



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>ST. SOLDIER COLLEGE OF EDUCATION</b>
• Name of the Head of the institution		<b>DR. ALKA GUPTA</b>
• Designation		<b>PRINCIPAL</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Alternate phone No.		<b>07009305809</b>
• Mobile No:		<b>9876910446</b>
• Registered e-mail ID (Principal)		<b>ssced@rediffmail.com</b>
• Alternate Email ID		<b>dralkagupta55@gmail.com</b>
• Address		<b>BEHIND NIT, JALANDHAR-AMRITSAR BYEPASS, JALANDHAR</b>
• City/Town		<b>JALANDHAR</b>
• State/UT		<b>PUNJAB</b>
• Pin Code		<b>144011</b>
<b>2.Institutional status</b>		
• Teacher Education/ Special Education/Physical Education:		<b>Teacher Education</b>
• Type of Institution		<b>Co-education</b>
• Location		<b>Rural</b>

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>GURU NANAK DEV UNIVERSITY</b>				
• Name of the IQAC Co-ordinator/Director	<b>RAVNEET KAUR</b>				
• Phone No.	<b>07009305809</b>				
• Alternate phone No.(IQAC)	<b>09876910446</b>				
• Mobile (IQAC)	<b>9915962997</b>				
• IQAC e-mail address	<b>ssced@rediffmail.com</b>				
• Alternate e-mail address (IQAC)	<b>dralkagupta55@gmail.com</b>				
<b>3.Website address</b>	<a href="http://www.ssced.in">www.ssced.in</a>				
• Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.ssced.in/aqar/2019-20/aqar-2019-20.pdf">https://www.ssced.in/aqar/2019-20/aqar-2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.ssced.in/academic_calendar/academic-calendar-20-21.pdf">https://www.ssced.in/academic_calendar/academic-calendar-20-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>3.11</b>	<b>2010</b>	<b>04/09/2010</b>	<b>03/09/2015</b>
<b>6.Date of Establishment of IQAC</b>			<b>15/07/2009</b>		
<b>7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNMNTT etc.</b>					
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
<b>nil</b>	<b>nil</b>	<b>na</b>	<b>Nil</b>	<b>0</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of			<a href="#">View File</a>		

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>1</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>(Please upload, minutes of meetings and action taken report)</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. INTERNATIONAL WEBINAR ON REFLECTIONS ON NATIONAL EDUCATIONAL POLICY 2. ORGANIZING ONLINE CLASSES FOR B.ED AND B.P.ED STUDENTS 3. OPENING OF YOUTUBE CHANNEL 4. ANNUAL ATHLETIC MEET 5. FAREWELL PARTY		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).</b>		
Plan of Action	Achievements/Outcomes	
<b>ACADEMIC CALENDAR PREPARED</b>	<b>ACADEMIC CALENDAR FOLLOWED</b>	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		
Name of the statutory body	Date of meeting(s)	
<b>Nil</b>	<b>Nil</b>	
<b>14.Whether institutional data submitted to AISHE</b>		

Year	Date of Submission
YES	21/02/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
<b>16.Academic bank of credits (ABC):</b>	
<b>17.Skill development:</b>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<b>20.Distance education/online education:</b>	

### Extended Profile

#### 1.Student

2.1 352

Number of students on roll during the year

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

2.2 250

Number of seats sanctioned during the year

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

2.3 120

Number of seats earmarked for reserved categories as per

GOI/State Government during the year:

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

2.4 173

Number of outgoing / final year students during the year:

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

2.5 Number of graduating students during the year 173

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

2.6 161

Number of students enrolled during the year

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

## 2. Institution

4.1 34.68

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

4.2 20

Total number of computers on campus for academic purposes

## 3. Teacher

5.1 35

Number of full-time teachers during the year:

## Extended Profile

### 1.Student

2.1 352

Number of students on roll during the year

File Description

Documents

Data Template

[View File](#)

2.2 250

Number of seats sanctioned during the year

File Description

Documents

Data Template

[View File](#)

2.3 120

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

File Description

Documents

Data Template

[View File](#)

2.4 173

Number of outgoing / final year students during the year:

File Description

Documents

Data Template

[View File](#)

2.5 Number of graduating students during the year 173

File Description

Documents

Data Template

[View File](#)

2.6 161

Number of students enrolled during the year

File Description

Documents

Data Template

[View File](#)

<b>2.Institution</b>							
4.1  Total expenditure, excluding salary, during the year (INR in Lakhs):	<b>34.68</b>						
4.2  Total number of computers on campus for academic purposes	<b>20</b>						
<b>3.Teacher</b>							
5.1  Number of full-time teachers during the year:	<b>35</b>						
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td>No File Uploaded</td> </tr> <tr> <td>Data Template</td> <td><a href="#">View File</a></td> </tr> </table>	File Description	Documents	Data Template	No File Uploaded	Data Template	<a href="#">View File</a>	
File Description	Documents						
Data Template	No File Uploaded						
Data Template	<a href="#">View File</a>						
5.2  Number of sanctioned posts for the year:	<b>37</b>						
<b>Part B</b>							
<b>CURRICULAR ASPECTS</b>							
<b>1.1 - Curriculum Planning</b>							
<p>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</p> <p>The Principal of our college conducts regular meetings in every semester to plan academic progress and review the classes according to the curriculum. The principal and Management discuss and plan innovative practices for student's personality development. Our college is affiliated with Guru Nanak Dev University, Amritsar for the course of Bachelor of Education and for the course of B.P.E.D we are affiliated will Maharaja Bhupinder Singh Punjab Sports University, Patiala. Though we do not have autonomy in setting up the curriculum, but the curriculum being taught in the classes is constantly under surveillance as suggestions and comments are invited every year from the stakeholders.</p>							

Our college provides not only theoretical knowledge but also real and practical experiences provided to the students with help of games, art, literary and cultural activities etc. which are known as co-curricular activities. College helps in developing aesthetic aspects, character building, spiritual growth, physical growth, moral values, creativity etc.

Overall personality development is also supported by co-curricular activities.

The in-house curriculum committee is empowered with the Right to make recommendations as the established program or plan initiated by faculty peers.

The committee reviews and makes recommendations for adding, expanding or modifying programmes and courses offered.

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	<a href="#">View File</a>
Plan developed for the academic year	<a href="#">View File</a>
Plans for mid- course correction wherever needed for the academic year	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**B. Any 5 of the above**



File Description	Documents
Data as per Data Template	<a href="#">View File</a>
List of persons who participated in the process of in-house curriculum planning	<a href="#">View File</a>
Meeting notice and minutes of the meeting for in-house curriculum planning	<a href="#">View File</a>
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**A. All of the Above**

File Description	Documents
Data as per Data Template	No File Uploaded
URL to the page on website where the PLOs and CLOs are listed	<a href="https://www.ssced.in/plo/plo-1.pdf">https://www.ssced.in/plo/plo-1.pdf</a>
Prospectus for the academic year	<a href="#">View File</a>
Report and photographs with caption and date of student induction programmes	<a href="#">View File</a>
Report and photographs with caption and date of teacher orientation programmes	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available****1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year****19**

File Description	Documents
Data as per Data Template	No File Uploaded
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	No File Uploaded
Academic calendar showing time allotted for optional / electives / pedagogy courses	<a href="#">View File</a>
Any other relevant information	Nil

**1.2.2 - Number of value-added courses offered during the year****0****1.2.2.1 - Number of value-added courses offered during the year****0**

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

**1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year****0****1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year****0**

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

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

One of the above

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

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

5

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

5

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

### 1.3 - Curriculum Enrichment

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

Our college is committed to provide quality education and students are given opportunities to develop their skills, knowledge, values and attitude through induction programmes, students are oriented towards the objectives and activities of teacher education program to be undertakes during the session. Various cultural activities organize by the college time to time and students participation encouraged to build their high confidence level. The skill development of the students is done through exposing the students to theoretical as well as practical aspect of teaching skill through school internship. During school internship program various skill are practiced and organized different co curricular activities to inculcate values among students. During school internship program, full focus is on the skill development of students. Students are given opportunities to give much attention to the quality of teacher education program.

For continuous professional development every month, College organizes different cultural activities in the college and involves all the students in the different activities for the purpose to improve their personality, organizational, ability proper planning and smooth functioning of the functions are the major priority focused by the students

File Description	Documents
List of activities conducted in support of each of the above	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded
Photographs indicating the participation of students, if any	<a href="#">View File</a>

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

All the students of teacher education program in the college are familiarized with the diversities in the school system in India by providing theoretical as well as practical knowledge through curriculum, school internship and field engagement in PSEB and CBSE schools. NCERT provides curriculum and support and technical assistance to schools in India. There are benefits associated with diversity in education but the outcomes for students depend on how much diversity is acknowledged in a classroom.

Our college in-corporate lesson plans that account for all of diversity. Students work better in a diverse environment and improve their performance enabling them to concentrate and push themselves further when there are people of other background working along. Students feel safer when they are educated in a diverse setting. Our institute develops learning skills to build communities promoting diversity and employing human resources function such as recruitment and orientation.

Our institute considers education as continuous learning process. Practical implementation of knowledge during school internship programme in various schools of PSEB and CBSE is done to acquaint students with different boards. We invited many resource persons to present their views on different topics and satisfy the curiosity of students during the school internship programme.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

After the completion of theoretical side of curriculum, due attention is paid towards the development of practical aspect. Theoretical and practical knowledge is imparted to student through MICRO lesson planning and MACRO lesson planning. Practiced and In the schedule of micro lesson planning various teaching skills like Skill of introducing a lesson, Questioning, Explanation, Black Board writing, Stimulus Variation, Demonstration, Prompting etc. are practiced and rating all the students according to their performance. After the Practice of micro planning students got practice of Macro lesson planning.

After getting practice of Micro and Macro lesson planning, students are sent to various schools under school internship programme. They apply their acquired knowledge (which they get during micro TG practice session) in the real classrooms and prepared their lesson plan effectively at individual level and perform all the subject related activities. When the students engaged themselves in all the activities, then the confidence level of students will automatically increased and their teaching behavior started to improve. Pupil teachers asked to get feedback from students and with the help of questioning and testing, weak students also identified and to upgrade the performance of weak students some effective measures has been taken up.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**1.4 - Feedback System**

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

**Four of the above**

File Description	Documents
Sample filled-in feedback forms of the stake holders	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

**Feedback collected, analyzed and action taken**

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	<a href="#">View File</a>
Action taken report of the institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment of students during the year**

**161**

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

**161**

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

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

34

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

34

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

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

0

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

0



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

## 2.2 - Honoring Student Diversity

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

B.Ed. admission process is taken up jointly for GNDU (Amritsar), Panjab University (Chandigarh) and Punjabi university (Patiala). Generally, B.Ed. entrance test, focuses on teaching aptitude, is taken before the entry of the students but due to COVID restrictions, this test was not conducted. Further, the merit list of the candidates who passes the entrance test is being prepared by the Joint Counselling Authorities. Also, the admission committee of the college ensures the equity in the admission as per the criteria fixed by the State Government and the University for Reservation of seats and accordingly the combination wise seat matrix is planned beforehand. Students are also counselled at the time of admission regarding the suitable subject combination and course outline. They are also familiarized with the course, mode of internal assessment, curricular and co-curricular activities, rules and regulations as well as other facilities available in the institution through the orientation program and it takes every possible measure to understand the needs and requirements of the students before the commencement of the program.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Documents showing the performance of students at the entry level	No File Uploaded
Any other relevant information	No File Uploaded

<b>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</b>	<b>Two/One of the above</b>												
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Data as per Data Template</td><td>No File Uploaded</td></tr> <tr> <td>Relevant documents highlighting the activities to address the student diversities</td><td><a href="#">View File</a></td></tr> <tr> <td>Reports with seal and signature of Principal</td><td>No File Uploaded</td></tr> <tr> <td>Photographs with caption and date, if any</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant information</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Data as per Data Template	No File Uploaded	Relevant documents highlighting the activities to address the student diversities	<a href="#">View File</a>	Reports with seal and signature of Principal	No File Uploaded	Photographs with caption and date, if any	No File Uploaded	Any other relevant information	<a href="#">View File</a>	<b>One of the above</b>
File Description	Documents												
Data as per Data Template	No File Uploaded												
Relevant documents highlighting the activities to address the student diversities	<a href="#">View File</a>												
Reports with seal and signature of Principal	No File Uploaded												
Photographs with caption and date, if any	No File Uploaded												
Any other relevant information	<a href="#">View File</a>												
<b>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</b>													

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	<a href="#">View File</a>
Reports with seal and signature of the Principal	<a href="#">View File</a>
Photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

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

9:1

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

35

File Description	Documents
Data as per Data Template	No File Uploaded
Relevant documents of mentor-mentee activities with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

#### 2.3 - Teaching- Learning Process

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

The institution uses different student centered instructional approaches to enhance teaching learning. During general classroom teaching, teachers apply experiential learning, problem-solving methodologies, role-playing activities, classroom seminars, group discussions, project work, field visits and case studies. Students are also encouraged to make Power Point presentations, individually or in collaboration with peers to promote independent learning. Students also get opportunities to do independent READING AND LEARNING. The college organizes online extension lectures, workshops, webinars and other seminars to enable the

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

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

32

File Description	Documents
Data as per Data Template	No File Uploaded
Link to LMS	<a href="https://www.ssced.in/ict.pdf">https://www.ssced.in/ict.pdf</a>
Any other relevant information	<a href="#">View File</a>

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

151

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

<b>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</b>	<b>Three of the above</b>
File Description	Documents
Data as per Data Template	No File Uploaded
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	<a href="#">View File</a>
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	<a href="https://www.ssced.in/ict.pdf">https://www.ssced.in/ict.pdf</a>
Any other relevant information	No File Uploaded
<p>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</p>	
<p><b>St. Soldier College of Education organizes variety of programmes which help the students in many ways to enhance their skills.</b></p> <p><b>Working in Teams:</b> Under the supervision and guidance of teacher in charges and mentors, students work in teams. With the help of activities organized they learn to compose and organize the content, cooperative skills, managerial skills, leadership skills and communication skills.</p> <p><b>Conduct of Self with Colleagues and Authorities:</b> In the beginning of the session students are oriented regarding the code of conduct of the institution. They are also oriented to work with mutual understanding and the way to approach the authorities.</p> <p><b>Balancing Stress:</b> Academic calendar is planned in the very beginning of the session to plan activities in a manner that it helps in reducing academic stress of the students. Mentors and tutors help the students to reduce the stress level and guide them skills like time management skills, presentation skill, and life</p>	

skills.

Abreast with Recent Developments in Education and Life: Teachers are encouraged to attend orientation, refresher courses, Induction Training Programme, workshops, seminars and symposiums organized by government and non government organisations and motivate the students to present various seminars and take part in various events.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Three of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of the selected response/s	<a href="#">View File</a>
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students Different activities are conducted in the college to enhance creativity, innovativeness, intellectual and thinking skills of the students. They are given training to participate in

group discussions, debate, declamation, various art based, cultural and sports activities that helps in nurturing creative thinking and intellectual skills. During Practice teaching programme, which is also one of the integral programme of B.Ed., through which the student teachers develop the understanding of the importance of lesson planning, micro teaching cycle, develop confidence, get feedback from faculty and peers and learn skills of teaching. Use of appropriate teaching aids is also emphasized during this programme. They are given guidance by their supervisors to bring creativity while preparing the teaching aids. Under the guidance of teacher in charges, students learn to organize morning assembly, different club activities and express their thoughts and views in the form of speeches, poems, songs, performing skits etc. help them to nurture their creativity and brain storm over pertinent social issues.

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

## 2.4 - Competency and Skill Development

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

One/Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of the selected response/s	<a href="#">View File</a>
Reports of activities with video graphic support wherever possible	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 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**

Two/Three of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Reports and photographs / videos of the activities	No File Uploaded
Attendance sheets of the workshops / activities with seal and signature of the Principal	No File Uploaded
Documentary evidence in support of each selected activity	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.3 - Competency of effective communication is developed in students**

Two of the above



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

File Description	Documents
Data as per Data Template	No File Uploaded
Details of the activities carried out during the academic year in respect of each response indicated	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group activities Performance tests Oral assessment Rating Scales**

One of the above

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

**2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive**

One of the above

<b>devices for learning Identifying and selecting/ developing online learning resources</b> <b>Evolving learning sequences (learning activities) for online as well as face to face situations</b>	
File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of each response selected	<a href="#">View File</a>
Sample evidence showing the tasks carried out for each of the selected response	No File Uploaded
Any other relevant information	No File Uploaded
<b>2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event</b>	One of the above
File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence showing the activities carried out for each of the selected response	<a href="#">View File</a>
Report of the events organized	No File Uploaded
Photographs with caption and date, wherever possible	No File Uploaded
Any other relevant information	No File Uploaded
<b>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</b>	Two of the above

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

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

**Exposure to variety of school set ups:** Internship programme is systematically planned, involving the school staff and teacher educators. The students are allotted schools keeping in mind the medium of instruction, accommodating capacity and subject wise requirement of the schools. The list of participating teachers is sent to the cooperating schools before the commencement of internship. Detailed instructions are given to the student-teachers. During internship, the student-teachers are required to undertake a variety of activities.

Lessons are observed by the Teacher Educators at regular intervals and the Teacher Educators verify whether the students rectify the corrections suggested. The remarks are not recorded in a ritual manner rather they are suggestive in nature for the further polishing of teaching skills of the prospective teachers.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

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

151

File Description	Documents
Data as per Data Template	No File Uploaded
Plan of teacher engagement in school internship	No File Uploaded
Any other relevant information	No File Uploaded

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

Three/Four of the above

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

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

**St. Soldier College of Education, adopts effective monitoring mechanisms during internship programme. Role of Teacher Educators:** During internship, teacher educators monitor all the activities at regular interval and provide suggestive feedback on their respective subject files.

**Role of School Principal:** During their stay in the school, the students observe complete discipline and demonstrate a sense of

responsibility while discharging all duties of a pupil teacher, as assigned by the head of the institution. Also the internship is duly certified by the head of the practicing school after ensuring that each student has conducted and completed all the activities.

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

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

File Description	Documents
Documentary evidence in support of the response	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.12 - Performance of students during internship is assessed by the institution in terms of observations of different persons such as Self Peers (fellow interns) Teachers / School\* Teachers Principal / School\* Principal B. Ed Students / School\* Students (\* 'Schools' to be read as "TEIs" for PG programmes)**

Two of the above

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

**2.4.13 - Comprehensive appraisal of interns' performance is in place. The criteria used for assessment include Effectiveness in class**

Three of the above

**room teaching Competency acquired in evaluation process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness**

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	No File Uploaded
Five filled in formats for each of the aspects claimed	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 2.5 - Teacher Profile and Quality

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

35

File Description	Documents
Data as per Data Template	No File Uploaded
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	No File Uploaded
English translation of sanction letter, if it is in regional language	No File Uploaded
Any other relevant information	No File Uploaded

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

1

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

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

15

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

15

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

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

Institution provide discussions on current developments and issues in Education . Share information with colleagues and with other institutions on policies and regulations Staff members are permitted to attend the Orientation Programmes, Refresher Courses, Induction Training Programmes, Workshops, Seminars and Symposiums organized by government, non-government and other organizations. Along with this, the institution organizes faculty development programmes through IQAC (Internal Quality Assurance Cell) where teachers get opportunity to share their experiences and views regarding current developments and issues in the field of education with fellow colleagues. Staff also provides services as resource persons to Seminars, Workshops, etc. at different University, Colleges and Schools. The staff members are encouraged to present papers in Seminars and Workshops at National, International and State level. For this , duty leaves are also provided to the staff members . Every faculty member is encouraged to use the latest technologies. They are also provided with access to the computer laboratory and have an access to the internet which they can use to keep themselves updated about the latest trends in their subject and also in education.

File Description	Documents
Documentary evidence to support the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.6 - Evaluation Process**

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

Internal assessment for eligibility to appear in the final examination is 40 percent marks. These marks are to be obtained on the basis of their performance in unit tests and house examination for each subject and by assessing the quality of sessional work. Failing to attain this standard, a student teacher cannot become eligible for the degree and appear for annual examination. For internal evaluation in Skill in teaching, lessons are observed by the peers as well as by the supervisors. Simultaneously feedback is given to students to have mastery over five core teaching skills through practicing the cycle of micro teaching. Observations are provided by the pedagogy teachers in their notebooks for their lesson plans during pre-practice programme. Observation of lessons during practice teaching is done by the supervising teachers, school subject teachers and peers and suggestions for further improvement are made accordingly. Teaching skills and overall conduct of the interns are assessed through the rating scale provided in their notebooks of lesson planning. Further, internal assessment on the basis of the two discussion lessons, skill in teaching files and involvement in the conduct of different activities during practice teaching is being provided

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

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

Two of the above



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

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

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

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 2.6.4 - The institution adheres to academic calendar for the conduct of Internal Evaluation Describe the mechanism of adhering to academic calendar for the conduct of Internal Evaluation in the

institution in not more than 100-200 words.

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

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 2.7 - Student Performance and Learning Outcomes

2.7.1 - The teaching learning process of the institution is aligned with the stated PLOs and CLOs. Describe the way in which institution ensures alignment of stated PLOs and CLOs with the teaching learning process in not more than 100 - 200 words.

The progressive performance of students and attainment of professional and personal attributes are in line with the PLOs and CLOs which are monitored time to time for further improvement in students so that they can excel in learning different innovative teaching methods and are able to know about latest strategies of teaching and learning process. Different skills are developed and enhanced among the students so as to meet the growing demands of the present scenario of education. Regular assessment is an integral part of the instruction process and is important in helping students learn. The most appropriate assessments to

improve performance level of students learning are tests, presentations, performance in workshops, written assignments, and other assessments that teachers make in their classes on a regular basis. The assessment is also based on PLO's and CLO's and suggested by affiliated university in the curriculum. Teachers rely on the results from these assessments because of their direct relationship with classroom teaching goals. Also, the results are immediate and easy to analyze at the individual student level.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

File Description	Documents
Data as per Data Template	No File Uploaded
Result sheet for each year received from the Affiliating University	No File Uploaded
Certified report from the Head of the Institution indicating pass percentage of students program-wise	No File Uploaded
Any other relevant information	No File Uploaded

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

The progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs is monitored and used for further improvements. The college being affiliated to Guru Nanak Dev University follows the pattern of examination that is framed by it. The results of end semester examination are analysed and the desired learning outcomes of students are evaluated. Students are provided with proper counselling and guidance that help them to overcome their learning barriers, if any. In line of PLO's and CLO's the compulsory attendance for students is minimum 80% in theory and 90% for teaching practice. Also, paper evaluation is done on time for grading internal assessment. Practical work the required remedial measures are taken. The continuous internal assessment is taken regularly and students' marks are recorded which helps to predict

their academic progress. End semester house test and final exams also helps to ensure the alignment of stated outcomes. Suitable pedagogical approaches are utilized for effective realization of learning outcomes. During internship, an evaluation Performa developed by the college is provided to the supervisors for evaluating teaching proficiency of student teachers.

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

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

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

75

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

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

The institution has made various provisions for assessing student's learning needs. Principal interacts with the parents and the students to assess their needs and aspirations. New entrants are acquainted by teachers about the course outline, mode of internal assessment, curricular and co-curricular activities, rules and regulations and facilities available in the institute. A series of talent search programmes in various fields like dramatics, literary, sports and fine arts are organized to

discover the hidden talent of the students. The institute conducts remedial classes for the underperforming students in different subjects to enhance their skills and competencies. Mentor- mentee interaction keeps faculty in constant touch with the students and stimulates overall personality development among students. The peer group is also encouraged to observe the lessons and give constructive suggestions. Students are evaluated on the basis of various activities performed during internship i.e., maintenance of registers, action research, organization of co-curricular activities etc.

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

## 2.8 - Student Satisfaction Survey

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

3

## RESEARCH AND OUTREACH ACTIVITIES

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Sanction letter from the funding agency	No File Uploaded
Any other relevant information	No File Uploaded

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

0

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

File Description	Documents
Documentary evidences in support of the claims	<a href="#">View File</a>
Details of reports highlighting the claims made by the institution	No File Uploaded
Reports of innovations tried out and ideas incubated	No File Uploaded
Copyrights or patents filed	No File Uploaded
Any other relevant information	No File Uploaded

### 3.2 - Research Publications

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

0

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

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

0

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

### 3.3 - Outreach Activities

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

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

2

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

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

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

88



File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	No File Uploaded
Report of each outreach activity with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

120

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

120

File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of the claim along with photographs with caption and date	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The community service initiatives in the college are led by the NSS units, social welfare committees & various indoor and outdoor clubs like environment club, human rights and legal awareness club.

The outreach involves leading awareness campaigns and interactive talks etc. Our students learn the importance of developing the spirit of giving back to society. NSS units of the college regularly organize cleanliness drives during swachhata abhiyan as well as one day NSS camps and also involve the residents of the village. They also take out rallies to spread awareness, to have

first hand information about various issues as save girl child etc. We have also held Sports day and cultural events to spread awareness about sports and encourage them to participate

Community Outreach activities and projects like visits to old age homes, orphanages, rehabilitation centre, eco-sustainability drives etc, reaching out to those less privileged and marginalized. Our students help in overall development of children and in making them responsible citizens. To sum up, the college promotes rural development activities in the localities surrounding the area of its education intervention.

Community outreach programs develop deeper relationships between students and the communities they live in.

File Description	Documents
Relevant documentary evidence for the claim	No File Uploaded
Report of each outreach activity signed by the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

1

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

### 3.4 - Collaboration and Linkages

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

0

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

0

File Description	Documents
Data as per Data Template	No File Uploaded
List of teachers/students benefited by linkage – exchange and research	No File Uploaded
Report of each linkage along with videos/photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

0

File Description	Documents
Data as per Data Template	No File Uploaded
Copies of the MoU's with institution / industry/ corporate houses	No File Uploaded
Any other relevant information	No File Uploaded

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

One/Two of the above

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has adequate facilities for Teaching-Learning. The college campus has a total land area of about 222158.75896 square feet. Built in Area is about 76197.54 square feet. The college has all the infrastructural facilities for admitting 200 B.Ed. students and 50 BPED students.

The College has following facilities available:

1. Principal Office
2. Staff room
3. Office for the Administrative Staff
4. Counselor room
5. Internal Quality Assurance Cell
6. A library cum reading room
7. Research room
- 8.12 Class rooms
9. seminar room
10. A multipurpose hall
11. Computer laboratory
12. Fine Arts Room
- 13.2 Common room (girls & boys)
14. Physical Fitness room
15. Music room

16. Home Science Lab

17. Curriculum lab

18. Language Lab

19. Psychology &amp; Guidance Lab

20. NSS room

21. Guest House

22. Play grounds

(i) Cricket ground

(ii) Basket ball ground

(iii) Badminton ground

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

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

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

3

File Description	Documents
Data as per Data Template	No File Uploaded
Geo-tagged photographs	<a href="#">View File</a>
Link to relevant page on the Institutional website	<a href="https://www.ssced.in/ict.pdf">https://www.ssced.in/ict.pdf</a>
Any other relevant information	No File Uploaded

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

**1.11**

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**4.2 - Library as a Learning Resource**

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

The college library is partially automated with "E-governance" and operates under the "Open Access System", which gives a user-friendly interface to its users for searching resources in the library. It used e-granthalaya Software, which is an openSource integrated library Management System. The catalogue module provides a clear and simple Interface for library users to check the availability and status of all library items through different approaches like author, title, subject, accession number, editor etc.

File Description	Documents
Bill for augmentation of library signed by the Principal	<a href="#">View File</a>
Web-link to library facilities, if available	<a href="https://www.ssced.in/library.html">https://www.ssced.in/library.html</a>
Any other relevant information	No File Uploaded

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

The college library provides a remote login facility for all the students and faculty members to access

digital resources online subject to the following conditions: -

- Users can access online journals and e-books as per

guidelines (rules) created under e-resources access policy.

- The information retrieved from these e-resources through remote/campus access facility is used only for educational and research purposes and not for any commercial gains.
- If a user is found violating the above -mentioned

Conditions, he /she is liable to face strict disciplinary action as decided by the Principal of the college.

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

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

One of the above

File Description	Documents
Data as per Data template	No File Uploaded
Receipts of subscription /membership to e-resources	No File Uploaded
E-copy of the letter of subscription /member ship in the name of institution	No File Uploaded
Any other relevant information	No File Uploaded

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

**0.26**

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	No File Uploaded
Any other relevant information	No File Uploaded

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

##### 4.2.5.1 - Number of teachers and students using library for Month one (not less than 20 working days) during the academic year

6

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	No File Uploaded
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	<a href="https://www.ssced.in/library_visits_2020-compressed.pdf">https://www.ssced.in/library_visits_2020-compressed.pdf</a>
Any other relevant information	No File Uploaded

**4.2.6 - Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education –general teacher education, special education and physical education by the following ways Relevant educational documents are obtained on a regular basis Documents are made available from other libraries on loan Documents are obtained as and when teachers recommend Documents are obtained**

Two of the above



as gifts to College	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>4.3 - ICT Infrastructure</b>	
4.3.1 - Institution updates its ICT facilities including Wi-Fi Describe ICT facilities including Wi-Fi with date and nature of updation in not more than 100 - 200 words	
The institution updates the ICT facilities as follows:	
File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	No File Uploaded
Any other relevant information	No File Uploaded
<b>4.3.2 - Student – Computer ratio during the academic year</b>	
10:1	
File Description	Documents
Data as per data template	No File Uploaded
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>4.3.3 - Available bandwidth of internet connection in the Institution (Leased line)</b> Opt any one:	E. < 50 MBPS
File Description	Documents
Receipt for connection indicating bandwidth	<a href="#">View File</a>
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	No File Uploaded
Any other relevant Information	No File Uploaded

<b>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</b>	<b>One of the above</b>
--	-------------------------

File Description	Documents
Data as per Data Template	No File Uploaded
Link to videos of the e-content development facilities	<a href="https://www.ssced.in/e-content.xlsx">https://www.ssced.in/e-content.xlsx</a>
List the equipment purchased for claimed facilities along with the relevant bills	No File Uploaded
Link to the e-content developed by the faculty of the institution	<a href="https://www.ssced.in/e-content.xlsx">https://www.ssced.in/e-content.xlsx</a>
Any other relevant information	No File Uploaded

#### 4.4 - Maintenance of Campus and Infrastructure

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

1.82429

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The College has established systems and procedures for maintaining and utilizing facilities. It has regular maintenance and periodic replenishment of essential facilities under the guidance of the

College Advisory and Development Committee. To keep the whole campus including office, laboratories, library, hostel, etc. clean and hygienic, separate staff has been engaged. The upkeep of computers, internet, Wi-Fi, and other ICT facilities and design, is a regular feature of the College.

The teacher-in-charges of the various laboratories take a periodical review of repairs and maintenance requirements of their respective laboratories. The Smart Classrooms are maintained on regular basis. The Library Advisory Committee with the Principal as the chairperson and librarian as member secretary tackle all issues relating to the smooth and efficient functioning of the library. Photostat facility is also available in the library. The library is under CCTV surveillance. The College information and communication technology committee is responsible for the maintenance of computers and smooth functioning of the network facilities in the College. They also look into the College website, up-gradation, biometric services, procurement of hardware and software and other items related to computers. The cleaning and the maintenance of the whole campus is done by the supporting staff.

File Description	Documents
Appropriate link(s) on the institutional website	<a href="https://www.ssced.in/infra.html">https://www.ssced.in/infra.html</a>
Any other relevant information	No File Uploaded

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

<b>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</b>	<b>One/Two of the above</b>
--	-----------------------------

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

**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**

Seven/Eight of the above

File Description	Documents
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

C. Any 2 of the above

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

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

One of the above

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

## 5.2 - Student Progression

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

Number of students placed as teachers/teacher educators	Total number of graduating students
<b>07</b>	<b>173</b>

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

### 5.2.2 - Number of student progression to higher education during the academic year

#### 5.2.2.1 - Number of outgoing students progressing from Bachelor to PG (A1).

**47**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Details of graduating students and their progression to higher education with seal and signature of the principal	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

**0**

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

### 5.3 - Student Participation and Activities

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

St. Soldier College of Education has an operational student council in the form of student representation in all the committees and clubs. The purpose of the student council is to give students an opportunity to develop leadership qualities by organizing and carrying out college activities. They motivate the students to share ideas, interests and concerns with the teacher incharges. All the students are given equal opportunities to become part of the student council through proper selection process for office bearers, for various clubs and committees of the institution. The college has following committees and clubs with student representatives:

- Class Representatives
- NSS Unit Committee
- Discipline Committee
- Science Club
- Cultural Club Health
- Literary Club
- Red Ribbon Club
- Career and Counseling Cell

All the above clubs/committees have student representation by giving designations of President, Vice President, Secretary, and different members. Student council acts as the interactive body facilitating primary level of communication. Student council also assists in planning and development of various culture, sports, social, recreational and other educational interests of the students in the institution. The student council provides scope to contribute in the development of students' leadership skills, program planning and volunteering.

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

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

3

File Description	Documents
Data as per Data Template	No File Uploaded
Reports of the events along with the photographs with captions and dates	<a href="#">View File</a>
Copy of circular / brochure indicating such kind of events	No File Uploaded
Any other relevant information	No File Uploaded

## 5.4 - Alumni Engagement

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

Alumni Association of ST. Soldier College of Education was established in 2005 with its office bearers and executive members. In this association, there is a long list of people with eminence working as Principal, Assistant Professors, Managers, Headmasters, Lectures, Police officials, Bank officers etc. Alumni Association conducts meetings of Executive members to discuss the future development and projects to be accomplished by the association. The office bearers of this association are President: Mrs. Sunil Gupta, Vice President: Mrs . Jaspinder kaur, Cashier: Ramesh Kumar, Members: Satinderjeet Kaur and Iqbal Kaur



**Aims and Objectives of Alumni Association**

1. To provide a common platform for the old students to hold meetings/get-togethers from time to time.
2. To discuss common in-service professional growth and other related issues.
3. To provide feedback with the help of the field experiences of the members of the Alumni for the In-service Teacher Educators.

**Activities**

1. Holds meetings periodically, half yearly or yearly as convenient to the Alumni members
2. Helps in establishing and strengthening the permanent assets in the College in the form of library books, Laboratory Equipments etc.
3. Organizes functions to honor the distinguished Alumni and allow them to share experiences among themselves.

File Description	Documents
Details of office bearers and members of alumni association	<a href="#">View File</a>
Certificate of registration of Alumni Association, if registered	No File Uploaded
Any other relevant information	No File Uploaded

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

One/Two of the above

File Description	Documents
Documentary evidence for the selected claim	No File Uploaded
Income Expenditure statement highlighting the alumni contribution	No File Uploaded
Report of alumni participation in institutional functioning for the academic year	<a href="#">View File</a>
Any other relevant information.	No File Uploaded

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

1

File Description	Documents
Data as per Data Template	No File Uploaded
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	<a href="#">View File</a>
Any other relevant information	No File Uploaded

5.4.4 - Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering any special talent/s in them. Describe the mechanism through which Alumni Association acts as an effective support system to the institution in motivating, nurturing special talent in not more than 100 - 200 words

St. Soldier college of Education, jalandhar has a very effective support system in the form of Alumni Association by motivating students as well as recognizing, nurturing and furthering special talent in them. The Alumni Association is very active in institution functioning and for students welfare by promoting, mentoring and guiding the students of the college. The association is sensitized to contact its past students for their placements in prestigious institutions and maintains a close contact with its members through phone calls and WhatsApp groups. The association works energetically throughout the year towards generating placement opportunities for the students. Further, Alumni members are invited to be the resource persons in seminars, webinars and workshops to support the institution in motivating and nurturing special talent in students. Then, on 12th December, 2020, the

Alumni Association 'Relive, Reconnect, Rejoice' was organised in which many alumni from different past sessions participated enthusiastically. They interacted with the current students and had a discussion with other alumni. They also shared their experiences with the current students and guided them to be focused on various ways to become effective teachers.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

#### Purpose

"To provide efficient teachers who possess dynamic personality for the growth of society"

#### Mission

To impart education to individuals with a view to make them assets of the modern society so that they can make this planet a better place to live.

#### Vision

To create a gallery of intellectuals who are embodiment of knowledge, integrated with Indian value system and supported by a logical and scientific base.

#### Core Values

1. To inculcate a strong sense of teamwork
2. To inculcate among the student teachers the moral and ethical values
3. To develop among the student teachers dignity of labor
4. To develop among the student teachers the feeling of

- national integration and interventional integrity at large
5. To develop natural trust and reflected
  6. To develop a strong sense of respect towards equipment and national property
  7. To develop among the student teachers quality of self
  8. To make the student teachers ardent, diligent and dedicated

To ignite in them a spirit of creativity

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

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

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The institution functions in a well- structured and defined manner to ensure participative management at all levels of decision making. Right from the Chairman of the management Committee to the staff and students have a role to play in the building and development of the College. The management of the college takes effective measures in encouraging and supporting the involvement of the staff for the improvement of its effectiveness and efficiency throughout the year. The College has a class Representatives of different classes. It allows one student to represent each class of students in the College with regular meetings held to ensure the system's efficiency and effectiveness in putting forward the interests of the students. Student council meetings play a major role to assess the teaching learning and support services provided to the students by the institution where students organize domain specific events, extra-curricular event and competitions. The student Council comprises of President, Vice-President and Class representatives

To promote decentralization and and participatory management, the College has very well allocated different duties to respective teaching and non- teaching members.

File Description	Documents
Relevant documents to indicate decentralization and participative management	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

#### ACADEMIC TRANSPARENCY

The college ensures transparency in academic functions by displaying internal assessment scores of students in various subjects on notice boards.

#### FINANCIAL TRANSPARENCY

The text discusses financial transparency in a college setting. The annual budget is prepared using TALLY software, which helps to organize the budget under different categories such as College Accounts and Examination Accounts. Additionally, information about teaching and non-teaching staff, accounts, and academic progress is updated annually on the NCTE and AISHE portal.

#### ADMINISTRATIVE TRANSPARENCY

The College maintains transparency in administrative functions. All type of recruitments are done by the rules of Guru Nanak Dev University, Amritsar. For every fresh recruitment the college gives advertisements in the leading national daily newspapers. The recruitment is done purely on merit basis.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 6.2 - Strategy Development and Deployment

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

The Strategic Plan to achieve a clean, healthy, and pollution-free environment is as under:

The college pledged to provide a healthy, clean, and pollution-free environment. To provide a healthy environment some more green initiatives like minimal use of plastic, minimal use of air conditioners, switching of lights/fans, use of eco-friendly methods of transportation etc has been adopted by the institution. Under plantations, there are lush green gardens all around the campus. As disposal of e-waste is an emerging global environment and a public health issue. All loosely discarded e- waste is collected at the college and handed over to external agencies who work in this area. Besides all these various other environment-friendly practices like water harvesting, segregation of waste, and recycling of paper is being executed. Under Best out of waste practice, workshops were also conducted. The college uses the latest machines including sanitizer machines to keep the campus disinfected.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	<a href="https://www.ssced.in/academic_calendar/academic-calendar-20-21.pdf">https://www.ssced.in/academic_calendar/academic-calendar-20-21.pdf</a>
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college is Government aided institution affiliated to GNDU and follows guidelines provided by NCTE. The College also follows the academic calendar of GNDU. The Organogram of the institution facilitates its smooth functioning. The Governing Body of the institution plays an important role and hold regular meetings with the Principal for the smooth functioning of the institution. The Principal is assisted by the Faculty, Administrative staff and the Non-Teaching Staff. The Academic body of the college oversees the

smooth functioning for which meetings are held on a regular basis to discuss issues and concerns. The meetings with the teachers are held at frequent intervals for the effective planning and implementation of programmes like teaching, learning, curricular and co-curricular activities. Various committees are constituted for the planning, preparation and execution of academic, and co-curricular purposes. Regular meetings of office bearers and members of the committee are conducted with their teacher in charges in regular intervals. . The College also has Internal Quality Assurance Cell (IQAC) which works towards realization of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution. The Class representatives meetings are held regularly.

File Description	Documents
Link to organogram on the institutional website	<a href="https://www.ssced.in/about-college-organogram.pdf">https://www.ssced.in/about-college-organogram.pdf</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Three/Four of the above

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

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



more than 100 - 200 words.

IQAC of the college in collaboration with N.S.S Unit, Cultural Club of the college organised various activities during the session 2020-2021. Numerous events were planned in the college as follows  
(1.) International webinar on the topic "Reflections on New Education Policy-2020": was organized on 06/08/2020 to discuss the changes in the teacher Education Programme. Dr. Amit Kauts, Dean Faculty of Education, GNDU was the main Resource person .

2) Cleanliness drive was organised under Swachhta Pakhwada, organised by Govt. of India.

3) Fine Arts activity was organised in February 11-12, 2021

4) IQAC of College in Collaboration with computer deptt. started online classes for the students keeping in view Covid-19

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	<a href="#">View File</a>
Action taken report with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

Welfare policies are in existence and effectively implemented for both teaching and non-teaching staff in the college. For enhancing effectiveness and efficiency of the staff, latest technological equipments are available in the institution and staff is free to use these technological equipments for the improvement in their teaching and their professional development. To keep the faculty updated with the latest trends and innovations in the field of education, they are relieved for refresher courses/ Short-Term Courses /Workshops, Orientation Programmes, Induction Programmes etc. They also attend Seminars, Extension lectures in the college as well as other institutions. Wi-Fi facility is provided in the college as internet has become as indispensable of the institution. ICT Resource centre is available for the faculty to have an opportunity to upgrade their skills and to use the digital



content to visualize the concept better.

For the faculty to become familiar with the understanding, usage, working, and operation of various technology & aids, the institution has a well-equipped Educational Technology lab.

Awareness programmes are organised for the faculty such as Yoga Workshops, Vaccination camp, etc. Gymnasium facility is also provided for their physical well being.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	<a href="#">View File</a>
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

0

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

### 6.3.3 - Number of professional development /administrative training programmes organized

by the institution for teaching and non-teaching staff during the year.

2

File Description	Documents
Data as per Data Template	No File Uploaded
Brochures / Reports along with Photographs with date and caption	<a href="#">View File</a>
List of participants of each programme	No File Uploaded
Any other relevant information	No File Uploaded

**6.3.4 - Number of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes**

1

File Description	Documents
Data as per Data Template	No File Uploaded
Copy of Course completion certificates	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Institution has Performance Appraisal System for teaching and nonteaching staff which strictly follows the

UGC regulations. The performance of each employee is assessed through Self Assessment Proforma

annually after completion of one year of service. The objective is not only to objectively evaluate the

performance as per established norms, but also to identify potential aspects for improvement that can

eventually lead to further progress of the employee. The performance of teaching staff is assessed on the

following bases: their academic qualification , research experience and training , publications (published

papers in journals , book publications , chapter published in books) paper presentation (in seminars ,

conferences, symposia workshops) workshops attended, teaching and evaluation experience, total teaching

experience, courses taught, Evaluation experience includes (paper setting, invigilation, evaluation ,practical

exam ,viva-voce and centre superintendent). Then head of the institution reflects upon the performances of

teachers every year. Performance Appraisal Proforma is also available for nonteaching staff to assess their performance and work. Superintendent of the college fills the confidential reports of the non-teaching staff and get it approved by the principal.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	<a href="#">View File</a>
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

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

The institution has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an on-going continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institution every year. Qualified Internal Auditors from external resources have been permanently appointed and a team of staff under them does a thorough check and verification of all transactions that are carried out in each financial year. Likewise, an external audit is

also carried out in an elaborate way on yearly basis. The institution has online financial data system connected to its own management i.e. St. Soldier Educational Society, Jalandhar. Hence, every income and expenditure has an internal check and internal audit. Then periodically internal auditors do internal audit verifying the related receipts, vouchers, ledger postings etc. and the external audit is also done by auditors by an authorized C.A.. The system of maintaining accounts except petty cash is done by bank transactions thus ensures internal check and balance of accounts.

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

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

0

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

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

The St. Soldier Educational Society helps us to mobilize more and more funds to create a well-furnished and healthy campus for the

students. The IQAC committee always looks for the new measures for mobilising funds and it has developed systematic procedures for their optimal utilisation. The college has tried to generate funds in the form of money and material objects. The college has very transparent mechanism of auditing and a specific committee for utilising this grant and resources. The teaching and administrative staff and existing alumni contribute to mobilise the resources for college. Students' tuition fees is the primary sources of funds,

#### Optimal Utilisation of Resources:

1. **Institution Budget:** Every year annual budget is prepared well in advance as per the needs and requirements of the college. It incorporates budgets of academic department, research activities, computer lab, psychology lab, Library and sports. As per budget the Principal proceeds with the planned activities.

2. **Accounts and Audit:** All funds mobilised are properly accounted for in the account books. The audited utilisation statement of accounts is submitted to the funding agencies for specific grants. Every year the institution conducts external and internal financial audits by appointing statutory auditor in the annual general meeting.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 6.5 - Internal Quality Assurance System

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

In the pursuance for quality assurance, quality up-gradation, assessment and accreditation, and institutionalization the college established the Internal Quality Assurance Cell on 15-07-2009. As soon as the IQAC was established in the college in 2009, the process of quality enhancement and sustenance was begun through

different strategies. The IQAC is consistently working on to promote the quality culture in its all spheres of the college activities by channelised efforts towards promoting holistic academic excellence. The IQAC monitors the implementation of vision and mission of the college. IQAC prepares perspective plan of development for the college and execute it in a strategic plan of every year.

The institution would like to high light the following activities of the IQAC:

1. Feedback from Students, Parents, Employers, Alumni, Principals and Teacher Educators
2. Improved teaching-learning and evaluation process
3. Effective delivery of curriculum and enhanced usage of ICT tools
4. Organising Seminars/Workshops/Conferences
5. Recognizing and felicitating distinguished alumni
6. Organizing staff training programmes

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college's IQAC has created a number of mechanisms to evaluate the efficiency of the teaching and learning process, as well as the structures and methodology of the institution's operations, and has worked arduously to implement reforms. IQAC conducts regular meetings to discuss the progress of the college.

The IQAC organizes seminars to educate teachers in a variety of teaching methods that they can use in their daily teaching practises. IQAC also facilitate teaching-learning improvements by gathering feedback

from stakeholders such as students, parents, staff and alumni. This helps in getting a fair and accurate

assessment of the institution's performance, particularly in the classroom. It also, help teachers to improve

their methods of instruction and interactions with students, a detailed analysis of the feedback is conducted

and relayed to them. Unit tests and house exams are used as appropriate assessment techniques to ensure

that the teaching-learning process is efficient. In order to support underachievers in getting excellent grades

and facilitate meritorious students in obtaining places at the university level, provision of remedial classes and enrichment material is a regular feature in the college.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

4

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

#### 6.5.4 - Institution engages in several quality

Two of the above

**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**

File Description	Documents
Data as per Data Template	No File Uploaded
Link to the minutes of the meeting of IQAC	<a href="https://www.ssced.in/iqac1.html">https://www.ssced.in/iqac1.html</a>
Link to Annual Quality Assurance Reports (AQAR) of IQAC	<a href="https://www.ssced.in/aqar.html">https://www.ssced.in/aqar.html</a>
Consolidated report of Academic Administrative Audit (AAA)	No File Uploaded
e-Copies of the accreditations and certifications	<a href="#">View File</a>
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	No File Uploaded
Any other relevant information	No File Uploaded

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

#### **ACADEMIC INITIATIVES**

**Up gradation of computer lab with new purchased computer systems**

**College library is upgraded with new books of different teacher training programs**

**Preparation of time-table as per the guidelines of academic**



calendar.

Organised various extension lectures/ workshops/ seminars for creating general awareness and

enriching knowledge of the staff

Faculty members are encouraged to participate in Refresher/ Orientation/ Induction training

program for their professional and personal growth.

#### Administrative Initiatives

Computer Training for Non- teaching staff

Yoga training for stress management

Staff are encouraged to attend workshops and training program

Two examples are:

1. The implementation of e-governance in planning and development started in 2014. The e-governance maintains the administrative activities that involves maintenance of records related to infrastructure, faculty, support staff and students, etc. of the college. For salary, salary module is used to prepare salary and upload salary slips. It keeps track of all personal details of employees
2. College started you tube channel and teachers uploaded their lessons on various subjects for the effectiveness of teaching learning process in Covid times.

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

#### INSTITUTIONAL VALUES AND BEST PRACTICES

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

7.1.1 - Institution has a stated energy policy streamlining ways of energy conservation, use of

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

The college has a functional Energy Management Cell which took initiatives for the proper management and the conservation of energy. The energy conservation cell aimed to create awareness among the staff and students about the importance of preservation of natural environmental resources. Energy conservation is the practice to reduce the consumption of power by using energy saving measures and strategies and achieve by its more efficacious use by involving the actual users i.e., the staff and the students in this practice.

Energy Policy of the institution includes:

To minimize Energy consumption by use of energy efficient equipment's and maximum use of day light, natural ventilation and Energy substitution

To maximize use of renewable Energy

To create awareness about Energy conservation

To improve energy efficiency to reduce energy consumption and cost

To eliminate wastage of energy by the use of good housekeeping practices

To minimize Environmental degradation

File Description	Documents
Institution's energy policy document	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

St. SOLDIER COLLEGE OF EDUCATION, JALANDHAR is committed to serve the society through pursuit of excellence in teaching,

innovation, cultural enrichment, and outreach services. The college came into existence in 2003, with an objective to promote higher education and research in the field of education. The college realizes the need for a sustainable and holistic waste management policy to reduce its environmental footprint and provide a safe and healthy work environment for teaching and non-teaching employees, students

-There are separate-colored bins for dry (blue) and wet (green) waste.

-Use of steel/brass Tiffin, bottle and cloth bags is encouraged.

-The dry materials like file covers are reused.

-The wet waste such as kitchen waste is disposed off into the dustbins earmarked for the purpose.

-For e-waste management, instead of taking CD'S, the students upload the Pdf of the assignments

-For water management, the staff and students are advised to minimize water wastage, turning off taps when not in use and report any leaking taps.

Every effort is taken by the staff and students to reduce wastage in canteen and washrooms.

Segregation of waste is done on daily basis. The waste thus collected from the campus is

Collected by the garbage collectors.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Two of the above

File Description	Documents
Documentary evidence in support of each selected response	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Income Expenditure statement highlighting the specific components	No File Uploaded
Any other relevant information	No File Uploaded

**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	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

St. SOLDIER COLLOEGE OF EDUCATION,JALANDHAR is always committed in maintaining a clean and green environment which sets a good example to students, teachers and supporting staff. Cleanliness is incredibly important when it comes to cutting down on the spread of diseases in the college and means that staff and students are able to enjoy a comfortable learning environment. It also improves hygiene levels and can help to reduce the spread of sickness. Following initiatives are taken up by the institution for creating pollution free environment:

Organization of assemblies, seminars and extension lectures on creating sensitivity and responsiveness about our surroundings

'Cleanliness Drives' such as picking up litter around the college, cleaning labs, classrooms..

-Pledge by students and staff members for maintaining cleanliness in and outside campus.

-Display Of Posters and instruction boards in the campus displaying habits of cleanliness.

-Our College also makes efforts to spread awareness among the students regarding pollution free

Environment with following activities:

-Entire campus has well maintained lush green lawns having variety of trees and plants.

-Minimum use of plastic bags in the campus.

-Use of fans instead of Air Conditioners most of the time.

-Presentation of "Plant-Saplings" to invited guests.

File Description	Documents
Documents and/or photographs in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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**

Two of the above

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

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

0.50

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statement on green initiatives, energy and waste management	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution conducts programmes to expose students to first hand field experiences .Vaccination camps, Best out of waste, activities during internship in practicing schools and first aid services which directly fosters social connectivity and network between students and communities are conducted regularly during the session. Organization of plastic free campaign, promoting biodiversity through energy conservation, green campus, organization of awareness camp on road safety and traffic rules,swachh bharat make student s aware about the environmental issues. These activities make a connection and a responsibility towards local environment .organization of tree plantation drive is done to encourage students to clean their surroundings.

**Institution has linkage with other educational bodies.**

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**D. Any 1 of the above**

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

## **7.2 - Best Practices**

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

## BEST PRACTICE -1

### ENERGY CONSERVATION, WASTE AND WATER MANAGEMENT POLICY

#### Objectives

- 1.Improvement in Energy efficiency to reduce Energy consumption and cost.
- 2.Minimize the energy consumption by use of energy efficient equipment. and maximize use of day light and natural ventilation.

#### Waste Management Policy

#### Objectives

- Segregating solid waste on daily basis
- Reducing the quantity of solid waste disposed off in the campus
- Taking efforts to make the campus Plastic free
- Creating environmental consciousness through observation of various days

#### Water Management Policy

#### Objectives

- To ensure clean and safe drinking water to the people present in the campus
- To ensure continuous supply of water throughout the year
- To replenish ground water through rainwater harvesting
- To minimize wastage of water in the campus

## BEST PRACTICE 2

### Green Campus Policy

#### Objectives



To develop specific policy to promote, improve and monitor environmental practices and work

towards reducing the carbon footprints in the campus

To ensure compliance with all environmental legislations among its stakeholders and maintain the building and lawns in environmentally conscious manner

To mitigate the environmental responsibility

To plant sufficient number of trees, potted plants every year and keep the campus green

File Description	Documents
Photos related to two best practices of the Institution	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

Transparent evaluation system of the institution depicts the efficiency and efficacy of an institution. To measure the students progress, to bring reform in education system and to enhance the accountability for the outcome, St. Soldier College of Education has adopted an effective mechanism of evaluation. For qualitative assessment, the college has an active evaluation system to review the content addressed. For reviewing, institutional feedback is collected from students, parents and stakeholders which is further analysed and proper follow up is taken up for effective functioning of the institution. One of the proven effective practices of our institution is the execution of house examinations in every organised way. In the beginning of the session the examination in charge of the college with guidance of the Principal decides the tentative schedule for the house examination and internal assessment. The college frames the schedule for the house tests of every semester beforehand. The college maintains the record of attendance and award lists of

house examination. During the staff meetings, proper discussion on results of house tests are done. Requisite remedial and enrichment material is provided to the students for improving their performance in final examination.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	No File Uploaded
Any other relevant information	<a href="#">View File</a>