YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution　　　　　　　　SILVERLINE EDUCATIONAL TRUST COLLEGE OF EDUCATION (COED)

- Name of the Head of the institution　　DR. MANGALA VAID

- Designation　　Principal

- Does the institution function from its own campus?　　Yes

- Alternate phone No.　　01204553334

- Mobile No:　　8700020220

- Registered e-mail ID (Principal)　　coed.edu@gmail.com

- Alternate Email ID　　principal.coed@gmail.com

- Address　　A-2/1, Bulandshahr Road Industrial Area Landmark - Silveline Prestige School

- City/Town　　GHAZIABAD

- State/UT　　Uttar pradesh

- Pin Code　　201002

2.Institutional status

- Teacher Education/ Special Education/Physical Education:　　Teacher Education

- Type of Institution　　Co-education

- Location **Urban**

- Financial Status **Self-financing**

- Name of the Affiliating University **CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT (UP)**

- Name of the IQAC Co-ordinator/Director **DR. ARUNA SINGHAL**

- Phone No. **01204553334**

- Alternate phone No.(IQAC) **9871301697**

- Mobile (IQAC) **9871302740**

- IQAC e-mail address **arunasinghal11@gmail.com**

- Alternate e-mail address (IQAC) **coed.edu@gmail.com**

3.Website address
https://www.coedgzb.com

- Web-link of the AQAR: (Previous Academic Year)
https://coedgzb.com/iqac/iqacdata/AQAR%20Report%202019-20.pdf

4.Whether Academic Calendar prepared during the year?
Yes

- if yes, whether it is uploaded in the Institutional website Web link:
https://www.coedgzb.com/iqac/iqacdata/Academic%20Calendar%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.50**	**2010**	**28/03/2010**	**28/03/2015**

6.Date of Establishment of IQAC
01/07/2012

7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNMTT etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**Nil**	**00**

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

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

9.No. of IQAC meetings held during the year   `4`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- (Please upload, minutes of meetings and action taken report)   [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

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

`1-Community engagement programme were organized like Blood Donation Camps, Green and Clean Campus, Beti Bacho Beti Padao, Heath and Cleanliness programme Etc. 2-Personality development Programme, Programme to Enhance commination skills were organized for the Student of the college 3-Enrichment Classes to Prepare Student for competitive Exams were Organized for Better Placement of Student of College. 4-Different labs Were updated According to NCTE. 5-Rare Books and Educational Survey (NCERT) were Purchased Which Benefitted the Student of the College.`

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
Remedial Classes be arranged	**Classes were successfully**
Programme to be organized for student	**Personality Development Programme and Gender Sensitization Programme were successfully organised**

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

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Governing Body	**09/08/2019**

14. Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
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• Name of the Head of the institution	**DR. MANGALA VAID**
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• Mobile No:	**8700020220**
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• Address	**A-2/1, Bulandshahr Road Industrial Area Landmark - Silveline Prestige School**
• City/Town	**GHAZIABAD**
• State/UT	**Uttar pradesh**
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• Name of the IQAC Co-ordinator/Director	**DR. ARUNA SINGHAL**
• Phone No.	**01204553334**
• Alternate phone No.(IQAC)	**9871301697**
• Mobile (IQAC)	**9871302740**
• IQAC e-mail address	**arunasinghal11@gmail.com**
• Alternate e-mail address (IQAC)	**coed.edu@gmail.com**
3.Website address	https://www.coedgzb.com
• Web-link of the AQAR: (Previous Academic Year)	https://coedgzb.com/iqac/iqacdata/AQAR%20Report%202019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.coedgzb.com/iqac/iqacdata/Academic%20Calendar%202020-21.pdf

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Name of the statutory body	Date of meeting(s)
Governing Body	09/08/2019

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	23/02/2022

15. Multidisciplinary / interdisciplinary

Multidisciplinary / interdisciplinary

 B.Ed. Curriculum Enrichment is achieved through Beyond Syllabus Activities and Value Added activities imparting transferable and life skills in the form of various activities
of multidisciplinary. Institute has the provision of various committee activities which contribute to sensitizing students to cross-cutting issues like Gender, Environmental Sustainability, Human Values, and Professional Ethics for the development of creative and divergent competencies.

16. Academic bank of credits (ABC):

As per University and NCTE Guide Line

Being an affiliated institution, the institution does not have autonomy to frame its own curriculum. Academic teaching-learning planning process is followed for achieving micro level planning. The University Academic Calendar is a broad schedule and based on the same, year wise Institutional Academic Calendar is prepared incorporating all the academic and extracurricular activities to be conducted during the session which is approved by IQAC.

17. Skill development:

Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities bellow

1.Organizing Learning (lesson plan)

2.Developing Teaching Competencies

3.Assessment of Learning

4.Technology Use and Integration

5.Organizing Field Visits

6.Conducting Outreach/ Out of Classroom Activities

7.Community Engagement

8.Facilitating Inclusive Education

9.Preparing Individualized Educational Plan(IEP)

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

The college has a computer laboratory with requisite number of computers and these computers are made assessable to the students to instill the IT skill in them. The college has developed an ICT enabled seminar hall for conducting seminars, various workshops. on value education and culture and Indian knowledge system.

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

Program Learning and Course Learning Outcome of B.Ed. Courses are:

1.To empower the students in subject content and Pedagogy. 2.To develop an understanding of contemporary Indian Society with special reference to education. 3.To be able to interact with children with diverse socio economic and diverse back grounds. 4.To build the skills of communication, reflection, art, aesthetic, theatre, delft expression and ICT. 5.To develop an understanding of paradigm shift in conceptualizing disciplinary knowledge in school curriculum. 6.To be able to interact with children from diverse socio economic and diverse back grounds. 7.To develop competencies among students-teachers to select and use appropriate assessment strategies for facilitating learning. 8.To engage student- teachers with self, child community and school to establish close connections between different curricular areas. 9.To enable student-teacher to integrate and apply ICT in facilitating teaching-learning process and in school management. 10.To systematize experiences and strengthening the professional competencies of student teachers and to provide first-hand experience of all the school activities

20.Distance education/online education:
NA

Extended Profile

1.Student

2.1 Number of students on roll during the year	**360**

File Description	Documents
Data Template	View File

2.2 Number of seats sanctioned during the year	**200**

File Description	Documents
Data Template	View File

2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**00**

File Description	Documents
Data Template	View File

2.4 Number of outgoing / final year students during the year:	**193**

File Description	Documents
Data Template	View File

2.5Number of graduating students during the year	**193**

File Description	Documents
Data Template	View File

2.6 Number of students enrolled during the year	**167**

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

2.Institution

4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	**5.31**
4.2 Total number of computers on campus for academic purposes	**28**

3.Teacher

5.1 Number of full-time teachers during the year:	**22**

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

5.2 Number of sanctioned posts for the year:	**28**

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

The college adheres to the guideline laid down by the state government in general and university in particular from the session 2020-21 CCS University Meerut enhance B.Ed.two year Programme according to recommendation of Justice Verma committee and NCTE. Bases on this recommendations NCTE has suggested a curriculum framework for two year B.Ed course which has been discussed by department of education CCS University Meerut.Academic Calendar is issued by University in the beginning

of each session. Academic calendar include 180 days of teaching, schedule of teaching practice, visit to various institution, Internal assignments examination etc. this particular Academic Calendar is being following by the college for effective teaching process. Special classes (If needed) are engaged during vacations or off hours to compensate the duration last in examination and other co- curricular activities.

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	A. All 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	https://coedgzb.com/iqac/iqacdata/1-PLO_2-clo_merged.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

16

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	https://coedgzb.com/iqac/iqacdata/Academic%20Calender%202020-21.pdf

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

3

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

3

File Description	Documents
Data as per Data Template	View File
Brochure and Course content along with CLOs of value-added courses	View File
Any other relevant information	View File

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

235

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

235

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	View File
Course completion certificates	View File
Any other relevant information	View File

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**

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	View File

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

313

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

313

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

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.

Institution completely follows the curriculum recommended by University and curriculum aims at developing various skills related to theory and practical work. Practice teaching and school based activities deal with social and moral values. Institution has adopted a well organized mechanism of getting feedback and exchange of information with regard to involvement of society to develop a coherent understanding of teacher education. Curriculum includes coursework of inclusive education and also visit to inclusive education institution to creates teachers for different level of school educations to caters the needs of students having different disabilities or children with special needs. Curriculum include action Research project works which helps to identified the problem of students in learning and also to provide immediate solution to their problem by apply their acquired knowledge as a teacher education. Students nominated appointed as members in some relevant committees of college, alongside the teachers. Promotion of global competencies among students through the use of technology and interval. Skill development included the internship programme which includes theoretical inputs on communication and evaluation, later they are given training in the farm of practice teaching in various schools. Curriculum also includes internship programs which include observation of lessons of primary and pre-primary wings, high school and higher sec. School. Besides

thisstudents have given opportunity to various institutions such as DIET, Innovative Centres, Slum Areas.These visits and teaching programs help in enhancing the teaching competency as well as critical things of the students.

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

The main priority of the institution is to create a conducive environment in which students feel from prejudiced and to develop understanding of diversity. Teacher guides the students according to different capabilities, mental level and their needs. Visits are arranged to old age house, slums areas, inclusive schools, DIET, SIE for giving exposure to the future teachers to understand diversification among school system. The teacher educators are encouraged to attend orientation programmes, seminars, refresher courses, workshops, conferences to keep themselves updated with the latest information related to international perspective. The teacher educators are asked to plan different activities for the prospective teachers VIZ practical works, project works, surveys, literary activities, cultural activities, different competitions, games, sports, picnic, excursions etc. The course paper Philosophical and Sociological Bases of Education, Teacher Education, Curriculum Development, Inclusive Education, Education Planning and Management provide ample opportunity and scope to the students to understand the role of diversity. The course paper education in India persecution included in curriculum made aware of recommendations of various commissions and committees for the development of the education system in India. Institution encourage students to celebrate festivals of different religious, communities important days together in campus which give them

thefeeling of oneness. Environment education has been introduced as a compulsory subject in B.Ed to enable students to understand the current issues related to the environment at national perspective.

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

Being an affiliated institution the institution does not have the autonomy to frame its own curriculum rather institution has to follow recommended curriculum by university of Jammu Institution helps students to derive professionally relevant understandings through curricular experiences provided during the teacher education programme by:- Some individual and group projects like debate works, seminars, sessional woks, power point presentations are distributed to develop the feeling of tolerance, co-operation, brotherhood and socialization of pupil teacher. In every course works concerned course teacher, Assigns PowerPoint presentation of sessional work and questioning hours after the completion of presentation to the students for more interaction Peer group discussion, assignment on sessional work, suggestion are given to them to write the reference of the written content taken from particular book/websites. Students are directed for 2 months teaching practice in 3rd & 4th semester which lays emphasis on interactive teaching learning process. Students have to prepare lesson plane by following various approaches like Herbartian Approach, RCEM & Constructivist Approach of lesson planning. Before going to teach the class pupil teacher/ teacher trainees has to write lesson plans. For that purpose they have to do a lot of preparation. The teacher trainee uses various teaching aids to make teaching learning process effective.

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	**All of the above**

File Description	Documents
Sample filled-in feedback forms of the stake holders	[View File]
Any other relevant information	[View File]

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

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	[View File]

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of students during the year

167

2.1.1.1 - Number of students enrolled during the year

167

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	View File

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

87

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

87

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	View File

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

02

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

02

File Description	Documents
Data as per Data Template	View File
Certificate of EWS and Divyangjan	View File
List of students enrolled from EWS and Divyangjan	View File
Any other relevant information	View File

2.2 - Honoring Student Diversity

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

The institution pays more attention to the academic growth of the students, in this connection special counselling is given to the Teacher Education Programme. Special attention to the students after admission to cater the diversity among them as they come from diverse socio-economic backgrounds and their medium of instruction is different. Based on their background, language proficiency, confidence level, competency, learning level, etc that varies. The institution conducts following special programs after admission. Orientation program: The institution actively organizes the orientation program.Campus visit arranged to familiarise the students to the campus. Fresher's Day: Fresher's day is organised each year with many colourful events to create a friendly atmosphere with senior students and to build confidence in the minds of fresher's and to uplift their understanding level. Mentor System: Mentors are allotted the duty for performing each and every activity which is supposedto take place in the college during the whole academic session. These mentors are fully responsible for conducting their visits, Internship, Projects etc. Mentors help and guide the students for the successful functioning of their curriculum.

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	View File

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

File Description	Documents
Data as per Data Template	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	View File

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	**Four of the above**

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	View File
Any other relevant information	View File

2.2.4 - Student-Mentor ratio for the academic year

1: 10

2.2.4.1 - Number of mentors in the Institution

18

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	View File

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.

1.Experiential learning: - As, a part of internship programme, the students of B.Ed second year are given the opportunity to teach in the educational institutions. During their internship programme students learn how to conduct morning assembly as well as other activities that a teacher go through the whole day while managing the class room activities.

2.Participative Learning: - In participative learning, the students are given certain topics which are of utmost importance both academically and practically, they are divided into group and

are given the topics to present themselves. Problem solving and to logical questions what was taught. They are given, project work which includes, psychological testing, action research project work. The learning outcomes of these activities are shared in the form of portfolio.

3.Problem solving methodologies: - Along with the class room teaching, students are also involved in the project Works, these project works include Psychological Testing, action research reports, their portfolios, .College further follows problem solving methodologies by challenging the students with assignments on regular basis to check their level of understanding on the subject.

4.Brain Storming: - By organizing quiz competitions and Appling different tools of psychology brain storming of the students is done.

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	[View File](#)

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

12

File Description	Documents
Data as per Data Template	[View File](#)
Link to LMS	https://coedgzb.com/iqac/iqacdata/Academic%20Calender%202020-21.pdf
Any other relevant information	[View File](#)

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

360

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	View File

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

File Description	Documents
Data as per Data Template	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://coedgzb.com/iqac/iqacdata/Academic%20Calender%202020-21.pdf
Any other relevant information	View File

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

All the faculty members in the College have been assigned mentoring responsibility of a group of students. Mentor provides proper guidance to students for carreer development, academic, social and health related issues by personal counselling as well as group discussion. Mentoring includes curricular, co-

curricular, extra-curricular, sports and health and personality developmental aspects of the students. Mentors take personal care of students and extend help to solves students' academic, social and health related problems by personal counselling as well as group discussion.

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

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

Two 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	View File

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

In teaching Learning Process, Our college facilitates a good classroom environment with creativity which makes the lessons more interesting and interactive. The right mix of creativity along with curriculum helps students to be innovative and also encourages them to learn new things. Students can grow up as good communicators in addition to improving their emotional and social skills. Our teachers promote activities such as open- ended questions and debates in the classroom. National day celebrations

include various activities like Quiz, Elocution, Art gallery, talent show & Rangoli etc.are organized. College organizes programmes every year which makes the students confident,responsible and adaptable.

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

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)	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 with video graphic support wherever possibl	No File Uploaded
Any other relevant information	No File Uploaded

2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing	Ten/All of the above

with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement

File Description	Documents
Data as per Data Template	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	View File

2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as 'anchor', 'discussant' or 'rapporteur' Classroom teaching learning situations along with teacher and peer feedback

All of the above

File Description	Documents
Data as per Data Template	View File
Details of the activities carried out during the academic year in respect of each response indicated	View File
Any other relevant information	View File

2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement

All of the above

provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group activities Performance tests Oral assessment Rating Scales

File Description	Documents
Data as per Data Template	View File
Samples prepared by students for each indicated assessment tool	**No File Uploaded**
Documents showing the different activities for evolving indicated assessment tools	**No File Uploaded**
Any other relevant information	View File

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	**No File Uploaded**
Sample evidence showing the tasks carried out for each of the selected response	**No File Uploaded**
Any other relevant information	View File

2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning

Four of the above

and scheduling academic, cultural and sports events in school Planning and execution ofcommunity related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event

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	View File

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

File Description	Documents
Data as per Data Template	View File
Samples of assessed assignments for theory courses of different programmes	View File
Any other relevant information	View File

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

The internship is a major part of the B.Ed. curriculum which will include full time engagement in real school situations for a prolonged period of 16 weeks duration. Schools are selected according to students locality. Once the permission is granted by the school, students are asked to give their preferences to choose

the school which is near to their home. Recommendation letters are provided to each student in which school they are going to do their internship, they have to show that particular recommendation letter when they go to school for their internship. All the details are provided to the principal of the school where internship will take place. Orientation is provided to the students before going for the internship.

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

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

2.4.9.1 - Number of final year students during the academic year

193

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

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.

During teaching practice, teacher educators evaulate the lesson plan, review the instructional aids, Teachers discuss the mistakes and give suggesting measures before delivering the next lesson. General remarks related to their presentation of the lesson and their teaching are written by the teacher educators at the end of every lesson. Feedback is also given by the pupil- teacher to the peer students. Head of the institution and the teachers of the schools also observe the classes during teaching practice and give useful suggestions. Modifications are done according to the feedback given by all the teachers. The feedback about the performance taken from school principal and school teachers to ensure the attendance and the performance of pupil teacher. At the end of internship and the teaching practice, a completion certificate is issued to the pupil teacher by the head of the institution

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

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*	**Four of the above**

Principal B. Ed Students / School* Students (* 'Schools' to be read as "TEIs" for PG programmes)

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	View File

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	View File

2.5 - Teacher Profile and Quality

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

22

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	View File

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

03

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	View File

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

22

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

22

File Description	Documents
Copy of the appointment letters of the fulltime teachers	View File
Any other relevant information	View File

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

To improve the teaching learning process and to update the faculty members professionally the institution has adopted a comprehensive

and continuous evaluation mechanism which includes self appraisal by the faculty and to encourage to the monitor and to access the monthly activities that are undertaken by them.The staff is required to submit monthly report regarding the tasks accomplished by them and other achievements reports, duly evaluated by the Principal and Management.

1.The feedback is taken from the students about the teachers through feedback forms to access their performance. They are asked to make necessary changes in their teaching methodology and Preparation.

2. Management encourages the faculty members to participant in different faculty development programs, Workshop and Seminars to aware themselves about the new trends and policies in education.

3.Faculty Members are also provided financial support for enhancing their required qualifications and also provide them study leave for it.

4.Library facility with WiFi connection is provided to keep them updated.

5.Regular group discussion in the staff members are organized to share their views on different topics

6.Collection of data regarding the students' background, students' different reports are discussed to help the teachers to follow particular methodology for particular student.

File Description	Documents
Documentary evidence to support the claim	[View File](#)
Any other relevant information	[View File](#)

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

Every Subject is divided into four parts in the form of 1st assignment Test and 2nd Assignment Test, sessional Work and Seminar work/ workshop. This process in done by farming question papers and setting syllabus. After which Internal Assessment is started. The ACC (Academic Co-Ordination Committee) Members (Dr.

Gyanendra Tiwari, Prof. Mahima Gupta) Professors of Education of Amity University, Noida visits the institution for the verification of internal record and evaluation oral test as well as written test is conducted in order to assess the level of students. This process of evaluation is continuous from the beginning to end of the academic session. Co - Curricular activities, project work and sessional work are also helpful in evaluating the academic as well as social achievement of the students. Seminars and group discussion are organized by the teachers to evaluate the students. Students who lack in attendance during session are also advice to be attentive and maintain their record properly. Any students who find difficulty in any topic related to their subject are given proper guidance by their concern teacher.

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	View File

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

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	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	View File

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

The academic performance of the students is evaluated throughout the course by the teachers for upgrading and improving academic performance of the students and in this connection this time to time internal evaluation mechanism is followed by the college as per the academic calendar of university. Internal assignments, seminars and sessional work, presentations, external viva-voice are conducted in every Year and time schedule is prepared by examination committee in consultation with ACC team appointed by university. The students are well informed in advance for the preparation of their exam. After the completion of the internal examinations performance of the students is evaluated and internal award rolls are prepared. If there is any grievance with reference to paper, it is redressed on the spot by examination conduction team deputed by the university. In Second year, there is project work and portfolio of the students. However, the marks awarded in the project work and internal assignments, are sent to the University in a confidential way. Thus, in this manner, the college tries to maintain the transparency, efficiency and timely for conduction of internal as well as external examinations in the college.

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.

IQAC prepares academic calendar at the beginning of the year in consultation with all faculty members and conveners so as to ensure the inclusion of all activities to be conducted during the year. The IQAC prepares the academic calendar keeping in mind the academic calendar of the CCS University, Meerut. The academic calendar is then thoroughly discussed in the IQAC meeting and approved for implementation. The academic calendar contains the yearly schedule of the college ranging from the list of academic activities, schedule of the college examinations and other forms of evaluation. The tentative dates of extension activities, schedule of practice teaching and

Internshipetc. are also provided in the academic calendar. It is mandatory for the students and the faculty to adhere to the academic calendar for the completion of academic activities. The principal of the college regularly conducts meetings of various college committees to ensure the better functioning of the academic and examination-related activities.

https://www.coedgzb.com/iqac/iqacdata/Academic%20Calender%202020-21.pdf

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	[View File](#)
Any other relevant information	[View File](#)

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.

Program Learning and Course Learning Outcome of B.Ed. Courses are:

1.To empower the students in subject content and Pedagogy.

2.To develop an understanding of contemporary Indian Society with special reference to education

3.To build the skills of communication, reflection, art, aesthetic, theatre, delft expression and ICT.

4.To develop an understanding of paradigm shift in conceptualizing disciplinary knowledge in school curriculum. .

5.To engage student- teachers with self, child community and school to establish close connections between different curricular areas.

6.To systematize experiences and strengthening the professional competencies of student teachers and to provide first-hand experience of all the school activities.

To Achieve these PLO's and CLO's of institution follows the prescribed syllabus of University.

1.Academic calendar framed at the beginning of the session in order to successful implementation of Academic activities.

2.Faculty of the college follows the proper time table.

3.Regular Internal assessment of the students take place twice a semester in order to monitor the performance of the students.

4.Seminars, Debates, Workshops are organized regularly to Improve the communication skill.

5.Project works.

6.Reflective Journals are prepared by the students during their course work in which students prepare their own portfolios and express their whole experiences of 2 years .

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

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	View File

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

The progressive performance of students and attainment of professional attributed in line with PLOS and CLOS is monitored through following ways.

1. Regular internal assessments of 20%marks of each subject is conducted to evaluate the PLO'S and CLO'S.

2. Internal assessment record is regularly monitored by ACC team appointed by University .

3. Seminars, Debates, Workshops are organised regularly in the institution to enhance the communication skills and to build the understanding of subjects and self expression.

4. Project works like 'Each One and Teach One' and plant and own a tree given to students and community based programs are organised to establish close connections between different curricular areas.

5. Students are encouraged to prepare Power Point presentation and to use technology to enhance the skills of ICT in teaching.

6. Reflective Journals are prepared by the students during their course work in which students prepare their own portfolios and express their whole experiences of 2 years B.Ed. course work which help in developing the skills of self expression.

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	View File

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

291

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	View File

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.

Students of B.Ed. are motivated to prepare a reflective journal, which indicates their whole journey of B.Ed. They are encouraged to prepare a report of their whole experiences from semester 1st year to second year. They have to adopt a child which indicates each one, teach one aspect of their project work and prepares a detailed report of the progress of that child during two years of their study. They share their whole experiences of the changes that they face in whole journey. They are given the opportunity to teach the students in the schools where their internship programme is planned.

File Description	Documents
Documentary evidence in respect to claim	View File
Any other relevant information	View File

2.8 - Student Satisfaction Survey

2.8.1 - Online student satisfaction survey regarding teaching learning process

`https://coedgzb.com/iqac/iqacdata/sss-responses-(2020-21).pdf`

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

`00`

File Description	Documents
Data as per Data Template	View File
Sanction letter from the funding agency	View File
Any other relevant information	View File

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

`00`

File Description	Documents
Sanction letter from the funding agency	View File
Income Expenditure statements highlighting the research grants received certified by the auditor	View File
Any other relevant information	View File

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

functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research

File Description	Documents
Data as per Data Template	View File
Institutional Policy document detailing scheme of incentives	View File
Sanction letters of award of incentives	View File
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	View File
Documentary evidence for each of the claims	View File
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

One of the above

File Description	Documents
Documentary evidences in support of the claims	View File
Details of reports highlighting the claims made by the institution	View File
Reports of innovations tried out and ideas incubated	View File
Copyrights or patents filed	View File
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

00

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	View File

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

00

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	View File

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

02

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

307

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

210

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

210

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.

1-College organizes Swach Bharat Abhiyan every year on birth anniversary of Mahatma Gandhi ji tjis year only online programme due to covid-19. Pupil teacher prepares online programme to aware people about harmful effects of plastic use etc.

2-College organizes an outreach activity on "Beti Bachaoo, Beti Padaoo" by NSS unit by organizing Rally, Nukkadh Natak to aware the society to save girl child and its education. Students present Nukkad Natak to show gender discrimination and the gender exploitation in the male dominant.

3-college organized webinar, Orientation Programmes, Workshop etc online mode.

4-Online Awareness programme on save water, save environment save earth are organized about the ill effects of environment scarcity of water

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	View File

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

00

File Description	Documents
Data as per Data Template	View File
Appropriate certificates from the awarding agency	View File
Any other relevant information	View File

3.4 - Collaboration and Linkages

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

year

02

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

02

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	[View File](#)
Any other relevant information	[View File](#)

3.4.2 - Functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the academic year

01

File Description	Documents
Data as per Data Template	[View File](#)
Copies of the MoU's with institution / industry/ corporate houses	[View File](#)
Any other relevant information	[View File](#)

3.4.3 - Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes Local community based activities Practice teaching /internship in schools Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education Discern ways to strengthen school based practice through joint discussions and planning Join hands with schools in identifying areas for innovative practice Rehabilitation Clinics Linkages with general colleges	One/Two of the above

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	View File

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 institute is endowed with excellent physical facilities to support the teaching learning process. The institute is a learning centre that has been setup with the vision to provide world class and innovative opportunities to students to become successful entrepreneurs and leaders.

The institution has adequate facilities for all the activities.

Classrooms:- Classrooms having different capacities to meet the requirements of B.Ed students.

Laboratories:- Academic programme of the college is enriched by laboratory experiences.

Sports field:- The institute has a well maintained big sports play ground for outdoor games and indoor games room

Fitness centre:- The college has well equipped fitness centre.

Canteen facility:- The campus has canteen facility for students and staff which is hygienically maintained.

Parking facility:- Adequate parking space for vehicle is available in the campus.

Green atmosphere:- A lush green atmosphere for learning has been created by spacious lush green lawn. A Large number of trees and plants are there in the lawn which add and improve the quality of air and minimize air pollution in the campus.

Wi-Fi and CCTV cameras :-The institute is enabled with Wi-Fi facilities and CCTV cameras the campus for the security reasons

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

02

File Description	Documents
Data as per Data Template	View File
Geo-tagged photographs	View File
Link to relevant page on the Institutional website	https://coedgzb.com/iqac/iqacdata/Academic%20Calender%202020-21.pdf
Any other relevant information	View File

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

4100620.20

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	View File

4.2 - Library as a Learning Resource

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

200 words.

The Institute has a well equipped library having computer lab of 30 computers with internet, Wi-Fi, Airtel fiber connectivity of internet bandwidth (6.93 MBPS) Wi-Fi Airtel broadband having bandwidth (6.93 MBPS) has been installed in the computer lab. Facility of portable LCD projector is available in the institution for students and teachers to prepare power point presentation. Scanners, printers are available in the computer lab. Library of the institutions is facilitated with the wi-fi connectivity to update the books.

Library automation allows you to manage the whole library through simple and interactive interface. The librarian can manage all the library item details and keep a track on all the books that are issued. Even fine is imposed if someone returns the book not as per the norms. All the details of the books such as author name, edition, price etc. can be stored in the school library database. Manage the complete management of the entire library through the software easy interface. It removes manual process of issuing books by easy and simplified way. It saves time and effort. The librarian can issue, return and reserve book for a particular student through the software's interface. Add and search library items easily.

File Description	Documents
Bill for augmentation of library signed by the Principal	[View File](#)
Web-link to library facilities, if available	https://coedgzb.com/iqac/iqacdata/Academic%20Calender%202020-21.pdf
Any other relevant information	[View File](#)

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

As, the college is in urban area, access to network is very good. College has its Library management System. There is installation of Broadband with bandwith of 10MBPS. Library of the college is furnished with new books according to the syllabus of a CCS University. Also, there are inclusion of Journals for the students and staff members. Access to remote library due to poor network connectivity is marginally accessible. college has also applied for access to E-Journals on the demand of Students. These E-

Journals will help the students in their Research related projects as well as their class room studies.

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	**Three 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)

1,810,848

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	[View File](#)

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

109

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	https://coedgzb.com/iqac/iqacdata/Academic%20Calender%202020-21.pdf
Any other relevant information	View File

4.2.6 - Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education –general teacher education, special education and physical education by the following ways Relevant educational documents are obtained on a regular basis Documents are made available from other libraries on loan Documents are obtained as and when teachers recommend Documents are obtained as gifts to College	**None of the above**

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

The IT sector is one of the rapidly expanding sectors. College of Education (CoEd) in order to cope with the age of modern technology does not lag behind in possessing IT facilities in the

institution. To cater to the demands and updated facilities for the students IT infrastructure are in constant change and modification. The college has a computer laboratory with requisite number of computers and these computers are made assessable to the students to instill the IT skill in them. The college has developed an ICT enabled seminar hall for conducting seminars, various workshops. The college has possession of 30 desktops. Among these, 30 computers are used by the students and rest are used for official purpose. The college also posses other ICT equipments such as printers, photo copier, projector screen, and speaker. Institution has installed Wi Fi Facility In the campus. At present, the college has broad band connection and this facility id accessed in our day to day work.

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	[View File](#)
Any other relevant information	[View File](#)

4.3.2 - Student – Computer ratio during the academic year

6:1

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	[View File](#)

4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:	D. 50 MBPS - 250MBPS

File Description	Documents
Receipt for connection indicating bandwidth	View File
Bill for any one month during theacademic year indicating internet connection plan, speed and bandwidth	View File
Any other relevant Information	View File

4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit

One of the above

File Description	Documents
Data as per Data Template	View File
Link to videos of the e-content development facilities	https://www.coedgzb.com/E-Resources-for-Learning.php
List the equipment purchased for claimed facilities along with the relevant bills	View File
Link to the e-content developed by the faculty of the institution	Nil
Any other relevant information	View File

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)

5558689

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	View File

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

In order to maintain and utilization of physical, academic and sports facilities concerned committees have been framed for the Maintenance of infra-structural facilities:-

Building and Maintenance Committee. The Building Committee is framed by management. It creates necessary arrangements for adding academic infra structure in the college as per the need of the department and the college. It also carries out the required civil works in the college such as white wash, construction, renovation and repair. Garden Committee The institute has efficient and experienced gardeners to maintain the lawns and the flora of the college. Planting of seasonal tree is carried regularly in the garden. It looks after the beautification of the campus too.

Purchase Committee The equipment's, instruments, books and computer. the items for laboratory use are purchased after the prior approval of the Purchase Committee for security to ensure the optimum utilization of funds allocated to the respective departments in each academic year. Purchas Committee apprise its expenditure based on the course and technical quotations.

File Description	Documents
Appropriate link(s) on the institutional website	https://coedgzb.com/iqac/iqacdata/Academic%20Calender%202020-21.pdf
Any other relevant information	View File

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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	View File

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	Three/Four of the above

File Description	Documents
Geo-tagged photographs	View File
Any other relevant information	View File

5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of	B. Any 3 of the above

statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Data as per Data Template for the applicable options	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	View File

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)	**Three of the above**

File Description	Documents
Data as per Data template	View File
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	View File
Report of the Placement Cell	View File
Any other relevant information	View File

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
10	10

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).

00

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	View File

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

08

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	View File

5.3 - Student Participation and Activities

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

Student council is active and plays a proactive role:

Our students have an active representation in academic, administrative and committees of the institute. Students actively participate in institution's functioning. They actively participate in sports and cultural committees and also help in organizing and managing of events. Student council organizes and celebrates various special events and also assists other students related to various activities. Student council actively participates in cultural activities for the promotion of customs and traditions. They take initiatives in organizing events which varied and diverse such as Rangoli, Mehandi,Diya Competition etc. Scout and Guide campis one of the activity for enhances the social and interpersonal skills of the students. Plantation drive, Gender Consciousness, Gender equity, Swatch Bharat Abhiyan, Save Water, Save Earth, Save Environment are some programmes which organized by student of 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	View File

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

06

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	View File

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

significant contributions in any functional aspects

The college has a strong alumni association since its establishment. The Alumni is a strong support to the Institution. The Institution nurtures the alumni association to facilitate them to contribute significantly to the development of the Institution through various activates like admission, feedback regarding intuition. The alumni's of the college are placed in the different corporate sector, education, business, professional fields, media industry, political field, social work, academics and accessories. The association is engaged in different social activities. The Alumni Association organized many medical camps where free immunity booster medicines and medical check-up was provided to of the people different panchayats in collaboraton with GGF during covid 19. The members of Alumni Association also perform other extension activities and extends their helping hands in admission.

File Description	Documents
Details of office bearers and members of alumni association	View File
Certificate of registration of Alumni Association, if registered	View File
Any other relevant information	View File

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

File Description	Documents
Documentary evidence for the selected claim	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.	View File

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

02

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	View File

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

College of Education (CoEd) and alumni association jointly work in association. The alumni association provides an interface for establishing a healthy relationship between the alumni, staff and students of the college. Alumni association also believes in creating and maintaining association with its alumni. The alumni students provide guidance to the new students according to the prescribed syllabus of University. Alumni Association also motivates the new students for having admission in the college. Alumni association also provides the proper feedback for the welfare of the students and the college. Alumni association encourages the students to visit different places to have the experiences of different fields. Alumni association motivates the new students by having guest lectures and alumni meet.

File Description	Documents
Documentary evidence in support of the claim	<u>View File</u>
Any other relevant information	<u>View File</u>

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.

Reflection of vision and mission leadership of institution in ensuring

1) The Management and Principal follow all the policies and norms laid down by university to ensure that the action plans are aligned for attaining the vision mission, set by the institution. Principal makes the action plan in consultation with faculty members to review the outcomes and implementation of action plan through meetings with functional committees and makes necessary changes in action plan if required.

2) The management of the college also actively participates in the

review of quality policies and makes amendments in the policies if required.

3) Timely feedback for suggestions are taken from the alumni, faculty members and parents for strengthening student-institution relationship.

4) Timely feedback for suggestions are taken from the alumni, faculty members and parents for strengthening student-institution relationship.

5) Various activities of the college are organized for strengthening community services.

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	View File

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

The structure and details that define administrative decentralized functioning is that the proposals are implemented at the grass root level after careful consideration and deliberation. These recommendations are taken from various committees by the management committee only then the final decision is taken by the management. The decisions of the management committee are implemented by various committees and various sections (Academic, Administrative and finance). These decisions are implemented in a decentralized way without any interference or hindrance. Ultimately, it sets the administrative, academic financial and accountability of the system. Major decision of administration related to the university or other statutory bodies are taken by the Principal with the help of senior faculty members. Faculty members look after the functioning related to that particular committee. Office superintendent and accountant along with data

entry operator look after the office administration under the guidance of the principal. The Librarian is responsible for permanent custody of books, Journals and management of the library. Library committee helps in its functioning.

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

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

To ensure good governance, transparency and accountability, the vision, mission and goals are clearly defined at all levels. Financial transparency:- The institutional mechanism for monitoring the effective and efficient use of financial resources depend upon the purchase committee/ finance committee. The members of purchase committee arediscuss all important matters related to budget provisions of the college and finalize budget proposal to be presented before the governing body for approval at the beginning of each year. Actually, day-to-day financial transactions are tracked by the finance officer. Academic Transparency:- There is academic committee for organizing all the academic programmes such as framing of Time table, conduction of internal assessments and other academic works. Academic calendar, syllabus and curriculum are uploaded on the college website. All the current events, including examination, admissions, time-table and curricular activities are published on the college website. Transparency maintained according to the fee norms of University. Admission committee of the college discusses all the necessary issues related to admission process. Transparency in administrative and others works:- Periodic review meetings at various levels are conducted to ensure transparency, accountability and corrective measures. Regular faculty, institutional IQAC, class representatives (CR's) meetings are conducted.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	View File
Any other relevant information	View File

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

Quality improvement strategies are adopted by the institution for each of the following:- Curriculum Development:- college followed the curriculum of Ch Charan singh University Meerut and has not its own curriculum.

Teaching and Learning:- Highly qualified and dedicated faculty members are appointed by selection committee approved by the University. Different strategies like brainstorming, co-operative learning, utilizing technology in the classroom and various innovative methods are used to enhance teaching learning process. Different Approaches in classroom. Evaluation Strategies University conducted final examination, college conducted internal assessments only, Project work, action research are included in real class room solution. Portfolio of self development is include Development of holistic and integrated understanding of the self to handle different situations.

Human Resource Management:- College has set some practices and methods of integrating and maintaining the teaching staff in the institution. Faculty and students are encouraged to attain computer literacy. Workshops and seminars are organized by the college for the faculty members to update knowledge. Collaboration :- Collaboration with students: Collaboration with society Institution organized various awareness programmes like swach bharat abhiyan, Beti bacaho Beti Padaho Abhiyan, Pulse Polio, Environmental awareness programmes save water, save trees etc in collaboration with society.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	https://coedgzb.com/iqac/iqacdata/Academic%20Calender%202020-21.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 chairman of the college is the head of the management. He takes care of the infrastructure and maintenance, financial support, creation of assets etc. The academic programmes are carried out by the principal and decided and directed by the university and higher education. Student representatives and other staff members are given responsibility and staff member are made in-charge of each committee. The faculty executes the assigned activities and submit a report to the principal along with the feedback received from the student-teachers. The Principal as the head of the institution along with the different committees members maintains a congenial and academic environment of the college. Major policy decisions are taken by the university .In the college, the Principal is the apex authority and he is assisted by the Co-ordinator and various sub-committees. The Principal executes academic and administrative plans and policies with the help of different sub-committees for smooth conduction of the college activities.

File Description	Documents
Link to organogram on the institutional website	https://coedgzb.com/iqac/iqacdata/Academic%20Calender%202020-21.pdf
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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	**Five/Six of the above**

attendance for staff Biometric / digital attendance for students	

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	View File

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.

College campus pose many challenges when it comes to security from entrance, exit, building premises, lobbies and corridor, campus. On the view of providing safety and security of the students and teachers, different committees of the college approach the "Planning and Development Committee" of the college. They decided that the interest of student's safety and security and to treat them on priority basis and procure CCTV cameras rates were verified of all CCTV and their devices and finalized for given order to appropriate location. A record was made of approaches to noting time, place, witness presence, responses to request and a plan of action to monitor the situation which may include beside monitoring safety and security of students.

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	View File

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

List of welfare measures for teaching and non-teaching staff members.

Faculty members are inspired for self development programmes and higher education. Provision for various leaves such as casual leaves 14days, child care leave, maternity leave as per govt. norms. Fee in installments scheme for the words of staff members.

On call medical facility for teaching and non-teaching staff. Provision of free uniform for non-teaching. Discount for the wards of the employees in admission and tuition The Assistant Professors after completion of Ph.D. degree receive monetary benefits. .Faculty members are encouraged to participate in the Orientation Program/ Refresher Course/ Seminars/ Workshop. Non-teaching staffs are also allowed to undertake various training programs for enhancing their professional knowledge.

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	View File

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

00

File Description	Documents
Data as per Data Template	View File
Institutional Policy document on providing financial support to teachers	View File
E-copy of letter/s indicating financial assistance to teachers	View File
Certificate of participation for the claim	View File
Certificate of membership	View File
Income Expenditure statement highlighting the financial support to teachers	View File
Any other relevant information	View File

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

01

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	View File

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

02

File Description	Documents
Data as per Data Template	View File
Copy of Course completion certificates	View File
Any other relevant information	View File

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.

Performance Appraisal is the most methodical way of evaluating the performance of an employee. It makes the employee more liable to the work that he performs. It also inspires the teachers to undertake research based work to enhance their knowledge. All the faculty members are asked to give performace reports and on the basis this performance reports Career Advancement i.e., promotion is given. Non teaching staff is not given any appraisal format as their promotion is based on a seniority basis. However, to make the non-teaching staff aware of different advancements made in the official matters, they are deputed for various training programmes to enhance their potentiality.

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	View File

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

Accounts of the college are regularly audited by the auditor who is deputed on behalf of the management. Regular audit mechanism is followed by the college. Internal audit system constitutes of: Daily checking of physical cash memo. Proper creation of vouchers and ledgers maintained by the accountant section. Proper

utilization of allocated funds as per allocated heads. Proper payment of parties through transparent manner. Proper record keeping of all the receipts. Cross checking/sudden checking of accounts by the management. External audit is conducted by the chartered accountant (CA) appointed by the governing body. The authorized person is responsible for finalization of accounts of the college

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	View File
Any other relevant information	View File

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

00

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	View File

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

The availability of funds is essential for any organization, society, family, or co-operatives but the movability of funds is even more important. If the movability is in the right direction, well-co-ordinated then the level of progress is high; otherwise, it becomes ineffective even though the funds are available. Therefore the movability of funds is important for the development

of any organization. The fee is mostly used for paying the salary of the staff and also used for miscellaneous expenditure like maintenance of building and college infrastructure and in the ending of financial year all expenditure are audited by the CA. The allocated funds are utilized to purchase equipment, chemicals, organize seminars, workshops and conferences, etc.

The Principal makes recommendations for better handling of resources and effective mobilization of available funds for the betterment of the students, teaching and non- teaching staffs. There is a

Planning and Development Committee that looks after the requirements of various departments minutely and then goes for purchasing the things through the Purchase Committee.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	[View File](#)
Any other relevant information	[View File](#)

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

Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies and processes. IQAC of the institution plans initiatives for quality enhancement based on the observations of the prevailing trends in the institution and the current developments. The practices that are initiated institutionalized for maintaining a quality profile. Among such practices academic audits and extension activities have been institutionalized. Academic audit of the institution is conducted every year. Time limit is given to the institution to conduct this audit. The institutional faculty works together with the head, to get the perform as filled and the external expert is invited. The audit is conducted in the institution in prescribed time span. The suggestions and recommendations of the expert are discussed in the institution. The recommendations and suggestions are forwarded by the institution to IQAC. IQAC, after studying them, consolidates

the recommendations in consultation with the external expert and forwards it to the higher authorities to plan the future course of action. Academic audits helps the institution to know strength and challenges. IQAC to access the quality status of the institution individually.

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	View File

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 reviews its teaching learning outcomes at periodic intervals through IQAC. In order to improve the teaching learning process regular feedbacks are taken in the class apart from student satisfaction survey. Many suggestions are taken from the students and these suggestions are then implemented in the class room after having discussion with IQAC of the college. Required steps are taken for the improvement. Student feedbacks on teaching learning and evaluation process are taken and analyzed by IQAC on a regular. The feedback report is co-ordinated to the principal and also discussed in the IQAC meeting which helps to take required steps. The assignments/examination on a regular basis help in assessing the learning outcomes.

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	View File

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

01

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	View File

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	https://www.coedgzb.com/iqac/iqacdata/Minutes%20of%20Meeting.pdf
Link to Annual Quality Assurance Reports (AQAR) of IQAC	https://www.coedgzb.com/aqar.php
Consolidated report of Academic Administrative Audit (AAA)	View File
e-Copies of the accreditations and certifications	View File
• Supporting document of participation in NIRF	View File
Feedback analysis report	View File
Any other relevant information	View File

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

The college us tirelessly working for improvement since its establishment. its main academic and administrative achievements are as under NAAC Accreditation "B Grade in 2015. Campus connectivity :- Wi-Fi enable campus. Admission:- Online and merit based Website development with different activities. Online classes. Lush green environment. introduction of academic calendar every year. Merit base results with academic excellence. Played vital role in rural women empowerment. Library is equipped with Library Management System, Journals and books. Curriculum of the college updated from one year to two year which includes internship and project work also. Wi-Fi facility with bandwidth of 6mbps is installed in the college. Water purifier for safe and pure drinking water is installed in college. CCTV cameras are installed in the college for the security of the institute. TLC is constructed in college which displays the creativity of the students. Decent realization of administrative powers Cons-tuition of different committees and cells.

File Description	Documents
Relevant documentary evidence in support of the claim	[View File](#)
Any other relevant information	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college is trying hard to save energy consumption in the premises. It has adopted many innovative ideas to save the energy not only in the interest of the institute but also playing a vital role in national development.

The college has started working on this strategy. Investment in solar lights for outdoor lighting can generate long term benefits.

Local governments are already using this tactic to save energy and the college has also a working plan on it. Unplug overhead projectors, computers, and smart boards when not in use. This simple way to conserve energy can help save large amount of power and money in the long run. Involve the whole college community in the task of energy conservation. Check the use of personal gadgets by students in college premises. Even if laptops and tablets are part of teaching methodologies, they must be checked when not in use. Create student patrols and committees to make sure that energy conservation guidelines are being implemented. Recognize energy saving efforts of staff and teachers to encourage others to join in the initiative. The college has its own 250KV transformer to meet up all energy related requirements

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.

Waste Management in College Campus

Waste management plays a vital role in the functioning of any college. If an institute has better management dealing with waste, it will definitely have had better hygienic conditions to have the teaching learning process.

How to Reduce Waste in College Campus The College campus is often eager to reduce waste for many reasons — To save money To streamline operations Appeal to students to do something good for the environment at the same time. To lower waste output.

1. Perform a Waste Assessment For a waste assessment the college is has formed a dedicated team to gather data, analyze current practices and make recommendations for improvements.

2. Create a Recycling Program Perhaps the best thing a college can do for its waste management success is to create and implement a recycling program. An effective recycling program reduces landfill waste and lowers raw material consumption by providing recycled materials for reuse.

The college has its best way to deal with all these wastes. The collage has waste management committee working effectively for the waste dispose off. Most of the waste is naturally dispose off by putting it into the large pits outside the college campus.

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	**All 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	**One of the above**

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

Efforts of the institution towards maintenance of cleanliness, sanitation, green cover and pollution free healthy environment. College of Education (CoEd) works a lot in the field of greenery. Students aware the general public about greenery, sanitation and cleanliness by organizing rallies on Swach Bharat Abhiyan, Plantation Drive etc. Our college organizes seminars on the topic 'Plating More and More Trees'. Environment day is celebrated every year to make people aware about pollution and its control. College is also working tirelessly to develop positive attitude towards pollutions. Our B.Ed. course has also a curriculum related to environment paper of the second year Students, in which they have to plant a tree. All the students plant trees in the college. Due to this the college has lush green environment.

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	One 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)

0.44

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 College puts forth efforts for saving local environment, local knowledge and resources, community practices and challenges, having strong advocate of Vocal for local.

The college provides dental checkup and contributory provident fund, ESI facility, canteen, Maternity leave benefits, school admissions for children of employees, incentives for research publication, financial help etc.

The college has an active equal opportunity committee which monitors and settles down any issue related to recruitment, academics, research and development and curriculum. Issues such as gender inequality, sexual harassment, education rights for women, government incentives for women entrepreneurs, women's rights and equal opportunities for girl child are emphasized in the curriculum. The college organizes various rallies, camps for providing local knowledge and resources for local knowledge and local environment. The college organizes various camps to save environment plantation, cleanliness and sanitization drives are some of them.

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

7.1.9 - The institution has a prescribed code | A. All of the above

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

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	[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](#)

7.2 - Best Practices

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

Two best practices successfully implemented by the institution as per NAAC format

Best practices I Title :- Women Empowerment:

Women constitute more than 60% of the total student strength of the college. The majority of them come from drought and famine-ravaged rural areas where miserable conditions of utter poverty, illiteracy and ill health occurred badly

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Best Practices II The title:- Dealing with wastes in the campus.

The institution has a group of students and staff to deal with
waste management in the campus. The objectives of this group are
to create awareness among students and the community regarding
waste management in the following ways:- To involve the students
in cleaning the campus. To set up waste bins in sufficient numbers
to avoid littering. To create consciousness among students about e-
waste accumulation and disposal of e-waste. To promote a sense of
hygiene among students. A college level seminar on waste
management, recycling was organized in order to aware the
students. During the programme an oath was taken by staff members
and students of the college to clean the college campus regularly.


https://www.coedgzb.com/iqac/iqacdata/Best%20Practices%202020-21.p
df
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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

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Institution Performance in one area distinctive to its vision,
priority and thrust

Holistic Women Empowerment:-

Educational empowerment:-

Skill Empowerment:-

Teaching Empowerment:-

Health Empowerment:

Psychological Empowerment:-
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Spiritual Empowerment:-

Cultural empowerment:-

Ethical and value empowerment:-

Professional Empowerment:-

Enter preneurial empowerment:-

Vision:- Development of a team of dedicated and competent staff, appropriate for learning environment Strengthening student-institution relationship through mutual benefit and constructive interaction Strengthening community services through human resources development Inculcation of qualities of leadership, personality development and good citizenship in the students.

Institutional Distinctiveness:

Keeping in mind the vision, developing a team of dedicated and competent staff and appropriate environment, the institution encourages the faculty members to participate in various seminars, workshops to enhance their knowledge for this purpose Efforts are being made by the institution to strengthen the students-institution the overall academic performance of the students. Besides this, the following practices are being encouraged in the institution. Students are encouraged to prepare power point presentation Guest lecture, seminars are organized by the institution to give exposure. In addition to classroom interaction the following are the methods of learning experiences promoted the students. Project work Sessional work. Oral presentations. Group discussion. Feedbacks Fresher and farewell party

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