Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**ST. SOLDIER COLLEGE OF EDUCATION**
Name of the head of the Institution	**Dr. ALKA GUPTA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**07009305809**
Mobile no.	**9876910446**
Registered Email	**ssced@rediffmail.com**
Alternate Email	**dralkagupta55@gmail.com**
Address	**BEHIND NIT, JALANDHAR-AMRITSAR BYEPASS, JALANDHAR**
City/Town	**JALANDHAR**
State/UT	**Punjab**
Pincode	**144011**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**RAMAN KUMARI**
Phone no/Alternate Phone no.	**07009305809**
Mobile no.	**9915962997**
Registered Email	**ssced@rediffmail.com**
Alternate Email	**dralkagupta55@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.ssced.in/aqar/2017-18/aqar-2017-18.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.ssced.in/academic_calendar/academic_calendar_2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**3.11**	**2010**	**04-Sep-2010**	**03-Sep-2015**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**15-Jul-2009**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
TALENT HUNT COMPETITION	**03-Sep-2018**	**350**

		1	
EXTENSION LECTURE	06-Oct-2018 1	350
CARD MAKING ACTIVITY	16-Oct-2018 1	150
MEHNDI COMPETITION	31-Oct-2018 1	45
SEMINAR ON M.ED. DISSERTATION	27-Nov-2018 1	25
SHRI SUKHMANI SAHIB PAATH	06-Dec-2018 1	350
ANNUAL ATHLETIC MEET	10-Dec-2018 1	350
ANNUAL CONVOCATION	11-Feb-2019 1	400

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

1. TO ORGANIZE SEMINARS AND EXTENSION LECTURES FOR STUDENTS 2. TO ORGANIZE SPORTS MEET TO HONOUR THE TALENT 3. TO IDENTIFY COMMON AREAS OF LEARNING PROBLEMS AND PROGRAMME OF ACTION TO OVERCOME THESE BY RESPECTIVE SUBJECT TEACHERS 4. TO ORGANIZE GENDER EQUITY AND COMMUNITY SERVICE PROGRAMMES.

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

Plan of Action	Achivements/Outcomes
STRENGTHENING TIES WITH THE COMMUNITY	VARIOUS ACTIVITIES ARE ORGANIZED TO STRENGTHEN THE TIES WITH THE COMMUNITY
EXTENSION LECTURES	TO IMPROVE THE QUALITY OF TEACHING EXTENSION LECTURE WAS ORGANIZED WHICH HELPED THE PROSPECTIVE TEACHERS TO DEVELOP THE KNOWLEDGE BASE REGARDING THE PARAMETERS OF EFFECTIVE TEACHING
ORGANIZATION OF SPORTS MEET	TO ENCOURAGE THE STUDENTS OF B.P.ED AND TO FIND THEIR TALENT IN DIFFERENT SPORTS ACTIVITIES, SPORTS MEET WAS ORGANIZED
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14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**21-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**INSTITUTION IS HAVING FUNCTIONAL WEBSITE WHERE ALL THE IMPORTANT INFORMATION IS BEING DISPLAYED. WE HAVE ONLINE ADMISSION SYSTEM. COMPILATION OF RESULT IS DONE BY USING ICT. WE HAVE AUTOMATED ADMINISTRATIVE OFFICE AND LIBRARY**

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Our college is affiliated to Guru Nanak Dev University, Amritsar. The college is running regular face to face B.Ed, B.P.Ed programme, the curriculum of which is designed by the University. The college has its own curricular objectives and for the implementation of planned curriculum, the college prepares academic calendar in accordance with the schedule provided by the University. To ensure the effective delivery of the curriculum, academic calendar is designed for quality action which includes plan for curricular and co-curricular activities to focus on infusing the values of hard work, sincerity, commitment, making techno-savvy and aware regarding social and national issues and concerns. The brochure of the college mentions the semester specific syllabus, code of conduct for the students, evaluation procedure and the weight-age of marks for both the programmes. Class-wise schedule is drafted and finalized well before the commencement of semester. The subjects are allotted to the faculty after careful consideration of the qualification, subject specialisation and experience. Orientation Programme for all courses is conducted before the commencement of the classroom teaching. For the overall development of the students, the college plan beforehand the curricular activities, inter house competitions in Blackboard writing, PowerPoint Presentation, Teaching aids preparation, Sports competitions, etc. Students are actively involved as office bearers and members in various clubs, cells and committees of the college. The evaluation is done by conducting unit and house tests after completion of the proposed syllabus. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, projects, group assignments, term papers, educational tours, field trip, industry visits for effective delivery of the curriculum. The minimum number of working days as stipulated by the university is being adhered to each year. College appropriately maintains record of the regular attendance, award lists, sessional work and progress of the students. The college encourages faculty members to attend orientation/ refresher courses, workshops and presentation of papers at seminars conducted by the colleges and universities for updating the knowledge regarding the curriculum. All objectives adopted by the institution in totality make Pupil Teachers an employable community.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting	Programme Specialization	Date of implementation of

CBCS		CBCS/Elective Course System
Nill	NA	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

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

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	SCHOOL INTERNSHIP	191
BPEd	SCHOOL INTERNSHIP	54
[View Uploaded File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Institution has an effective mechanism for feedback analysis. Institution collects feedback from the students, alumni members, faculty, Academic peers other stakeholders with reference to the curriculum. A feedback committee works under the headship of the senior most teachers which designs and prepares the feedback proforma. Feedback from the students is being collected regarding teaching, learning and evaluation of the curriculum. Feedback Proforma is given to the student teachers after the completion of the course and which they have to fill confidentially. The analysis from the feedback is used to review and identify the areas for improvement. Faculty feedback is taken which they received from the students in their routine classes, informal meetings and tutorial groups regarding participation in various activities during the discussions held in regular staff meetings. In order to get feedback from the Principals of the practicing schools, feedback proforma is given to them to fill their observations regarding the skills demonstrated by the pupil teacher during the school internship. Alumni association of the college arranges meetings from time to time to get feedback from old students for monitoring academic programmes and student services. Feedback from staff members and class representatives is taken from time to time to discuss planning and incorporation of their ideas in the curriculum. Feedback from parents is obtained through informal parent-teacher interactions during admissions,

college functions/ events. Analysis of the University Final Examinations results is used as reflective indicator of the strengths and weaknesses of the courses and curricula. The analysis is duly discussed in faculty meetings, suggestions are invited and given due consideration. The feedback obtained from different sources is collected, properly documented and analyzed by the committee.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	TEACHER EDUCATION	200	130	129
BPEd	Teacher education	50	35	32
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	374	13	23	12	35

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
35	32	18	1	1	11
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In our institution, mentoring system is practiced for establishing a better and effective relationship between students and teachers and also continuously monitor, council and guide students for educational and personal pursuits. Teachers work as mentors for the students allotted to them. The students share, discuss and reflect their academic and other issues with them. Mentors offer guidance and counselling as and when the students required. It is the practice of mentors to meet students individually or in groups. In isolated cases parents are called for counselling and their special meeting with the principal at the suggestion of the mentor is being arranged. If a student is identified as having weakness in particular subject, it is duty of the mentor to appraise the concerned subject teacher. Meetings are arranged by the mentors for their mentee in each semester on regular basis. The IQAC has taken the initiative of implementing the mentoring of students. It organized various student enrichment programmes in the form of guest lectures, seminars and workshops to update students regarding the current trends in the field of education. This system has been useful in identifying slow and advanced learner and through a careful examination the college has organized 'Remedial Classes'for different students.Principal meets all mentors time to time to review proper implementation of the system and advice

mentors wherever necessary. The objectives of student mentor-ship are– 1. To enhance teacher –student relationship. 2. To enhance student's academic performance and attendance. 3. To minimize student's dropout ratio. 4. To monitor the student's regularity and discipline. 5. To enable the parents to know about the performance of regularity of wards. Types of mentoring done in our institution are: 1. Career guidance Regarding professional oppurtunities, developing professional skills like communication skills, soft skills, Blackboard writing skills, Technological skills, etc. 2. Course Specific – Regarding content areas of the course, internship, co-curricular activities, code of conduct, attendance, examination scheme, use of library and technological resources. Outcomes of this system are: a) The attendance percentage of the students has increase to greater extend. b) The number of detainment of students has decrease consistently. c) Due to direct communication between mentor and the student, good improvement in student-teacher relationship is observed.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
374	35	1:11

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	35	0	0	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Nill	NIL

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	NIL	SEM IV	14/05/2019	29/07/2019
BEd	NIL	SEM III	07/12/2018	02/04/2019
BEd	NIL	SEM II	16/05/2019	27/07/2019
BEd	NIL	SEM I	10/12/2018	29/03/2019
BPEd	NIL	SECOND YEAR	02/05/2019	27/07/2019
MEd	NIL	SEM IV	14/05/2019	25/09/2019

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

The evaluation of the students on the basis of examinations is an integral part of the teaching-learning process. As per the university guidelines, internal and external examinations carry the ratio of 30:70. For external examinations, the question papers are designed by the university and provided manually. The College follows the guidelines of GNDU for internal evaluation and assessment procedure. At the beginning of new semester, the teaching faculty orients the

students with the syllabus, its objectives and paper pattern. Counselling is also provided to students by the faculty members from time to time. The following are evaluation processes in the college. Seminar: The college conducts seminar where content knowledge, presentation skills, communication skills are the criteria to evaluate students. Group discussion: Through this technique student's knowledge, social skills, vocabulary skills, oral skills etc. are evaluated and marks are credited to them as per their participation and performance. Field Engagement Activities: Various field engagement activities such as visit to orphanage, museum, red-cross etc. are arranged for the students. The teachers evaluate their projects in order to promote critical thinking, analytical skills and team work among the students. Assignment Work: Students are required to prepare their assignment files for each paper in their respective semesters. Subject teacher certify these assignments as per student's performances. Performance in house examinations: The College conducts house tests in each semester. Subject teacher credit marks to students as per their performance. Semester Examination: As per university guidelines, students of all classes appear for the semester examinations.

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

The academic and cultural calendar is prepared before the commencement of new session by the college faculty as per the guidelines of the affiliated university. The Institute strongly trusts in transparency for its functioning. The academic calendar shows the start and end of each semester stating various activities to be conducted such as schedule of micro-teaching, the internal evaluation and the tentative schedule of external evaluation along with the list of holidays etc. Cultural calendar shows the schedule of morning assemblies, celebration of important days, festivals and tentative dates of youth festivals. Scheme of course of all the semesters of each stream is provided in the handbook of information along with the academic calendar.

2.6 – Student Performance and Learning Outcomes

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

https://www.ssced.in/plo/plo-1.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NIL	BEd	TEACHER EDUCATION	190	190	100
NIL	BPEd	TEACHER EDUCATION	22	22	100
NIL	MEd	TEACHER EDUCATION	13	13	100
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2.7 – Student Satisfaction Survey

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

https://www.ssced.in/ss-survey/student_satisfaction_survey_18-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
SEMINAR ON M.ED. DISSERTATION	EDUCATION	27/11/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NIL	0	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	0

No file uploaded.

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	0	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
CAMPUS CLEANLINESS ACTIVITY	NSS	10	350
RALLY ON SAVE GIRL CHILD	NSS	30	370
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
SWACHHTA ABHIYAN	NSS	CAMPUS CLEANLINESS	10	350
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	0	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
INTERNSHIP	SCHOOL INTERNSHIP	ST. SOLDIER SCHOOLS	25/07/2018	25/11/2018	206

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
500000	500746

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-GRANTHALAYA	Partially	3.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8875	0	86	0	8961	0
Reference Books	25	0	0	0	25	0
Journals	10	0	0	0	10	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	19	1	20	1	1	4	2	23	0
Added	1	0	1	0	0	0	0	0	0
Total	20	1	21	1	1	4	2	23	0

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

23 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
200000	254345	300000	320000

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

Infrastructure Maintenance: The institution follows procedures and policies

for maintaining and utilizing physical, academic and support facilities. The regular updates to augment the infrastructure in addition to maintain the existing infrastructure is a common practice. An action plan is chalked out to meet requirements of infrastructural augmentation and maintenance. This action plan is determined on the basis of feedback of the students, faculty members, lab and support staff, and visitors to the college and also on the topical requirements. Suggestions and demands received from students, teachers, support staff and different committees regarding infrastructure maintenance are also discussed with the Principal through their respective heads or conveners. Minor and emergency infrastructure maintenance requirements are not included in the action plan as these are met with immediate effect by the Principal. Thespecific staff for regular maintenance of infrastructure includes - electricians, computer labs technicians, plumber, carpenter, mason, mails and janitors in addition to security staff. A hierarchical system with clearly defined duties and responsibilities is set up to maintain infrastructure..Maintenance and housekeeping staff is associated with coordinators for smooth conduct of related activities. The coordinators are allowed freedom to form teams from faculty members for effective functioning of the system. The responsibility of the library maintenance lies with the librarian. The administrative block is under the care of the Office Superintendant. The college campus is maintained by the Campus Ecology and Maintenance Committee of the college which looks after general cleanliness, support facilities like notice boards, drinking water, waste management and other facilities for students.Sports playgrounds are maintained by the support staff under the supervision of the Physical Education teacher. Labs in different departments are the responsibility of their respective heads. Labs have a sufficient number of support staff which takes care of lab maintenance. The Internet facilities and networking extended throughout the campus is maintained by the head of the computer lab. Infrastructure Utilization: The institution has a definite policy of optimum utilization of institutional infrastructure. Specific duties have been assigned in this regard. Examination and timetable committee is responsible for finalizing the time table in consultation with the Principal for optimal use of classrooms and labs. Requests for use of college infrastructure by outside agencies are dealt with by the Principal directly Through 1. Conducting various examinations. 2. Sports grounds for fitness purposes are also allowed. 3. Library is permitted to scholars and students not belonging to the institution These programs are to generate financial resources for college

https://www.ssced.in/infra.html

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	MASTER RAJ KANWAR CHOPRA SCHOLARSHIP	14	280000
Financial Support from Other Sources			
a) National	POST MATRIC SCHOLARSHIP	0	0
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
REMEDIAL TEACHING	29/09/2018	32	SUBJECT TEACHER
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	BOOK BANK FACILITY	70	42	20	20
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
ST. SOLDIER EDUCATIONAL SOCIETY	190	22	PARADISE EDUCATIONAL SOCIETY	20	5
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	30	ST. SOLDIER COLLEGE OF EDUCATION	B.ED AND BP.ED	VARIOUS UNIVERSITIES AND INSTITUTIONS	MASTERS
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	5
No file uploaded.	

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

Activity	Level	Number of Participants
ANNUAL ATHLETIC MEET	COLLEGE	350
TALENT HUNT	COLLEGE	200
ANNUAL CONVOCATION	COLLEGE	500
FAREWELL PARTY	COLLEGE	200
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	Nill	Nill	Nill	NIL
No file uploaded.						

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

The college facilitates the progress of student through student support services and IQAC ensures that students are abide by that. For the smooth functioning and administration of the college various committees are formed in the organizational structure of the college which look after various academic and administrative functions of the institution. Following is the list of various committees which have student teacher's representation on it: 1. Academic Committee. The main task of this committee to ensure the smooth functioning of academic activities throughout the year. The Academic Committee is responsible for evaluation of the academic performance of student teachers through monthly and mid-term exams. 2. Bursar Committee: The main task of this committee was to take care for the purchase of the college. It maintains the stock register and plans for new purchase according to demands and expectations of students. Zonal youth festival of Guru Nanak Dev University was hosted by this college and bursar committee performed their duties remarkably. 3. Research Committee: Research Committee fosters the growth of knowledge of staff and expertise them in research. Regular seminars/ workshops/extension lectures were organized in the college to extend the knowledge and promote research. 4. Anti-Ragging Committee: Anti-Ragging Committee was formed to monitor and oversee the ragging cases in the institution. For this online anti -ragging forms were filled by the students as mandatory. Proper Record was maintained by the committee. 5. Admission Committee: The Admission Committee ensures the smooth functioning of admission process. From filling of form till allocation of seats, students were properly guided and proper record of admission forms and certificates of students was done by this committee for further reference. 6. College Discipline Committee: Discipline Committee was formed to take care of the student discipline and its related problems. They ensure full discipline throughout the year during regular classes and for the smooth implementation of the college timetable. 7. Time table Committee: Time table committee helps in smooth and cordial functioning of institution. Special timetable was framed during youth festival and remedial teaching timetable was framed for the academically weaker students. 8. Library Committee: Library committee looks into formulating the norms for issuing of the relevant books to the student teachers and other functioning of the library such updating of library resources, purchase and upgrade of software, enhancing library services. 9.

Examination Committee: The Examination Committee was formed to ensure smooth execution of house test. Record of notices with regard to exams, datesheets and award lists of the house tests were properly maintained by this committee. 10. IQAC Committee: IQAC committee was formed to initiate, plan and supervise various activities which are necessary to increase the quality of the education imparted in college. Simultaneously teachers were assigned the duties to write chapter wise report . 11. Cultural committee: Cultural committee was formed to organize cultural events in the college during youth festival as well as during college functions and morning assemblies.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

75

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

50000

5.4.4 – Meetings/activities organized by Alumni Association :

1 meeting

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

St. Soldier College of Education shall provide a sustainable and accessible environment where we support and encourage student possibilities by building on the vibrancy of the town and where we are guided by the principles of inclusiveness, integrity, innovation, creativity, and quality. Empowered through resources, collegiality, and public support, the college will provide diverse communities with excellent educational opportunities and services. We will inspire participatory global citizenship grounded in critical thinking and an engaged, forward thinking student body. Decentralization • Various committees and cells such as Admission Committee, Cultural Committee, Academic Committee, Placement cell, Guidance and Counselling cell and IQAC etc. are constituted. The faculty members are nominated in various committees and cells for decision making and managing the various functions of the institution. Regular inputs are taken from faculty and support staff through regular meetings for continues improvement. • Ideas are invited from Alumni and other stakeholders for innovation and improvement in functioning of institution with regard to teaching learning strategies, examination, NSS, placement etc.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Before the commencement of the session, faculty members go through

	curriculum and give suggestions on curriculum enrichment and development. After careful review of curriculum, curriculum is implemented. In this context eminent speaker and experts in curriculum field are invited to give their deliberation for curriculum development. Every year curriculum is upgraded by adding add-on and value added courses
Teaching and Learning	The college provides infrastructural support to improve the teaching learning process as per requirement. Seminars and extension lectures are organised to keep the teachers and students up-to-date with latest developments in their respective field. Add-on courses and skill development programs for all round development of students are also offered by college. Flexibility in time table. Remedial teaching is a regular feature of teaching learning process. Teaching methodology adopted by teachers is according to diverse needs of the students.
Examination and Evaluation	The college follows the rules and regulations regarding examination and evaluation as stipulated by the affiliating university. • The college examination committee meets once in a semester to discuss various matters regarding the conduct of examination followed by student progression in academics. • The suggestions and feedback from the students help the college in taking decisions to enhance academic performance of the students. • Internal assessment is based on house examination and overall performance of curricular and co-curricular activities of the students.
Research and Development	The college organizes workshop, conferences and seminars in order to keep the faculty and students up-to-date with latest developments in various fields. • The faculty members are involved in the supervision of Master level research work.
Library, ICT and Physical Infrastructure / Instrumentation	College has a well-established internet facility within the campus and also ICT enabled and smart classrooms. • The entire campus has access to WiFi. • Well-equipped library with computer facility and free access to WiFi. • The issuing and returning of books in

	library are done automated. • CCTV cameras are installed in college for ensuring discipline and smooth functioning. • The attendance of faculty members as well as of students is marked on bio metric attendance machine.
Human Resource Management	The college has a well stated policy regarding staff and support staff, training and development, compensation and handling grievances. Faculty members (Teaching and non-teaching) can avail maternity leave, duty leave for FDPs and research work. Seminars and workshops are conducted by college for skill development of faculty members.
Industry Interaction / Collaboration	The college Training Placement cell organises interaction program with different schools for training of interns. The college level interactive sessions were also organised for the teaching staff along with the outside participants and employers. • Time to time interaction with the practicing schools by the college Principal to know their requirements
Admission of Students	Admission of B.Ed. is purely based on an entrance test conducted by one of the three universities, i.e. GNDU (Amritsar), Panjab University (Chandigarh) and Punjabi University (Patiala) • Admission of B.P.Ed is done by GNDU Amritsar in which the students are admitted on the basis of results of sports trials held in department of physical education of university and then students are allotted to the College.

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

E-governace area	Details
Planning and Development	Academic Calendar with the information regarding various academic and co-curricular activities is prepared in the beginning of the session and is also uploaded on the website of the college www..ssced.in. The college has its own e-mail id ssced@rediffmail.com for dissemination of information to the students and stakeholders
Administration	College is using digital resources which help to streamline the budget under different heads. Fees record of students, salary and increment records of faculty and non teaching staff,

	admission records, etc. are also maintained digitally.
Finance and Accounts	TALLY is used by the office to maintain all the finance and accounts of the college.
Student Admission and Support	Proper support is provided to new applicants of teachers training programs in the process related with admission and pedagogy selection. The record of all students admitted is kept digitally.
Examination	Internal assessment is prepared on MSExcel Sheet. Internal and Practical assessments are uploaded on the portal of affiliating university i.e. collegeadmissions.gndu.ac.in. The institution has installed web cameras to monitor the conduct of examinations in all classrooms and video data has been saved on DVR and on computer during the examination.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	nil	nil	nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	nil	nil	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP	4	17/01/2019	17/01/2019	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
35	35	11	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
LEAVE FOR ATTENDING WORKSHOPS, REFRESHER COURSE	EPF and ESI	RAJ KANWAR CHOPRA SCHOLARSHIP

6.4 – Financial Management and Resource Mobilization

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

Financial management aspect is very effective in our institution as accounts are audited regularly. Institution conducts annual internal financial audit every year and external financial audit according to St. Soldier Educational Society instructions. The auditors verify the financial transactions (balance sheet, statement of income expenditure) with supporting documents with approval of proper authority for each financial transactions. Such financial transactions are signed and approved by the auditor. Based on the audited financial statements, auditors issues audit report. Moreover, students are facilitated with digital transactions to deposit their fee.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

8400000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ST. SOLDIER EDUCATIONAL SOCIETY	Yes	ACADEMIC COMMITTEE
Administrative	Yes	ST. SOLDIER EDUCATIONAL SOCIETY	Yes	INTERNAL AUDITOR

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

NIL

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

1.The College provides free uniforms to the supporting staff. 2.Yoga Workshops are organised to maintain their physical and mental health. 3. Health awareness camps are organised to maintain their physical fitness.

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

1. College website has been redesigned . 2. College library is upgraded with new books of different teacher training programs. 3. ICT enabled classroom

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	RALLY ON SAVE GIRL CHILD	24/11/2018	26/11/2018	26/11/2018	350
2018	EXTENSION LECTURE ON PERSONALITY DEVELOPMENT	03/10/2018	06/10/2018	06/10/2018	350
2018	SEMINAR ON M.ED DISSERTATION	23/11/2018	27/11/2018	27/11/2018	25
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
RALLY ON SAVE GIRL CHILD	26/11/2018	26/11/2018	320	30

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Environmental consciousness and sustainability initiatives are as follows: • Ban of plastic bags in the campus • Organisation of Anti Polythene Campaign • Organisation of Cleanliness Drive • Lectures on Healthy Habits .Slogan Writing competitions on Swachhta • Debate on Swachhta • Best out of waste by NSS students during the camp • Competitions on Eco-friendly and waste management

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nill	Nill	Nill	Nill	NIL	NIL	Nill

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

Title	Date of publication	Follow up(max 100 words)
COLLEGE PROSPECTUS	15/06/2018	Every year, code of conduct for the students is mentioned in the college brochure which is as follows: 1. Library cum identity card should be with the students in college premises and during college field tours. 2. For B.Ed, B.P.Ed.80 in theory and 90 attendance in school internship program is mandatory as per GNDU and norms 3. All notices will be put upon the notice board daily. Excuse for ignorance and neglect of college notices will not be entertained. 4. Passing or removal of any notice on the notice board by the student is a punishable act. 5. Meeting and parties of any nature by the students in the college campus are allowed only with the permission of the college authorities. 6. The college expects the observance and maintenance of discipline and decorum by the students. 7. Cleanliness of the premises is to be observed as a prime duty by all the students. 8. Active participation in any college activity is compulsory. Guidance can be taken from concerned teachers.

7.1.6 – Activities conducted for promotion of universal Values and Ethics			
Activity	Duration From	Duration To	Number of participants
TEACHERS DAY	05/09/2018	05/09/2018	250
No file uploaded.			

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

1. Cleanliness Drive and Awareness Campaign on Swachh Bharat. 2. Tree Plantation drive in the campus and in practicing schools. 3. Sustainable Landscape, Maintenance of the ornamental, fruits and flower plants in the college campus. 4.Placing 'Dust-Bins' to avoid littering and to keep the campus clean. 5. Energy Conservation through natural ventilation and lighting through its building, energy efficient lighting in all classrooms and laboratories.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Feedback Analysis Context: - In our institution feedback is acknowledged as an essential element for the improvement. It is considered as a vital approach to facilitate the student ' s development as independent learners in order to monitor, evaluate and regulate their learning. This practice is done in our institution to bring quality in teaching learning process. Objectives of the Practice: - The Objectives for the practice of feedback analysis of the institution were as follows: - • To shape the teaching learning process. • To improve the learning experiences of the students. • To identify Teaching strategies and teaching tools that augment effective teaching learning process. • To assist teachers and to reflect on teaching and teaching strategies to make teaching learning process more effective and relevant. • To improve the performance of the institution through constructive criticism by the stakeholders which helps to work with motivation. Practice: - Institution had formed an effective mechanism for feedback analysis. Institution collected feedback from the students, alumni members, faculty, Academic peers and other stakeholders. A feedback committee worked under the headship of the senior teachers which designed and prepared the feedback performa. Feedback from the students was collected. The analysis from the feedback were used to review and identify the areas for improvement. Feedback from the Principals of the practicing schools was also taken in the form of feedback performa regarding the skills demonstrated by the pupil teacher during the school internship. Alumni feedback, during the alumni association meetings were also taken for monitoring academic programmes and student services. Obstacles faced if any and strategies adopted to overcome them:- This practice of feedback analysis proved out to be constructive mechanism for the institution improvement. Through feedback, institution, not only promotes positive changes but also strengthen their relationships with the community. Impact of Practice: The practice of Feedback analysis has proven to be an effective strategy for the improvement of the institution. It has improved the team performance, developed better decision-making skills and has reinforced positive behaviour in the institution. 2. Value Inculcation Context: For the inculcation of values, the various programmes were organized and activities were conducted which were dedicated to 550th Birth Anniversary of Shri Guru Nanak Dev Ji as Guru Nanak ji focused on the developing attitude of self-directed learning. Guru Nanak's teachings prepares to face the challenges, cater to the diverse needs of the students, sensitize towards social environmental issues and reflect the aura of global learning. Objectives of the Practice: - The objectives for the practice of value inculcation were as follows: • To train the students to face the world with the right attitude and values. • To promote broader capabilities and skills. • To incorporate values. 'Environment Sustainability: A Global

Concern', house wise morning assemblies were organized. NSS unit of the college organized the activities during the Swachh Bharat Pakhwada held from 1st-15th August 2018. IQAC of the college organized an extension lecture on 'Value Education' on 10/8/2018, Along with this, the college also organized an Awareness Campaign among the villagers regarding Stubble Burning in a nearby village on 4/10/2018. Beside this, the college celebrated various National and international days like National Youth Day on 23/1/2019 National Girl Child Day on 25/1/2019, National Education Day on 12/11/2018,, World Womens Day on 8/3/2019, Apart from the said activities, the college faculty share and discuss different social issues for life learning in their tutorial groups. Obstacles faced if any and strategies adopted to overcome them: - The activities conducted by our prospective teachers with the help of Teacher in-charges proved to be an asset to the Institution as these would be teachers will be the torch bearers for the future generations of our country. Impact: - The college has ensured the active participation of maximum number of students and the community for value inculcation. It has successfully sensitized the participants towards the life directing values and encouraged to spread the message they learnt from the teachings Of Guru Nanak Dev Ji.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.ssced.in/aqar/2018-19/best-practices-2018-19.pdf

7.3 – Institutional Distinctiveness

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

St. Soldier College of Education, Jalandhar has excelled and carved a unique niche in the noble field of teaching, guiding and mentoring. The college focuses on vitalizing teaching learning process, ICT, Human Values, Research Innovation and interactive relationship with all the stake holders for the holistic development of students. The college systematizes planning and delivery of instruction by means of preparation of academic calendar, equips the student teachers with requisite knowledge and competence to implement modern instructional strategies, evaluates learning outcomes of student teachers objectively, promotes skills of handling educational media and encourage innovations in the use of educational technology, develops sense of self discipline and accountability among student teachers, develops scientific temper and provide training in scientific method, develops respect for democratic values among student teachers, sensitizes student teachers towards social, environmental and health issues, develops attitude of self-directed learning and training in empirical observation to facilitate research and innovation, develops dynamism in cultural understanding among student teachers for contextual transformation of cultural identity among young generation, develops ICT competencies for effective integration in teaching learning and administration. The college endeavours to be distinctive in harmony with its mission, vision and objectives. For this, the college focuses on learner centered learning, mentoring students to prepare them for professional world, involvement of the students in variety of activities for diverse experiences. NSS Volunteers under the guidance of principal and teachers are actively involved to be engaged in the community. There is fully functional ET lab, ICT resource room and GYM to facilitate holistic development of the student and teachers.

Provide the weblink of the institution
https://www.ssced.in/aqar/2018-19/inst-distinctiveness_2018-19.pdf

8.Future Plans of Actions for Next Academic Year

1. Clean, green and polythene free campus. 2. Enhancing academic excellence of the Institution. 3. Enhancing social compatibility of the students by giving better opportunities of social interaction through activities of NSS, sports and cultural activities. 4. To incorporate e-learning in teaching- learning process. 5. To purchase recent subject books, e-books and journals for library. 6. Conducting Inter-College competition on Geet/ Gazal and Best out of waste, Rangoli, and poster making 8. Celebration of Important National and International days. 9. To celebrate 550 th Birth anniversary of Guru Nanak Dev Ji by organizing various activities.