ek Bharat Shresht Bharat Club celebrated National Voters Day on 25-01-2023 in the College premises.
- Independence Day Celebration: Under 'Har Ghar Tiranga Campaign', NSS Unit and Ek Bharat Sreshta Bharat Club celebrated 75 glorious years of progressive independent India by hoisting the national flag in the College campus.
- Celebration of Republic Day:
- Under Azadi Ka Amrit Mahotsav, NSS Unit and Ek Bharat Shresht Bharat Club of M.G.N. College, Jalandhar celebrated 74th Republic Day on 25-01-2023 to give tribute to India, its unity in diversity and its rich cultural heritage.
- Poster Making Competition: Under Azadi Ka Amrit Mahotsav, Ek Bharat Sreshta Bharat Club organized Poster Making Competition on the theme 'Ek Bharat Sreshta Bharat' on 25.01.2023.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	View File
Action taken report with seal and signature of the Principal	View File
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

Welfare policies are in existence and being effectively implemented for both teaching and non-teaching staff in the college. For the improvement in effectiveness and efficiency of the staff, latest technological equipments are available in the institution and staff is free to use those technological

equipments for the improvement in their teaching as well as personal and professional development. To keep the faculty updated with the latest trends and innovations, they are relieved for refresher courses/ Short-Term Courses /Workshops etc. They have also given platform to attend Seminars, Extension lectures in the college as well as other premises. ICT cources Facilities with Wi-Fi facilities are provided in the college. ICT Resource centre, ET lab and Psychology lab is provided to do the research work. Health awareness programmes are organised for them such as yoga workshops, checking of BMI Indexand gymnasium facility is also provided for their physical well being.Tours are organised as an outdoor excursion for the faculty as well as students as a recreational activity. For relaxation, staff can read magazines of their interest which are placed in the staffroom in their free time. Daily newspapers arekept in the staff room for healthy discussion.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	View File
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	View File
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	No File Uploaded
Institutional Policy document on providing financial support to teachers	No File Uploaded
E-copy of letter/s indicating financial assistance to teachers	No File Uploaded
Certificate of participation for the claim	No File Uploaded
Certificate of membership	No File Uploaded
Income Expenditure statement highlighting the financial support to teachers	No File Uploaded
Any other relevant information	No File Uploaded

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

07

File Description	Documents
Data as per Data Template	View File
Brochures / Reports along with Photographs with date and caption	View File
List of participants of each programme	View File
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

03

File Description	Documents
Data as per Data Template	View File
Copy of Course completion certificates	View File
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.

Institution has Annual Appraisal System for teaching and nonteaching staff.The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress of the employee. Our institution possesses effective mechanism for performance assessment. Thehead of the institution reflects upon the performances of teachers every year. The performance of teaching staff is assessed according to the assigned additional duties and responsibilities to them. The Institution accords appropriate weightage to these contributions in their overall assessment. Annual Appraisal Proforma is also available for non-teaching staff to assess their capabilities and work.Thehead of the institution reflects upon the performances of non-teachingstaff every year.

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

6.4 - Financial Management and Resource Mobilization

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

Financial management aspect is very effective in our institution as accounts are audited regularly.Institution conducts annual internal financial audit every year and external financial audit according to DPI instructions. The auditors verify the financial transactions (balance sheet, statement of income& expenditure) with supporting documents with approval of proper authority for each financial transactions. Such financial transactions are signed and approved by the auditor. Based on the audited financial

statements, auditors issues audit report. . If any objection occurs, then Annotated proforma is prepared, then it is send to auditors and therefore approved by the auditors.

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

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

75000

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	View File
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	View File
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.

M.G.N. College of Education is an aided Institution and gets its 95% deficit grant from Punjab govt. through DPI colleges Punjab. Every year annual budget is prepared well in advance as per the needs and requirements of the college. As per budget, the Principal proceeds with the planned activities. The college generates financial resources through its stake holders, grant in aid from Punjab government, dues from students and management, NGO's and alumnistudents .Students' tuition fees is the primary source of funds. It has prepared its policies for effective implementation and optimal utilisation of resources. The funds are

allocated by the college for the maintenance of the laboratories and classrooms. The received funds are collected and used through the Cheque , RTGS or NEFT mode. As per the priority and recommendations of the committees the funds are utilised and sanctioned by the authority. Each and every single rupee received, is spent through channels with consent of respective committees. The Purchase committee gives requirements from all the departments, invites quotations, prepares comparative statements and then purchase order is placed. All funds mobilised are properly maintained. Every year the institution conducts external and internal financial audits by appointing statutory auditor in the annual general meeting.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

6.5 - Internal Quality Assurance System

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

In the pursuance for quality assurance, the college established the Internal Quality Assurance Cell on 04-08-2008. Since its establishment in the college in 2008, the process of quality enhancement and sustenance begun through different strategies and is consistently working on to promote the quality culture in its all spheres of the college activities by channelised efforts towards promoting holistic academic excellence. The IQAC monitors the implementation of vision and mission of the college. IQAC prepares perspective plan of development for the college and execute it in a strategic plan every year. It has been trying to institutionalise number of quality assurance strategies such as digitilization of academic and administration facilities, strengthening extension activities etc. Since then IQAC has become instrumental in suggesting a number of quality improvement measures in the college. Besides COVID-19, during this session, the IQAC was successful in implementing and introducing several curricular, co-curricular and extra- curricular activities. Regular meetings under IQAC are conducted to chalk down the activities to be organised during the year.

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	View File
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 college's IQAC has created a number of mechanisms to evaluate the efficiency of the teaching and learning process, as well as the structures and methodology of the institution's operations, and has worked arduously to implement reforms. IQAC conducts regular meetings to discuss the progress of the college. The IQAC also organises seminars designed to train teachers in order to diversify the teaching approaches they employ in their day to day teaching practices. IQAC also facilitate teaching-learning improvements by gathering feedback from stakeholders such as students, parents, staff and alumni. This helps in getting a fair and accurate assessment of the institution's performance, particularly in the classroom. To help teachers improve their methods of instruction and interactions with students, a detailed analysis of the feedback is conducted and relayed to them. In addition to the fulfillment of the curriculum, IQAC recommends unique pedagogical approaches by enhancing teaching learning process through Power Point Presentations, organising seminars and workshops , taking educational trips. IQAC organizes activities on the themes relevant to the educational needs and futuristic growth of the students which in turn help students crack competitive exams such as ,CTET, PSTET and get meritorious results. To enhance the competency of Pupilteachers and to equip them for effective teaching practice during Prepractice programme, the Pedagogy Teacher educators demonstrate composite and micro skills to the pupil teachers. During Internship, supervisors are allotted to the students to guide them for better execution of the lesson with different types of teaching aids and methods.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	View File
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

07

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

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

Two of the above

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	http://www.mgncollege.org/contentUploadFiles/contentFiles/2022-23/IOAC%20meetings%20&%20its%20Minutes.pdf
Link to Annual Quality Assurance Reports (AQAR) of IQAC	http://www.mgncollege.org/contentUploadFiles/contentFiles/2021-22/agar21-22final.pdf
Consolidated report of Academic Administrative Audit (AAA)	View File
e-Copies of the accreditations and certifications	View File
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	View File
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

Improvements achieved for First Cycle in academic and administrative domains of its functioning through quality assurance initiatives are: (1.) The College hall was constructed as an additional improvement in the infrastructure. Five computers were added to improve the access to quality education through ICT.

(2.) The College organised Third Annual Conference of 'Council for Teacher Education' Punjab and Chandigarh on the topic Towards 'Excellence in Teaching Practice' in the session 2003-2004.

Incremental Improvements after First Cycle are mentioned below: (1.) Under the UGC XI Plan, the college received grant under following heads: General Development Grant (UG) : Rs. 639902/- General Development Grant(PG) : Rs.450000 Merged Scheme: Rs. 610000 Additional Grant Scheme for Purchase of Equipments: Rs.1147000 Development of Sports infrastructure and equipments.:

Rs. 725000 (2.) Under the UGC XII Plan, the college received grant under following heads: UG Scheme for Books and Journals and Equipments: Rs. 300000 Under PG Scheme Development Assistance : Rs. 125000

During Second Cycle, Journals, Books and Magazines were purchased in the Library. Library was updated with KOHA Software. Testswere purchased for Psychology Lab. Science Lab was updated with equipments.

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Energy Management Cell of the collegetook initiatives for the proper management and the conservation of energy. The energy conservation cellaimed to create awareness amongthe staff and students about it . Energy conservation is the practice to reduce the consumption of power by using energy saving measures and strategies and achieved by its more efficacious use by involving the actual users i.e., the staff and the students in this practice. Energy Policy Objectives are to:-

- Minimise Energy consumption by use of energy efficient equipment's and maximum use of day light, natural ventilation and Energy substitution.
- Maximum use of renewable Energy.
- Create Awareness about Energy conservation.
- Improve Energy efficiency to reduceenergy consumption and cost.
- Eliminate wastage by use of good housekeeping practices.
- Minimize Environmental degradation.

File Description	Documents
Institution's energy policy document	View File
Any other relevant information	View File

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

The college has a clear waste management policy for disposing off waste. We try to create a consciousness among staff and students about the ways in which waste is generated and the means by which they can reduce waste generation and manage the waste they produce. There are separate-coloured bins for dry (blue) and wet (green) waste. Use of steel tiffin, bottle and cloth bags is encouraged. The dry saleable materials like paper, files and other waste are regularly sold. The wet waste such as kitchen and garden waste are disposed off into the dustbins earmarked for the purpose. Residue of kitchen tea are used as manure in lawns. For e-waste management, instead of taking CD'S from students, data is taken in Pen drives or through email and students upload the pdf of the assignments in Google classroom. For water management, the staff and students are advised to minimize water wastage, turning off taps when not in use and report any leaking taps. The students are made aware about the concept of rainwater harvesting and its importance during NSS activities. The lawns of the campus help to replenish the ground water table. Every effort is taken by the staff and students to reduce wastage in canteen and washrooms. Segregation of waste is done on daily basis. The waste thus collected from the campus is collected by the garbage collectors

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

Two of the above

File Description	Documents
Documentary evidence in support of each selected response	View File
Geo-tagged photographs	View File
Income Expenditure statement highlighting the specific components	View File
Any other relevant information	View File

7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage	Two of the above
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File Description	Documents
Income Expenditure statement highlighting the specific components	View File
Documentary evidence in support of the claim	View File
Geo-tagged photographs	View File
Any other relevant information	View File

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

Green committee of the college is always committed to maintain a clean and green environment which sets a good example for students. Encouraging to keep surrounding clean; Poster making competitions, Slogan writing competitions and Cleanliness activities are the part of community service under NSS camp. Regular discussions in tutorials are done to share ideas on cultivating habits of cleanliness in daily life. The land of the college is optimally utilized for healthy environment. The campus is with good green cover in the form of trees, lawns and potted plants. 'Tree plantation' is carried out to increase green cover. Regular instructions are given to turn off the lights when not in use, no use of plastic bags in the campus and use of fans instead

of Air Conditioners most of the time. The students learn to reuse to make the best out of waste. Use of own ceramic cups by teachers. The college encourages students to use bicycles and e-scooty by conducting cycle rally. Encourage students to donate old books in the college library or their juniors so as to avoid wastage. 'Print little' promotion with the continuation of E-governance practice is encouraged. Environmental awareness programme, Celebration of World Bicycle day, World Environment Day, Swachhata Pakhwada, Tree plantation during Iconic Week, plantation during School Internship, Clean India Programme-2.0, Campaign against Stubble Burning, Topic related to environment in various competitions and Awareness regarding pollution free Diwali.

File Description	Documents
Documents and/or photographs in support of the claim	View File
Any other relevant information	View File

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

All of the above

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

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

0.80642

File Description	Documents
Data as per Data Template	View File
Income Expenditure statement on green initiatives, energy and waste management	View File
Any other relevant information	View File

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

The institution conducts programs and exposing students to first-hand experience, for example; Vaccination Camp, best out of Waste, Activities during Internship practicing Schools, first aid services. resources and facilities for use which directly fosters social connectivity, and network between students and communities. Organization of Plastic free campaign, Promoting biodiversity through energy conservation, green campus etc. Organization of awareness campaign. Fit India Programme, Swachh Bharat. to make students aware about the environmental issues, social burning issues. These lectures make a connection to and a responsibility for their local environment. Organization of Tree Plantation Drive to encourage students to clean their surroundings. College facilitates home-school-community communication, organizes alumni meets, awareness campaigns etc. Institution has linkage with other educational bodies, NGOs: Teachers and students are invited from different schools and colleges for assessment of demonstration of lessons of students during teaching practice. NSS volunteers of the college participated in camp and performed different activities like awareness on water conservation, lectures on hygiene. NSS Unit of the college conducted awareness on Fit India programme as per Ministry of Youth affairs and Sports. Interaction with Alumnus, Campaign on Stubble Burning as per Punjab Pollution Control Board, Constitution Day as per Dean Development Council, G.N.D.U, Camp at village Sangal Sohal, Cleanliness drive was conducted by the college under the Clean India programme per Ministry of Culture, Govt. of India and SVEEP as per Chief Electoral Officer, Punjab.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

<p>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</p>	<p>A. All of the above</p>
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File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	View File
Web-Link to the Code of Conduct displayed on the institution's website	View File
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	View File
Details of the Monitoring Committee, Professional ethics programmes, if any	View File
Any other relevant information	View File

<p>7.2 - Best Practices</p>
<p>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</p>
<p>BEST PRACTICE: 1 Title of the Practice: -Series of Morning Assemblies</p>
<p>Context: - Morning Assemblies are planned House wise. This activity</p>

focuses on strengthening work culture among student teachers . This programme helps to nurture and maintain a positive healthy work environment. In this context student teachers share information, participate in different thematic activities i.e. speeches, poem recitation, act and showcasing videos.

Objectives of the Practice:

- Community Building
- Motivation and Inspiration
- Cultural Observances
- Discipline and Routine
- Leadership Development
- Celebration and Recognition
- Promotion of Values and Ethics

Best Practices-2 Title of the Practice: -Feedback Analysis of the Institution

Context: -Feedback is acknowledged as an essential element for the improvement. It is considered as a vital approach to facilitate the student's development as independent learners in order to monitor, evaluate and regulate their learning.

Objectives of the Practice: - The Objectives for the practice of feedback analysis of the institution were as follows: -

- To shape the teaching learning process.
- To improve the learning experiences of the students.
- To identify Teaching strategies and teaching tools that augment effective teaching learning process.
- To assist teachers and to reflect on teaching and teaching strategies to make teaching learning process more effective and relevant.
- To improve the performance of the institution through constructive criticism by the stakeholders which helps to work with motivation.

File Description	Documents
Photos related to two best practices of the Institution	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness

The college maintains Education Technology Archive (ETA) and it is a growing collection of technology equipment, carefully collected, preserved, and restored for educational benefits. The ETA seeks to illustrate educational technology through the preservation of historical equipments. It seeks to bring technology back to life with a hardware equipment and knowledge, innovation and cultural value are not lost or forgotten. It is common for institutions to have outdated equipment in stores since the equipment is often replaced and technical skills and knowledge have moved on. Through the ETA, the college provides an opportunity to student teachers to gather information regarding the historical usage of stored Educational Technology equipments. Our current focus is on building, developing and cataloguing the archive.

The objectives of an educational technology archive include:

- **Preservation of Educational Technology History:** The archive room aims to preserve and document the history of educational technology, including the evolution of tools, methods, and approaches used in teaching and learning.
- **Resource for Research and Study:** It serves as a resource for researchers, educators, and students interested in studying the development and impact of educational technology over time.
- **Support for Curriculum Development:** Educators can utilize the archive room to explore past educational technologies and incorporate successful strategies into their curriculum development processes.
- **Promotion of Technological Literacy:** By showcasing the historical progression of educational technology, the archive room can promote technological literacy among educators and students, fostering an understanding of the role technology plays in teaching and learning.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	View File
Any other relevant information	View File