



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	G.H.G. HARPARKASH COLLEGE OF EDUCATION FOR WOMEN, SIDHWAN KHURD
• Name of the Head of the institution	Dr. Amandeep Kaur
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Alternate phone No.	01624234941
• Mobile No:	6239997177
• Registered e-mail ID (Principal)	ghgh_sidhwankhurd@yahoo.co.in
• Alternate Email ID	dramandeep24@gmail.com
• Address	V.P.O.- Sidhwan Khurd, Tehsil-Jagraon
• City/Town	Ludhiana
• State/UT	Punjab
• Pin Code	142024
2.Institutional status	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Women

• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Panjab University, Chandigarh
• Name of the IQAC Co-ordinator/Director	Dr. Kiran Duggal
• Phone No.	01624234941
• Alternate phone No.(IQAC)	
• Mobile (IQAC)	
• IQAC e-mail address	ghgh_sidhwankhur@yahoo.co.in
• Alternate e-mail address (IQAC)	
3.Website address	https://www.sidhwankhurdeducation.com
• Web-link of the AQAR: (Previous Academic Year)	
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	
5.Accreditation Details	

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	86.40	2003	29/04/2003	28/04/2008
Cycle 2	A	3.38	2017	30/10/2017	29/10/2022

6.Date of Establishment of IQAC	26/05/2009
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7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNMTT etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
G.H.G.Harpar kash College of Education for Women, Sidhwan Khurd	UGC PARAMARASH Scheme	UGC	28/01/2020	1337000
G.H.G.Harpar kash College of Education for Women, Sidhwan Khurd	Grant-in-Aid	State Govt.	24/07/2020	14,72,170
G.H.G.Harpar kash College of Education for Women, Sidhwan Khurd	Grant-in-Aid	State Govt.	04/09/2020	14,72,170
G.H.G.Harpar kash College of Education for Women, Sidhwan Khurd	Grant-in-Aid	State Govt.	30/10/2020	14,72,170
G.H.G.Harpar kash College of Education for Women, Sidhwan Khurd	Grant-in-Aid	State Govt.	14/12/2020	14,72,170

Khurd				
G.H.G.Harpar kash College of Education for Women, Sidhwan Khurd	Grant-in-Aid	State Govt.	11/01/2021	14,72,170
G.H.G.Harpar kash College of Education for Women, Sidhwan Khurd	Grant-in-Aid	State Govt.	22/03/2021	14,72,170
8.Whether composition of IQAC as per latest NAAC guidelines		Yes		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 		View File		
9.No. of IQAC meetings held during the year		4		
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 		Yes		
<ul style="list-style-type: none"> • (Please upload, minutes of meetings and action taken report) 		View File		
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?		Yes		
<ul style="list-style-type: none"> • If yes, mention the amount 		13,37000		
11.Significant contributions made by IQAC during the current year (maximum five bullets)				
<ul style="list-style-type: none"> • Successful completion of the Project funded by UGC named "UGC PARAMARSH Scheme". 				
<ul style="list-style-type: none"> • Developed and launched Learning Management System. 				

- Development of e-content by faculty and students.

- One Capacity Building Programme for developing Resources of Non-Teaching Staff. 11 webinars, 9 workshops, 2 FDP and 4 online Inter college competitions were conducted. Two Value Added Courses of one week and two Community Courses of one month duration were organized.

- Enrichment of ICT infrastructure with the installation of new ICT devices such as LCD Projectors and routers in the classrooms.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).

Plan of Action	Achievements/Outcomes
<p>To facilitate Human Resource Development of Students.</p>	<ul style="list-style-type: none"> • Two Value Added Courses were organized for students on the theme Communication Skills and Digital Literacy from 1st Feb, 2021 to 7th Feb, 2021. • Student Induction Programme was organized in elaborative manner from 19th Jan, 2021 to 27th Jan, 2021. • Feedback is taken from Students and Teachers. • Learning Management System (Customized for college) purchased from vendor and is used for teaching online. • New Teachers' Orientation Programme was organized on 14th Jan, 2021. • Students were motivated to attend courses from SWAYAM. • More routers installed to ensure campus' wi-fi feature. • Entry level testing of new entrants was done on 25th Jan, 2021.
<p>Students Satisfaction Survey</p>	<ul style="list-style-type: none"> • Students Satisfaction Survey was conducted.
<p>Internship for Development of Skills</p>	<ul style="list-style-type: none"> • 7th Days Workshop on enhancing teaching skills among prospective teachers was organized from 9th March, 2021 to 18th March, 2021. • Workshop for students on E-Content

	Development was organized from 28th Jan, 2021 to 30th Jan, 2021.
To update the existing Research policy for faculty's development	<ul style="list-style-type: none"> • Research Policy of Institution was improved and updated on 16thJan, 2021.
To organize programme for Community	<ul style="list-style-type: none"> • Community outreach program was organized in form of visit and Charity to 'Manukhta di Sewa Society' on 16thFeb, 2021.
Sensitization of students towards social issues	<ul style="list-style-type: none"> • Teaching and Non-teaching staff Participated in 'Kisaan Andolan Dharna' at Chowkiman against Farm Laws enacted by Govt. of India on 16th Jan, 2021. • A lecture on theme 'Choose to Challenge' was organized to sensitize students towards social issue of Gender Inequality on International Women's Day on 8thMarch, 2021.
E Content development workshop for Faculty	<ul style="list-style-type: none"> • A Workshop on E Content development was organized for faculty.
Online courses for Students	<ul style="list-style-type: none"> • Students registered themselves for MOOCS on 'SWAYAM'
Skill Enhancement Initiatives to develop student resources	<ul style="list-style-type: none"> • Skill Enhancement initiatives were taken for students by organizing 7days capacity building and skill enhancement workshop was organized for the students from 19thJan, 2021 to 27th Jan, 2021. • E Content Development workshop was organized for students from 28th Jan, 2021 to 30thJan, 2021. • 3 - days Workshop on SWOT analysis was organized for students on 15th & 16th Jan, 2021.
Capacity Building programme for developing Resources of Non-	<ul style="list-style-type: none"> • Capacity Building programme was organized for Office staff

Teaching Staff	from 18th Jan, 2021 to 21st Jan, 2021. • Capacity Building programme was organized for supporting staff on 16th Jan, 2021.
To develop Community Resources	• To serve the community One Month free of cost certificate course in Basics of Computers and Stitching & Embroidery were started in College Campus from 23rdFeb to 24thMarch, 2021.
Working on Quality Mandates given by UGC	• PARAMARSH Project Team focused on Mentee institutions' activities for preparation of NAAC.
Enhancing Green Landscaping in campus	• Green Landscaping is enhanced.
Extension Lecture on Energy Audit	• Webinar on Energy conservation and energy audit was conducted on Nov 6, 2020
Preparing Academic Calendar and Consolidated College Calendar. (Delayed session due to COVID-19 situation)	• University provide Annual Academic calendar (semester wise) to colleges on 22.07.2020 • Our college prepare Academic College calendar and Consolidated college calendar keeping in view the university academic calendar.
Organizing orientation for New Teachers	• Faculty Induction programme was conducted by Senior teachers for new young teachers on 30th march 2021.
Launching LMS for college students and Staff	• The College launched LMS for managing online learning of students and for e services to the students on 28th October,2020. • Dr. Gurwinder Singh Assistant Prof. conducted workshop on usage of LMS developed by the college on 10th November, 2020.

<p>Organizing Seminar on Save Mother earth</p>	<ul style="list-style-type: none"> • 6th Annual Bhai Narain Singh ji Memorial Seminar on Save Mother Earth was organized by Sidhwan Institutions on 31st October, 2020. Dr. Surinder Singh Kukal, Member, water Regulatory and Development Authority, Punjab was the speaker.
<p>Organizing Webinar on NEP 2020</p>	<ul style="list-style-type: none"> • One-day National Webinar on theme 'National Education Policy-2020 was conducted in the college on 11th November, 2020.
<p>Conducting RT-PCR testing of all the staff of Sidhwan institutes</p>	<ul style="list-style-type: none"> • RT-PCR Testing for Covid-19 was conducted in the college in collaboration with SMO, Civil Hospital, Jagraon on 19 November, 2020.
<p>To make sure smooth Internet facility and wider bandwidth</p>	<ul style="list-style-type: none"> • College has switched to new internet service provider for wider bandwidth of 200 mbps with fibre service and increase in speed of internet.
<p>To give a new facelift to play grounds.</p>	<ul style="list-style-type: none"> • Facelift of playgrounds is going on.
<p>Celebrating Parkash purab of Shri Guru Nanak Dev ji</p>	<ul style="list-style-type: none"> • Parkash purab of Shri Guru Nanak Dev ji was celebrated in the college campus on 27th November, 2020.
<p>To get approval for Ph.D. Guidance of three faculty members for their long pending cases with University</p>	<ul style="list-style-type: none"> • The case was taken up with dept. of Education, Punjab University, Chandigarh by the Principal Dr. Amandeep Kaur and three faculty members got approval from Punjab University Chandigarh to act as Ph.D guide on 29th October, 2020
<p>Equipping faculty for e- content development</p>	<ul style="list-style-type: none"> • Three days workshop (college level) on easy ways of developing e-content was organized in the college for faculty from 9th to 11 December,

	2020.
To purchase and distribute uniforms for class IV employees of college	<ul style="list-style-type: none"> • College purchased and distributed uniforms for class IV employees of the college on 20th November, 2020. • The Principal donated sports shoes to all the class iv employees.
Organizing Meeting of Mentee institution under UGC PARAMARSH SCHEME.	<ul style="list-style-type: none"> • UGC PARAMARSH team of the college organized a meeting with Principals and coordinators of mentee institutions on NAAC accreditation process in the college campus on 12th October,2020. • A meeting with NAAC coordinators of mentee institution was held in the college to discuss criterion 2nd and criterion 3rd on 9th November,2020.
Sensitizing students towards Environmental Problems	<ul style="list-style-type: none"> • Inter college competition were organized on theme 'Save Mother Earth' along with seminar on 31st October,2020 to sensitize students towards environment problem.
Conducting Online Theory and Practical exam of B.Ed and M.Ed and PG Diploma in Guidance and Counselling	<ul style="list-style-type: none"> • Online Practical Exams of B.Ed 2nd and 4th sem and M.Ed 2nd and 4th sem were conducted by College teachers in the month of August. • Online Practical Exams of B.Ed 4th sem were conducted by teacher incharges from 14th to 16th September 2020. • Demonstration was given to students about how to make pdf of Answer sheets through laptop and mobile and and how to send email. • Path Sri Sukhmani Sahib Ji was recited by Staff and Students to pray for students success in final examination. Students participated through online mode on 15th September,

	<p>2020. • Punjab University Online Theory Examination of B.Ed , M.Ed and PG Diploma were conducted from 17th September to 1st October 2020.</p>
<p>Organizing National Level Workshop for the staff of Mentee institution</p>	<p>• National level Workshop on NAAC Accreditation Process and Parameters (Under UGC PARAMARSH Scheme) was organized by Internal Quality Assurance cell of the college from 12th September to 19th September, 2020.</p>
<p>To celebrate 400th Birth Anniversary of Sri Guru Teg Bahadur Ji</p>	<p>• Our college organized National Webinar to celebrate 400th Birth Anniversary of Sri Guru Teg Bahadur Ji under the Patronage of department of Higher Education, Punjab in collaboration with Department of Youth Welfare, Chandigarh on 14th and 15th July 2020. • Online Inter college Poem Recitation Competition was organized by college to Commemorate 400th Birth Anniversary of Sri Guru Teg Bahadur Ji on 28th July 2020. • One Day National Webinar to celebrate 400th Birth Anniversary of Sri Guru Teg Bahadur Ji was organized by the college. Professor Sarabjeet Singh, Director University, Counselling and Placement cell, Punjab Agriculture University, Ludhiana was the resource person. • Online Inter college Quiz was conducted to Commemorate 400th Birth Anniversary of Sri Guru Teg Bahadur Ji on 28th July 2020. • Shabad Vichar State Level Competition to Celebrate 400th</p>

	<p>Birth Anniversary of Sri Guru Teg Bahadur Ji was organised in the college on 26th August 2020.</p>
<p>To commemorate Birth Anniversary of Shaheed e Azam S. Bhagat Singh</p>	<ul style="list-style-type: none"> • Inter National Webinar to commemorate 113th birth anniversary of Shaheed-E-Azam S.Bhagat Singh was organized on 30th September, 2020.
<p>Observing Founder's Day of Sidhwan Institutes</p>	<ul style="list-style-type: none"> • Founders Day was observed to commemorate revered founders of Sidhwan Institution on 21st October,2020 in college.
<p>To Organize Faculty Development Programme for Mentee Institutions for college teachers on NAAC Assessment and Accreditation</p>	<ul style="list-style-type: none"> • One-week Faculty Development Programme on NAAC Accreditation criterion and Extension activities under UGC Paramarsh Scheme for mentoring NAAC Accreditation Aspirant institutions to promote quality insurance in Higher Education from 4th to 11th August 2020.
<p>Conducting B.Ed admission during COVID-19 through online mode</p>	<ul style="list-style-type: none"> • The portal for joint B.Ed admission (Punjab) 2020 was opened for colleges to fill mandatory proforma and documents from 22nd September,2020. • Online Application form and counselling schedule for B.Ed admission was uploaded on the website of Punjabi University, Patiala on 15th October,2020. • Online registration for B.Ed was started by Punjabi University, Patiala on 21st October,2020. • College has its own Help desk for conducting admission and for handling the queries of student telephonically.
<p>Working on UGC Quality Mandate- PARAMARSH: To monitor the work/progress of Mentee Institutions on NAAC preparation</p>	<ul style="list-style-type: none"> • UGC PARAMARSH team of the college organized a meeting with Principals and Coordinators of mentee institution on NAAC accreditation process in the

	college on 12th October, 2020.
Website Update	<ul style="list-style-type: none"> • Website was updated as per the requirement.
Feedback from Alumni and Employers	<ul style="list-style-type: none"> • Feedback from Alumni and Employers were received as per the plan.
Remedial Teaching after house test	<ul style="list-style-type: none"> • Remedial teaching was arranged from 27th April to 02 May, 2021.
Tutorials for Special Student, B.Ed.- I	<ul style="list-style-type: none"> • Audio lecture prepared and online teaching was done for blind student
Demonstration Lessons	<ul style="list-style-type: none"> • Demonstration lesson was organised from 19 April 2021 to 22 April through online mode.
Editing book, Paper in CARE, Writing Book	<ul style="list-style-type: none"> • Book titled 'Skill based Curriculum in Education' was Edited and published in 2020.
Linkages for Faculty Exchange and Research Exchange	<ul style="list-style-type: none"> • The efforts are initiated and many institutes are contracted for faculty exchange and MoUs were framed.
Collaborations with Community, organizations etc.	<ul style="list-style-type: none"> • MOU assigned with school for the Deaf children, Hambran Road Ludhiana on 10th Nov, 2021.
Recording Room facilities	<ul style="list-style-type: none"> • Recording room was established with facilities like webcam, computer system, tripod stand, Laptop as teleprompter and background chrome screen, headphone & mic.
Resource Room for Disabled	<ul style="list-style-type: none"> • Resource room was established with facilities like Wheel chair, computer system with speakers, Table, chairs and single bed. It is near washroom.
Group Insurance	<ul style="list-style-type: none"> • Group insurance for students was done.
Organizing Faculty Development	<ul style="list-style-type: none"> • An online Faculty Development

Programme On E-content development and on Research	Programme on Planning, Preparation and Execution of E Content/MOOCs was organized from 14th to 20th May,2021.
Strategies for Finance Mobilization. small donations from NRI's, Alumni and NGO's	• Alumni were requested to contribute for Alumni Fund.
Academic & Administrative Audit	• Academic & Administrative Audit was done.
Energy Policy Document	• Energy policy document was prepared and uploaded on the website.
Solar Panels for college	• Solar Panel Proposals were invited and project assigned.

13.Whether the AQAR was placed before statutory body?	No
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<ul style="list-style-type: none"> Name of the statutory body
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Name of the statutory body	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	28/01/2020

Extended Profile

2.Student

2.1	124
Number of students on roll during the year	

File Description	Documents
Data Template	View File

2.2	190
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Number of seats sanctioned during the year		
File Description	Documents	
Data Template	View File	
2.3		53
Number of seats earmarked for reserved categories as per GOI/State Government during the year:		
File Description	Documents	
Data Template	View File	
2.4		69
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	59
File Description	Documents	
Data Template	View File	
2.6		63
Number of students enrolled during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		1,00,58017.97
Total expenditure, excluding salary, during the year (INR in Lakhs):		
4.2		62
Total number of computers on campus for academic purposes		
5.Teacher		

5.1	18
Number of full-time teachers during the year:	

File Description	Documents
Data Template	View File
Data Template	View File

5.2	17
Number of sanctioned posts for the year:	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Planning

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

G.H.G. Harparkash College of Education for Women, Sidhwan Khurd is affiliated to Panjab University, Chandigarh and follows the curriculum prescribed by the university. Our college is running four courses i.e. B.Ed., M.Ed., Ph.D. Course work in Education and P.G Diploma in Guidance & Counselling. College Calendar and Time Table is prepared by IQAC as per University Annual Calendar and various curricular and co-curricular activities are organized under various clubs and societies. Due to pandemic situation online/offline teaching is practiced by the teachers through different teaching methods. House tests are conducted timely followed by remedial teaching for weak and high achiever students to provide extra guidance. Value Added course and Self Study Course introduced during this year. The pre- internship and internship is carried out in 1st, 2nd and 3rd semester respectively. Feedback is collected from different stakeholders for the improvement of college and for further curriculum planning. Time to time changes are made by University in Academic Calendar due to pandemic. Mid-course corrections were done in all the academic and co-curricular activities. IQAC Meetings were held about in house curriculum planning in which issues were discussed, minutes of meeting, programme of action and action taken report prepared.

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

A. All of the above

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

A. All of the Above

**students through Website of the Institution
Prospectus Student induction programme
Orientation programme for teachers**

File Description	Documents
Data as per Data Template	View File
URL to the page on website where the PLOs and CLOs are listed	https://www.sidhwankhurdeducation.com/page/bachelor-education-bed-1
Prospectus for the academic year	View File
Report and photographs with caption and date of student induction programmes	View File
Report and photographs with caption and date of teacher orientation programmes	View File
Any other relevant information	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

26

File Description	Documents
Data as per Data Template	View File
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	View File
Academic calendar showing time allotted for optional / electives / pedagogy courses	https://www.sidhwankhurdeducation.com/sites/default/files/aqar/criterion-1/2.%20Time%20T able.pdf
Any other relevant information	Nil

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

2

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

2

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

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

61

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

61

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

All of the above

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

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

3

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

3

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

College provides fundamental or coherent understanding of the field

of teacher education to students through teaching different subject in education. Orientation to Internship programme is an integral part of Internship programme. During orientation, students are exposed to various issues and challenges for example, marking attendance, completing class registers, marking learners' work, attending staff meetings, preparing class tests and question papers, preparing records, guiding the weak students, arranging co-curricular activities etc. Students attend Pre-internship in 1st and 2nd semester for 15 days and semester 3rd is dedicated for full Internship programme. Demonstration lessons help the students to understand the way how to deliver the lesson and making effective use of teaching aids. Skill in teaching competitions and on the spot teaching aid preparation competitions are organized in the college which give the students a platform to showcase their skill and talent. Students participate in different activities conducted by different societies like dramatic, Literary and fine arts and sports and clubs like IT and Eco club apply these learning skills in different schools during internship programme in semester-4. Various workshops are organized for the students to develop emotional, intelligence and communication skill.

File Description	Documents
A fundamental or coherent understanding of the field of teacher education	View File
Procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization	View File
Capability to extrapolate from what one has learnt and apply acquired competencies	View File
Skills/Competencies such as: Emotional Intelligence, Critical Thinking, Negotiation and Communication Skills, Collaboration with others, etc.	No File Uploaded

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

Students get thorough knowledge about the Indian Education & School system through various subjects prescribed in B.Ed. and M.Ed. curriculum like Education in Contemporary India in semester I, School Management and Assessment for Learning in semester II, Gender, School and Society in semester IV. To familiarize the students with the school systems and its history, Orientation before Internship programmes is organized by the college for the pupil teachers to acquaint them about the functioning of various Boards of School Education like Central and state board and understand quickly the school atmosphere and its work culture. Through orientation program students acquire more knowledge of teaching learning process and this programme also help them to acquire required skills, attitudes and values. Assessment system is well described in sem-2 subject Assessment of Learning in which students were made aware about the assessment, assessment criteria, importance of assessment and various ways of assessing the child's strengths and weaknesses. Norms and standards of school is a mandatory part of school management subject which is taught to students in sem1. Students are familiarised with the diversities in school system in India as well as international by college faculty, teaching practice school teachers and experts.

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

During Teacher Education Programme, various pedagogical methods along with the appropriate use of ICT are taught to the pupil teachers. Simulated teaching is an artificially arranged teachers training technique which helps the pupil teachers to learn the art and techniques of teaching through role playing. Teacher educators prepare different formats of lesson plans like macro lesson plan, micro lesson plan, unit / test based lesson plan, ICT based lesson plan, diary based lesson plan, lesson plan based on teaching model.

Pupil teachers give demo lessons on the topics of their teaching subjects. Pre-Internship Programme for 2 weeks in semester 1st and 2nd and Internship programme for 16 weeks in 3rd semester are organized. Pupil teachers are exposed to the real world of teaching where they practice various activities like preparing and maintaining class attendance register, time table, marking attendance, organization of curricular and co-curricular activities, conducting assessment, marking notebooks and answer sheets and attending staff meetings. Pre- Internship and Internship files are prepared by pupil teachers for semester 1st, 2nd and 3rd. These files are checked and graded by the Teaching Practice incharges and feedbacks on them are generated on time.

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

1.4 - Feedback System

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

Four of the above

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

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

Feedback collected, analyzed, action taken and available on website

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of students during the year

63

2.1.1.1 - Number of students enrolled during the year

63

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

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

30

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

30

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

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

29

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

29

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

To identify the different learning needs of the students, IQ test was administered on the students. On the basis of their scores, students were classified in 4 categories namely: - Intellectually superior, above average, average and below average. The learning needs of intellectually superior students are need to explore , need

of extra achievement to satisfy the need of knowledge gaining, need to explore and research and need of opportunities to express their special talents. Extra advanced material was also provided by teachers to enrich their knowledge. Task of peer tutoring was also assigned to them. No special treatment was required to satisfy the needs of average students whereas to satisfy the special needs of below average students special efforts were done. These students need repetition, drill, practice, need of extra teaching or mentoring the concept clarity. Above needs were addressed by giving individualized education and attention by subject teachers. All the teachers made efforts to adopt their methodologies according to special learning needs and demands of the students. Remedial teaching, adaptation in teaching methodologies and enrichment through providing special notes were the measures adopted by teacher to address the special needs of the learners.

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

<p>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</p>	<p>All of the above</p>
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File Description	Documents
Data as per Data Template	View File
Relevant documents highlighting the activities to address the student diversities	View File
Reports with seal and signature of Principal	View File
Photographs with caption and date, if any	View File
Any other relevant information	No File Uploaded

2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity	Three of the above
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File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	View File
Reports with seal and signature of the Principal	View File
Photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

2.2.4 - Student-Mentor ratio for the academic year

7:1

2.2.4.1 - Number of mentors in the Institution

18

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

To enhance the learning experience of students, student-centric methods like experiential learning, participative learning and problem solving methodologies are adopted, both inside and outside classroom. The college has been consistently trying to inculcate more and more student centric approaches to make learning an enjoyable exercise. Students are made to involve directly in different academic activities, not merely as passive recipients, but as active dynamic agents. Experiential learning methodology is used in Pre- Internship Programme in Schools and teaching of various crafts like Gardening, Interior decoration, sports and yoga. Focussed group discussions are regular feature in classroom teaching as well as at the end of student's demonstration lessons. Participative learning is also provided through brain storming, discussion, dialogue and co-operative learning teaching strategy in the class rooms. Flipped class room approach was adopted by the faculty during the period of Covid 19. In this period various online modes of teaching were adopted by the faculty members like ZOOM, Google Meet, WebEx etc. Societies and club in the college like dramatic, fine arts, literary, sports and Eco-Club are working to provide experiential learning experiences to cater the differential needs of the learners.

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

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

18

File Description	Documents
Data as per Data Template	View File
Link to LMS	https://web.sidhwankhurdeducation.com/login
Any other relevant information	No File Uploaded

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

119

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

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

Five/Six of the above

File Description	Documents
Data as per Data Template	View File
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	View File
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	https://www.youtube.com/channel/UCkj3G99unGmy2OYyYx2xC_w
Any other relevant information	No File Uploaded

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

In order to provide continual mentoring, students are given exposure through seminars, group discussions, projects, assignments and presentations; duties to organize intramural activities, annual sports meet, demonstrations of lessons by teachers, simulated teaching sessions, teaching aid preparation competitions, internship programme and discussion lessons. Mentoring of students is also done with the help of various societies, cells and committees like fine arts society, literary society, dramatic society and sports society, prevention of caste-based discrimination committee, internal committee for divyangjan, guidance and counselling cell, placement cell, anti-ragging cell, grievance redressal cell, prevention of sexual harassment cell, and eco-club. When the students enter in the college, Induction Programme is organized for them. In induction programme, students are oriented about different facilities and courses available in the college. This helps students to get familiarization with academic calendar, teaching pedagogy and instructional material, code of conduct etc. College emphasizes on moral regeneration and inculcates values and love for culture, society and nation and such trust and responsibility calls for the highest ideals of professional service and the highest degree of ethical conduct. Seminars, conference and workshops are organized by the teachers throughout the session to keep the students abreast with the recent developments in education.

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

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

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

Capacity building programme to enhance the teaching skills among the pupil-teachers organized by the college. In this capacity building programme, various approaches to lesson planning i.e. annual lesson plan, unit lesson plan, model based lesson plan, macro lesson plan, micro teaching lesson plan, diary based lesson plan and test based lesson plan were taught to the students and teachers of various pedagogy subjects gave demonstration lessons to the students in their respective pedagogy subjects. These demonstration lessons give exposure to the students as how a teacher can use different teaching strategies, methodologies, teaching aids and e -resources etc. to enhance their capacity to synthesize different ideas. All these experiences provided to the students help to improve their teaching skills. Sessional works assigned to the students provide them opportunity to showcase their creativity, innovativeness,

intellectual and thinking skills as they have to complete assigned work independently and in groups as well. The faculty acts as a guide who fosters creative thinking and helps them in decision making which is an essential factor of progressive learning that leads to independent learning and innovation. Classroom teaching strategies like cooperative learning and discussion develop life skills intellectual and thinking skills.

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

2.4 - Competency and Skill Development

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

All of the above

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

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

Ten/All of the above

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

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

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

All of the above

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

All of the above

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

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

2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/ developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations

All of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of each response selected	View File
Sample evidence showing the tasks carried out for each of the selected response	View File
Any other relevant information	No File Uploaded

2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams

All of the above

**and helping them to participate Involvement in preparatory arrangements
Executing/conducting the event**

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

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

All of the above

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

It is mandatory for the college to upload list of all the students and their preferences on the govt. portal and thereafter students are allotted schools against the vacant posts lying in their respective teaching subjects. And in case, if student is not been given any school by the govt, then she is placed in private recognised school of her choice. Students are oriented through a about writing lesson plans of various formats. Each pupil teacher goes through one-week simulated teaching in each teaching subject.

Faculty of the college orient the principals and mentor teachers of the selected schools about the school internship programme. Students are given exposure to different types of schools such as govt, private, urban, rural and specified category schools in pre-internship programmes. Assessment of students is done by concerned teaching subject school mentor teacher and teacher educator with the help of proforma given by P.U., Chd.

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

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

2.4.9.1 - Number of final year students during the academic year

59

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

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

Nine/All of the above

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

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

The internship is monitored in a very controlled manner by the college Principal and faculty members, so that the pupil teachers get the full benefit of it. The faculty of the college also make sure that the internee feels comfortable during the monitoring and does not feel any kind of pressure on herself. Mentor teachers are assigned to the students by the principal of the practising school. Mentor teachers of the school as well as pedagogy teachers also give their remarks on the lesson plans on the basis of their performance in diverse areas such command on subject, as voice quality of the internee, use of audio-visual aids, class control, teaching method, class formation etc. and pupil teachers can improve their teaching skills by going through the remarks given by mentor and pedagogy teachers. They also assess students in each pedagogy subject on the prescribed assessment proforma provided by the university. The peer group monitors the internship as well. The pupil teacher is made aware of her shortcomings by the peer. The college also visit the internees schools to observe and give suggestions.

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

2.4.12 - Performance of students during internship is assessed by the institution in terms of observations of different persons such

Three of the above

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)

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

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

Five of the above

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

2.5 - Teacher Profile and Quality

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

18

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

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

11

File Description	Documents
Data as per Data Template	View File
Certificates of Doctoral Degree (Ph.D) of the faculty	View File
Any other relevant information	No File Uploaded

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

302

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

302

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

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

To keep themselves updated professionally, faculty members of the college attend various refresher courses, orientation programmes, short term courses, faculty development programmes, seminars,

conferences, workshops and webinars etc. Along with these, they also publish research articles and research papers on current issues/problems related to education in peer reviewed journals and also in UGC- Care list journals.

After attending the above said various programmes, workshops and courses, the concerned teacher shares the information, knowledge and skills acquired through all these with the fellow colleagues.

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

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

2.6 - Evaluation Process

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

Transparent mechanism is adopted for conducting Continuous Internal Evaluation (CIE) of student learning. The students' performance is evaluated on the basis of their active participation and achievements in unit tests, student seminars, snap test, group discussions, power point presentations, sessional work like projects and assignments on different topics related to the syllabus. Evaluation method comprises of internal examinations held progressively during the semester and is designed to check and report the periodic performance of the student. House tests are also conducted in the college in accordance with the pattern of university.

Internal evaluation of students is done in a continuous mode with class tests, practical records, assignments, projects, lab work, seminars, viva-voice, teaching practice etc. All the records and data bank of attendance in internal examinations, question papers, evaluated answer sheets, summary of marks sheets, are properly maintained by the subject teachers and evaluation committee for academic monitoring. Timely feedback on individual performance helps students in improving in the areas where they are lacking behind. The end-semester exam forms the final assessment that is conducted

by the parent university.

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

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

Five of the above

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

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

The college has examination committee, which undertakes necessary measures to ensure objectivity and transparency in the examination process. Mechanism to deal with examination related grievances is transparent, time bound and efficient. At the beginning of the semester, faculty members orient the students about various elements in assessment process during semester. The internal assessment is done as per the university norms and according to the students' performance. The issues related to out of syllabus questions in the house tests are taken up by the examination committee. Answer

scripts of internal class tests, assignments and project reports are discussed with students after evaluation. In every term test and day to day student's performance is assessed for every activity which includes regularity, performance in various curricular and co-curricular activities being conducted in the college time to time. Students may raise their grievances regarding the marks awarded to them with the concerned faculty member. In certain cases, if discrepancies are noticed between marks awarded to students by teachers and those entered in the mark sheets prepared by the University, the college assists the students in getting such errors rectified.

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

2.6.4 - 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.

The college adheres to academic calendar provided by the University for transmission of continuous internal evaluation system. Examination committee of the college prepares academic calendar before the commencement of the academic year in accordance with the guidelines given by the P.U., Chd.

'Academic Calendar' contains the relevant information regarding the teaching learning schedule (working days), various events to be organized, holidays, dates of internal examination, semester examination, intramural activities, projects, annual athletic meet, internship schedule, guest lectures, seminars, conferences, workshops and outreach activities etc.

The academic calendar helps teachers and students to know all the activities regarding continuous internal evaluation process and is displayed on the notice board. For the implementation of Internal Assessment Process, Examination committee is formed at the college level which monitors overall internal assessment process. The various tests like unit test, practical examination, Viva-voce exam, assignment, project, seminar, group discussion to be conducted by the teachers, are indicated in the academic calendar. The record of internal assessment is maintained at college level. The tentative dates for university exams are indicated in the academic calendar.

The final university exam schedule is also displayed on students' notice boards.

2.7 - Student Performance and Learning Outcomes

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

Programme learning outcomes encompass a broad spectrum of knowledge, skills, abilities and attitudes that students acquire during the pursuit of graduate and post-graduate courses. The institution offers various courses that are B.Ed. (2 years), M.Ed. (2 years) and Post Graduate Diploma in Guidance and Counselling (1 year) affiliated to Panjab University, Chd. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available on the college website. The teaching learning process of the college is aligned with the stated PLO & CLO of all the programmes offered in the college.

College keeps a check on various teaching learning processes as the faculty demonstrates flexible leadership qualities to channelize the energy of the diverse students. College organizes various learning experiences such as seminars, conferences, workshops, internship programme, simulated teaching, micro teaching, demonstration lessons by the teachers, discussion lessons, capacity building programmes, value added courses and various other curricular and co-curricular activities to realize the PLOs and CLOs. The college is effectively implementing the outcome-based education (OBE) system by actively involving all the stakeholders. The institution has clear vision about learning outcomes. The programmes offered by college cater to multiple interests of the students.

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

2.7.2 - Pass percentage of Students during the year

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

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

The progressive performance of the students and attainment of professional and personal attributes is monitored with the help of various activities being organized at the college like house tests, internship programme, discussion lessons, seminars, conferences, workshops, micro teaching, simulated teaching and various other curricular and co-curricular activities. Pupil teachers are observed throughout their learning process and the college encourages them to actively participate in the above said activities. The records of all the mentioned activities are maintained by the respective teacher in-charges in the college.

The faculty acts as a guide who foster creative thinking and helps them in decision making which is an essential factor of goal achievement. The institution greatly emphasizes on the development of a student as a whole by giving equal responsibilities to each student regularly to maintain self-esteem and leadership. The students' performance is assessed in accordance with the above stated activities. On the basis of students' performance, the faculty members identify their potentialities as well as their strengths and weaknesses in particular areas and accordingly suitable guidance is provided to the students to attain the professional and personal attributes in line with the PLOs and CLOs.

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

2.7.4 - Performance of outgoing students in internal assessment

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

69

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

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

GHG Harparkash College of Education for Women, Sidhwan Khurd ensures that every student achieve a certain level of confidence and varied attributes throughout educational process. Our institution has always been a great source of providing variety of learning experiences to the students in the field of Education. Every student learns differently and has a special quality. Our college provide open platform for students which encourages the student to perform and take part in various competitions. The foremost task of the institution is to prepare the student to meet various practical needs of the students. The teachers evaluate the performance of each student throughout the session and students are rewarded with the scores according to their performance in Practical, House Test Examinations, Assignments and their performance in various Inter College Competitions, Presentations, Seminars and other co-curricular activities. In this way the performance of student gets better over the period of time, which is assessed through practical and theoretical aspects. Students' performance in various learning tasks and final examinations show that their initially identified learning needs are fully addressed by our college.

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

2.8 - Student Satisfaction Survey

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

1

File Description	Documents
Data as per Data Template	View File
Sanction letter from the funding agency	View File
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)

13,34000

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

3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar /

Four of the above

interactive session on research

File Description	Documents
Data as per Data Template	View File
Institutional Policy document detailing scheme of incentives	View File
Sanction letters of award of incentives	No File Uploaded
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	View File
Documentary evidence for each of the claims	View File
Any other relevant information	No File Uploaded

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

All of the above

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

3.2 - Research Publications

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

3

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

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

5

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

3.3 - Outreach Activities

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

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

14

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

85

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

80

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

80

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the claim along with photographs with caption and date	View File
Any other relevant information	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 college organizes a number of extension activities to promote institute neighbourhood community to sensitize the students towards community needs. The students of our college actively participate in social activities leading to their overall development. The college runs NSS unit effectively. Through this unit the college undertakes various extension activities in the college. NSS unit organizes various activities such as vigilance awareness week, national road safety month, covid -19 vaccination drive, world environment day, yoga sessions, webinar on facts and myths about covid - 19 vaccination. IQAC and community welfare committee of college organize two free skill development courses for community. One course is in Basics in computer and another in Stitching and Embroidery. It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, self-reliant and ideal of self service.

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

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

2

File Description	Documents
Data as per Data Template	View File
Appropriate certificates from the awarding agency	View File
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

15

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

15

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

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

6

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

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

Five/Six of the above

File Description	Documents
Data as per Data Template	View File
Report of each activities with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

GHG Harparkash College of Education for women has constantly endeavoured to provide quality education and ensure all round development of the students in order to produce aware, responsible and empowered women. Set in the backdrop of an extensive green cover, the college has an aesthetic landscape which is architecturally striking. The institution has a well maintained, user friendly and resilient infrastructure conducive to teaching, learning and comprehensive development of students Lecture Halls, Seminar Hall ,ICT Resource center and Multipurpose hall are ICT enabled i.e LCD Projector, Computer with internet connectivity. Whole Campus is Wi-Fi campus.

Lecture Hall

07

ICT Resource Centre

1

Computer cum Language Lab

1

Psychology Lab

1

Social Science Lab

1

Science Lab

1

Recording Room

1

Home Science Lab

1

Math Lab

1

Punjabi Resource Centre

1

Fine Arts Room

1

Seminar Hall

1

Multipurpose Hall

1

Gymnasium

1

The college is committed to offering resourceful infrastructure for holistic growth of students. It provides adequate facilities for cultural activities, indoor and outdoor sports as well as other support amenities for students and faculty. A spacious Multi-Purpose Hall, Activity room and Common hall are available for the students to organize and participate in co-curricular, recreational and cultural activities.

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

9

File Description	Documents
Data as per Data Template	View File
Geo-tagged photographs	View File
Link to relevant page on the Institutional website	https://www.sidhwankhurdeducation.com/page/ict-enabled-classroom
Any other relevant information	No File Uploaded

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

1,17,005

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

4.2 - Library as a Learning Resource

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

The College Library has purchased updated version of Library

Automation Software in the year 2013. From then, the automation of library started and software is regularly updated.

Name of the ILMS software: G S Library Management Software.

Book database is created along with user's database for the proper functioning of the software.

The updated version consists of the following modules: Acquisition Control System, Bibliographic Control System, Circulation Control System, Online Public Access Catalogue operations, Overdue tracking and calculations, Wishlist of readers and Report generation.

Software also facilitates the students and staff to access all the library resources in a single platform i.e. Online Public Access Catalogue (OPAC).

Web OPAC (Online Public Access Catalogue) is accessible through website of the college with internet facility outside the campus premises also.

There are 7 computer terminals in the library with internet facility. Four terminals are reserved for students and staff to search information through internet and to access software.

All the transactions are so transparent that all details about the documents in circulation are faithfully recorded.

File Description	Documents
Bill for augmentation of library signed by the Principal	View File
Web-link to library facilities, if available	http://library.sidhwankhurdeducation.com/
Any other relevant information	View File

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

The Library provides access to about 6000 plus e-journals and 1,99,500 plus e-books (N-List Programme of INFLIBNET) through remote access also.

Faculty and students are registered members of NDLI and have remote access to 79,312,815 e- resources through NDLI.

There are three reading halls with computer and Internet facilities. Outer reading room is open 24*7.

Web OPAC is accessible with internet facility.

The library is fully automated with G S Library Management Software.

There are 7 computer terminals in the library.4 terminals are reserved for students. Wi-Fi facility is available in the library. Book Bank facility is available students.

Library is well equipped with photocopying machine, printer and scanner.

The library can accommodate more than 100 readers at a time. The extended reading room is open 24*7 .

The Library Committee, headed by the Principal and members is working efficiently. It recommends measures to be taken for the enrichment and upkeep of the library.

College library is well-stocked with a good collection of books. It has a diverse collection of 23,223 books including reference books , rare books, 686 dissertations ,44 CDs, 32 journals, 24 magazines,8 newspapers and e- resources in various disciplines. All books are classified and catalogued.

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

Four of the above

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

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

0.6642

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

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

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

300

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	View File
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	https://www.sidhwankhurdeducation.com/sites/default/files/aqar/criterion-4/4.2.5.pdf
Any other relevant information	View File

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

Two of the above

File Description	Documents
Data as per Data Template	View File
Any other relevant information	No File Uploaded

4.3 - ICT Infrastructure

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

Institution has rich IT infrastructure. Whole campus is Wi-Fi Campus. To meet the challenges posed by Covid-19 pandemic institution has created learning management system E-Platform-GHGHCOE with the assistance of classplus company. College pay annual fee to company for rendering their services. College has upgraded internet bandwidth from 6MBPS to 300 MBPS. 3 New Dual Band Routers were installed to provide uninterrupted internet speed.

College has 66 Desktop in, Out 66 desktops 56 desktops for student use, 4 for administrative office, 3 for library and 03 for faculty use. 03 New projectors are installed in classroom, now all classrooms of college are ICT enabled classrooms. High Definition CCTV cameras were installed inside and outside of campus for safety purpose. Recording Room and E-Content Development Centre was made to cope with challenges posed by Covid-19. Faculty members recorded their video and audio lecture in recording room and edited their lecture with the help of IT society. Open and free soft wares were used to edit video and audio lectures. To conduct online Workshops, Seminars, Faculty Development Programme, Curricular and Co-curricular activities licence was purchased from Zoom. Windows and antivirus are updated on regular bases.

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

4.3.2 - Student – Computer ratio during the academic year

2:1

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

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

C. 250 MBPS - 500MBPS

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

Five or more of the above

File Description	Documents
Data as per Data Template	View File
Link to videos of the e-content development facilities	https://www.youtube.com/watch?v=XI3ByTzIL28
List the equipment purchased for claimed facilities along with the relevant bills	View File
Link to the e-content developed by the faculty of the institution	https://www.youtube.com/channel/Uckj3G99unGmy20YyYx2xC_w
Any other relevant information	View File

4.4 - Maintenance of Campus and Infrastructure

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

10,32,339

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View File
Any other relevant information	No File Uploaded

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

To maintain and utilize physical, academics and support facilities budget allocated and utilized for Maintenance of all the infrastructure of the College. This is done by holding regular meetings of various committees to ensure optimal allocation and utilization of the available financial resources. The laboratories are well maintained with good equipment. The consumable and non-consumable items for the laboratories are purchased regularly. The items purchased are entered item wise in the respective stock registers of the departments.

The library of the College is automated and has good collection of text books, general books, reference books, rare books, various national and international journals magazines. Librarian of the college holds orientation session for proper utilization of Library resources. The Library provides book bank facility for needy and meritorious students. Library is open for students 9:00 A.M to 4:00 P.M

Sports and Yoga are integrated part of curriculum. Periods are allocated in time table for sports and yoga. Students regularly practice in the playground and Gym for various level competitions under the supervision of Physical Education Teacher.

ICT facilities are provided to all students and teachers. Students prepare their projects and assignment in computer labs. Students attend self-study courses by using ICT facilities.

File Description	Documents
Appropriate link(s) on the institutional website	https://www.sidhwankhurdeducation.com/page/procedure-policies
Any other relevant information	No File Uploaded

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

All of the above

File Description	Documents
Data as per Data Template	View File
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	View File
Sample feedback sheets from the students participating in each of the initiative	View File
Photographs with date and caption for each initiative	View File
Any other relevant information	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	Nine or more of the above
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File Description	Documents
Geo-tagged photographs	View File
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	A. All of the above
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File Description	Documents
Data as per Data Template for the applicable options	View File
Institutional guidelines for students' grievance redressal	View File
Composition of the student grievance redressal committee including sexual harassment and ragging	View File
Samples of grievance submitted offline	View File
Any other relevant information	View File

5.1.4 - Institution provides additional support to needy students in several ways such as Monetary help from external sources such as banks Outside accommodation on reasonable rent on shared or individual basis Dean student welfare is appointed and takes care of student welfare Placement Officer is appointed and takes care of the Placement Cell Concession in tuition fees/hostel fees Group insurance (Health/Accident)	Five or more of the above
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File Description	Documents
Data as per Data template	View File
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	View File
Report of the Placement Cell	View File
Any other relevant information	No File Uploaded

5.2 - Student Progression

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

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Number of students placed as teachers/teacher educators	Total number of graduating students
17	59

File Description	Documents
Data as per Data Template	View File
Reports of Placement Cell for during the year	View File
Appointment letters of 10 percent graduates for each year	No File Uploaded
Any other relevant information	No File Uploaded

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).

10

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

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

4

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

5.3 - Student Participation and Activities

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

The college facilitates the progress of students through student support services and IQAC ensures that students are abiding by that. For the smooth functioning and administration of the college various committees are formed in the organizational structure of the college which look after various academic and administrative functions of the institution. Following committees have students' representation.

1. Academic Council - The main task of this committee is to ensure the smooth functioning of academic activities throughout the year.
2. Anti-Ragging Committee - It monitors and oversees the ragging cases.
3. Admission Committee - It ensures the smooth functioning of the admission process.
4. College Discipline Committee - It ensures full discipline throughout the year.
5. Examination Committee - It ensures smooth execution of house test.
6. IQAC Committee - It initiate, plan and supervise various activities which are necessary to increase the quality of education imparted in the college.

In various other committees students representation is sought i.e. e-content development, organizing community related activities, managing college you tube channel, Research Committee, Seminar Committee, Youth Welfare Committee and in outreach activities. In various societies i.e. Literary, Dramatics, Fine Arts, Eco Club and Sports Societies, office bearers are students who organize various activities under these.

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

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

17

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

5.4 - Alumni Engagement

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

GHG Harparkash College of Education for Women Sidhwan Khurd is serving the community since 1955 and has a large number of alumni working in the field of education in India and abroad, According to the Constitution of Alumni Association of the institution every pass-out student of various courses (B.Ed., M.Ed. and PG Diploma in Guidance) and members of the teaching staff of the institution are alumni of the college. Alumni of the college contribute and participate in the progress of the college. Two significant contributions of alumni are:

1. It is regular feature of the college that Prize-winner alumni

provide guidance to the students for Youth Festival and Skill-in-teaching/Teaching-aid Preparation Competitions. But due to COVID-19 Pandemic this year no competitions were held.

2. Alumni of the college donate books for Book Bank of the Library. This year 39 books were donated by alumni.

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

5.4.2 - Alumni has an active role in the 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

Five/Six of the above

File Description	Documents
Documentary evidence for the selected claim	View File
Income Expenditure statement highlighting the alumni contribution	View File
Report of alumni participation in institutional functioning for the academic year	View File
Any other relevant information.	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	View File
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	View File
Any other relevant information	No File Uploaded

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

GHG Harparkash College of Education for Women has functional Alumni Association which acts an effective support system for student welfare. College has Facebook page and WhatsApp group to enhance and maintain links among alumni and their Alma mater . For Maintaining the updated and current information of all Alumni, all information/forms/ google forms are shared in these groups. To encourage, foster and promote close relations among the alumni college holds meetings with our Alumni. Our alumni interact with freshly enrolled students of M.Ed., B.Ed. and PGDGC about their training experiences and cultural practices of the institution. Our alumni motivate the students of M.Ed., B.Ed. and PGDGC students about new innovative Teaching Learning Techniques and also motivate them to work hard to analyse & develop their self-capacities. We invite our alumni to act as Resource Persons in various activities, functions and programme organised by the college for student welfare. We seek Alumni support in curriculum delivery. Student mentoring is also a special feature of our alumni. Financial support is also provided by members of our Alumni. Support and guidance to students in various activities of youth festival is significant feature of our Alumni Association.

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution has a participatory administrative structure that involves the teacher as well as the students in college administration from the lowest to the highest levels.

Transparency is rooted in the institutional culture and is reflected at the highest levels of decision making and the day to day administration of the college. The institution is functioning under the leadership of Shri Guru Hargobind Ujjagar Hari Trust. It is registered body having its own constitution.

The Institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a Decentralized Governance System.

1. Principal Level:- The Principal in consultation with the faculty nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational. Policies are based on the unanimous decision of the governing body, the IQAC and the staff of the College.
2. Faculty Level: - Faculty Members are given representation in various Committees/Cells. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members.

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

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

The Governing body of the College has two staff nominees along with the principal. The IQAC of the college is the highest decision-making body within the college which consists of faculty and office bearers of student council of the college. The senate meets regularly to discuss all administrative, academic and financial matters. Periodic meetings of the head of the institution with faculty members are held to discuss and deliberate upon wide ranging academic and administrative matters. The principal holds meetings with the entire college faculty to show the plans and future programs envisaged by the college management. The administration of the college is totally decentralized:

- The management of the college has a decentralized democratic approach for functioning of each school or college. The Principal is given of all freedom to run the college and manage finance. Since this is Govt. aided College, Management has given freedom to principals to follow the instructions of DPI Punjab and Panjab University, Chandigarh.
- The principal decentralizes the power among senior teacher. Various committees are formed by the principal and decisions are taken by the committee and the principal together.
- The issues are put and discussed by the staff collectively and then suggestions are taken.

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

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

Institution strictly adheres to the academic calendar. Admission notifications are made on website. Admission forms are processed offline, with all the relevant details explained in the prospectus and also on the website. The entire academic plan is clearly explained to all students in a compulsory Induction Programme addressed by the Principal and senior faculty. There is provision for re-evaluation, remedial examinations and grievance redressal system. Internal assessment/evaluation are displayed on notice board.

Recruitments and Staff Promotions are also undertaken with utmost transparency. All posts are advertised in leading newspapers and list of candidates screened and called for interview are displayed on the college website. Notices are promptly shared on WhatsApp group. Govt. regulations and amendments are promptly placed before the concerned bodies, circulated, displayed on website and implemented. Annual teachers return is sent to university,

Institution strictly follows all the rules and regulations of the Government of Punjab. Its Annual Budget and Annual Accounts are prepared as per norms and are placed before the management Committee and C.A. Bursar signs all bills/transactions. Propriety is ensured with regular audits by Chartered Accountant and State Government. The fee description is given in prospectus and on website, fees withdrawal/refund as per university norms.

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

6.2 - Strategy Development and Deployment

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

The plan to apply for governmental as well as non-governmental grants for the Enhancement of quality of the institution has been one of the most important plans of the Strategic Plan.

In fulfilment of this clause in the Strategic Plan the institution applied for and Received UGC grant of Rs. 13,34,000/-out of allocation of 26,68,000/- under PARAMARSH scheme to enhance the overall quality of our institution as mentor by mentoring mentee institutions which were non-accredited higher education institutions, to enable them to get accredited. This grant was duly spent on guest lectures, organizing workshops and trainings, Engagement of project staff, Honorarium to experts/resource person/mentors/participants/institutional representatives/coordinators of mentee institutions and extension activities for the general upliftment of the institution and this was properly utilized through the organization of the following seminars and workshops to enhance the knowledge and skills of faculty.

Deployment Documents.

1. progress report under the scheme PARAMARSH
2. Audited utilization certificate and statement of expenditure
3. MoU with mentee institutions
4. Release of grant in aid letter
5. Approval of institution under the scheme of PARAMARSH
6. Proposed plans of mentee institutions

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	https://www.sidhwankhurdeducation.com/sites/default/files/pdf_downloads/Strategic%20Plan.pdf
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

Administrative Set Up:

The Management and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day-to-day running of the college. She has her team of the IQAC Coordinator, the Teaching and non-teaching staff to assist her in the discharge of work.

The Functions of Various Bodies:

The Sub-Committees, take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules and procedures are guided by the Panjab University Calendar, and the rules of the State Government as amended from time to time in this regard.

The recruitment rules for the teaching staff are as per the Panjab university along with the eligibility criteria prescribed by the UGC. The promotional policies for teachers are according to UGC, CAS and state govt and for nonteaching staff according to state govt .

Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms including the Anti-Sexual

Harassment Cell with its Internal Complaints Committee; the Anti-Ragging Cell; a Grievance Redressal Cell with online/offline complaints boxes prominently placed and the full implementation of Right to Information.

File Description	Documents
Link to organogram on the institutional website	https://www.sidhwankhurdeducation.com/sites/default/files/pdf_downloads/Organogram.pdf
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

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

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

Website Maintenance Committee:

With an objective to look after various processes pertaining to maintenance activities of institute's website, a committee namely Website Maintenance Committee has been constituted. This committee took the overall responsibility of developing and implementing strategies for the effective maintenance of the institute's website so that the general public, prospective students and all other stake holders will get more access to & awareness about the developmental & promotional activities of the institute.

- To administer data acquisition process, renewal of information

and maintenance of the institute's website:
www.sidhwankhurdeducation.com with regard to all activities.

- To ensure timely hosting of the approved information/ documents within different sections of the website.
- To fine tune the website in line with the requirements of external bodies like NAAC, AISHE, NCTE, UGC etc. where ever & whenever necessary
- To collect information & data reports from various academic committees & internal bodies like Library, NSS, Teacher Training & Placement, Sports, Grievance Cell etc., at regular intervals for necessary and timely updating of the site.
- To update staff details at regular intervals.
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives.

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

6.3 - Faculty Empowerment Strategies

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

Institution has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

-Medical Allowance

-Maternity benefits as per norms

- All the non-doctoral staff members are encouraged to get enrolled for Ph.D. program.

-On campus medical facilities

- Employees' Welfare Fund

The following facilities are also provided to employees for efficient functioning:

- Medical leave
- Psychological counselling
- 24-hour power back-up
- Wi-Fi facility.
- Workspace
- Computing facility
- Canteen
- Identity cards
- Sports facilities
- Faculty members have been supported to attend professional growth programmes.
- In order to encourage the young faculty to pursue a vibrant research career Seed money have been provided early in their career.
- Mechanism is available for providing refundable loans without interest in case of any emergencies to staff as per need.
- The staff is encouraged to give suggestions and regular feedback to improve the welfare measures in the Institute.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	View File
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	View File
Any other relevant information	View File

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

2

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

22

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

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

11

File Description	Documents
Data as per Data Template	View File
Copy of Course completion certificates	View File
Any other relevant information	No File Uploaded

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

Teaching Staff

- a) The performance of each faculty member is assessed according to the Annual self appraisal report based on which ACR is written by the principal and countersigned by the secretary of management committee.
- b) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. Institute accords appropriate weightage for these contributions in their overall assessment.
- c) The PBAS/ CAS proforma filled by the Faculty Member is checked and verified by the principal and forwarded to affiliating uni and DPI for promotion.
- d) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.
- e) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee from uni.

Non-Teaching Staff

All non-teaching staff are also assessed through Annual Confidential Reports. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting, efficient organization of documents and technical abilities.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	View File
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	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 conducts both internal and external financial audit. The financial matters are looked after by principal, bursar and accountant.

Internal Audit: -

The internal auditor (Chartered Accountant of the institution) carries out financial audit regularly and submit quarterly reports. The following areas are covered under internal audit-

- Budget V/s Actual performance

- Revenue and Expenditure Audit
- Fixed deposits and interest receipt
- Fixed assets and purchases
- Statutory compliance on TDS, EPF
- Salary statement of employees
- Repair Maintenance expenditure
- Hostel Expenditure

External Audit: -

Accounts of the institution are audited by Deputy Director (Audit Finance/Revenue), Department of Finance, Govt of Punjab. External Audit (every five years) is also carried out by AG of Punjab (Audit General of Punjab) for grants received from Punjab Govt.

File Description	Documents
Report of Auditors of during the year signed by the Principal.	View File
List of audit objections and their compliance with seal and signature of the Principal	View File
Any other relevant information	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)

13.76902

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

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

Mobilization of funds

- The college is under grant -in- aid scheme, so the 95% of the salaries of sanctioned posts are granted by Punjab govt.
- 5% of salaries (now 25%) is contributed by management.
- Student fee is major source of income for institute.
- Management provides need-based loans to individual colleges.
- Various government and non-government agencies sponsor events like seminars and workshops.
- Alumni contribute by raising funds to purchase items like

projectors during 2020-21.

Utilization of Funds

- Grant from govt and management share is used for salaries of employees.
- Admission fee and tuition fee are sent to Pb govt.
- University funds are sent to university.
- Salaries of additional staff are supported out of student fee.
- Purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.

Resource Mobilization Policy and Procedure

- Budget is scrutinized and approved by the Principal and budget committee.
- Statutory auditors are also appointed who certify financial statements in every financial year.
- The grants received by college are also audited by certified auditors.

Optimal utilization of resources

- The college infrastructure is utilized as an examination Centre for Government examinations/University Examinations.
- Library functions beyond the college hours for the benefit of students, faculty, and alumni.

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

6.5 - Internal Quality Assurance System

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

The IQAC meetings are conducted once every quarter to discuss about improving the academic and administrative activities with solid agenda.

The IQAC discusses with academic council and heads of different committees, cells and societies at the beginning of each academic session to coordinate work allotments of teachers so that teachers with specialized skills are utilized for duties so as to benefit students. It takes constant effort from the IQAC's end to motivate teachers to constantly update their teaching methodologies and skills with the changing times.

The IQAC takes initiatives to organize Faculty development programmes and Faculty enrichment Programmes for the teachers to acquaint themselves with latest ICT tools, teaching strategies and research. For example, as the world was grappling with the rapid outbreak of COVID19, a faculty development Programme was conducted from 14-20 May 2021 on the theme "Planning, Preparation and Execution of E-Content/MOOCs". The objective of the programme was to assist the teachers to better equip themselves with a set of skills that would help them in taking online classes in the backdrop of the dreaded COVID pandemic, like how to make videos and develop e-content for online lectures and making them accessible to students 24*7.

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

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

1. Implementation of Blended Learning (offline and online learning)
2. Formation of What's app groups.
3. Implementation of online learning through online platforms like Learning Management System, Google Meet, Zoom etc.
4. Assessment through online tests and assignments.
5. Sensitizing and Training teachers' about innovative trends and methodologies through Seminars, FDPs and workshops; re-training of faculties to enhance their knowledge, online teaching skills and participation in Academic, Research, Extension and Outreach Programs.

Following activities were organised:

- National Webinar on theme "Concept of Dharma in Life and Bani of Sri Guru Teg Bahadur Ji , Life and Philosophy of Guru Teg Bahadur ji and Baani, Saroop and Messages of Sri Guru Teg Bahadur Ji".
- Faculty Development Program on "NAAC Accreditation Criterion and Extension Activities".
- National Workshop on "NAAC Accreditation Process & Parameters"
- International Webinar to commemorate 113th Birth Anniversary of Shahid-E-Azam Bhagat Singh.
- Seminar on "Save Mother Earth."
- National Webinar on National Education Policy-2020 and Energy Audit.
- International Webinar on "Global Trends in Education and Research."
- Webinar on "Meta analysis & Triangulation"
- Workshop on E-Content Development.
- Workshop on "SWOT Analysis."
- Webinar on "Nuances of Academic Writing & Research Publication"
- Faculty Development Program on "Planning, Preparation and Execution of E-Content/MOOC's"

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

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

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

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

Four of the above

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	https://www.sidhwankhurdeducation.com/page/2020-21
Link to Annual Quality Assurance Reports (AQAR) of IQAC	https://www.sidhwankhurdeducation.com/aqar/report
Consolidated report of Academic Administrative Audit (AAA)	View File
e-Copies of the accreditations and certifications	View File
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	View File
Any other relevant information	No File Uploaded

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

- Offering certificate programs for community.
- Contribution of faculty at University level as, paper setter, subject expert.
- Creating internship opportunities
- Online feedback system.
- Value added courses in "Digital literacy and communication skills".
- Faculty Capacity Building through participation in induction, development and ICT implementation program.
- Bridging the syllabus gaps through seminars, workshops, and expert lectures.
- Strengthening Teaching-Learning process through LMS and other digital platforms.
- Experienced and doctorate faculty.
- Motivation to submit research, Publishing papers in referred journals and authoring books.
- Linkages and MoUs.

Quality Enhancement Initiatives in Administrative domain

- UGC PARAMARSH scheme to enhance the overall quality of mentee institutions by mentoring the non-accredited higher education institutions.
- Institutional strategic plan, e-governance and deployment of ICT facility.
- Decentralization of authority, providing opportunities to demonstrate leadership skills.
- Existing library advisory committee.
- Library management software and remote access facility.
- Upgradation of college website.
- College campus with Wi-fi, 24/7 security and free medical facility.
- Frequent upgradation of IT facilities.
- Fee concession and scholarships schemes.
- Strengthening Alumni association's role in college affairs.
- Academic and Administrative Audit by internal committee.
- Resource room for disabled.
- e- Content recording room.

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In GHG Harparkash College of Education for Women, Sidhwan Khurd we believe in 'Energy Conserved is Energy Generated', therefore we focuses on energy management and efforts are made to reduce the amount of energy required and to improve energy conservation practices.

- The institution promotes the adoption of energy saving appliances and devices and replacement of inefficient devices with energy efficient ones.
- All classrooms are having glass windows and natural light passes through so there is less need of artificial lighting.
- Captions related to saving energy are pasted at switchboards in classrooms, staff room, office, hostels etc.
- To use renewable energy resources Solar panels installation is in strategic plan of the year 2020-21. The process of inviting and analyzing tenders is already started.
- Students and staff are advised:
 1. To turn off unnecessary lights and fans when they are not in use.
 2. To activate power management features on computers, monitors and printers so that it will go into a low power "sleep" mode when not working on it. Whenever possible, shut down rather than logging off.
 3. To turn off monitor before leaving the table.
 4. To keep all electronics on a low brightness setting to save energy.

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

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

Irresponsible disposal of this waste is polluting the environment and poses a health risk. GHG Harparkash College of Education for Women, Sidhwan Khurd follows 'Rethink, Reduce, Reuse and Recycle' while managing waste of the campus.

- All type of waste from classrooms, office, hostel and mess is collected and managed through segregation of different type of waste using three types of dustbins-Green, Blue and Red. Sweepers are well aware about segregation of all types of waste and everyone is advised not to litter.
- The college is successfully running vermi-compost unit. All green waste is utilized for making compost which is used in plants and pots. Papers and other waste from blue and red bins is periodically sold to Junk dealer.
- Waste water from all sources is collected in a tank and pumped to agricultural fields.
- Use of single-use plastic bags and bottles is discouraged.
- e-waste is collected in a separate room and soon we are going to sign an MoU with an external agency dealing with e-waste.
- Students are encouraged to minimize the wastage of paper and left-over sheets of internal examination sheets are used for rough work by faculty members.
- Informal interactions about sustainable environment are regularly conducted with students.

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

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

Four of the above

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

Three of the above

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

- College has a Functional Eco-club.
- College has a Cleanliness Committee to supervise cleanliness and sanitation of campus.
- Every new session is inaugurated by planting saplings.
- Students are encouraged to minimize the wastage of paper and left-over sheets of internal examination sheets are used for rough work by faculty members.
- The college is successfully running vermi-compost unit.
- Waste management is done through segregation of different type of waste using three types of dustbins.
- Captions regarding saving water are pasted near all taps in the college and hostels etc. and push type taps are installed on water coolers to avoid wastage of water.

- Fruit plants are grown in NANAK BAGICHI to commemorate 550th birth anniversary of Shri Guru Nanak Dev Ji.
- It is the tradition of our college to present 'Saplings' to our guests on different occasions.
- GHG Harparkash College of Education for Women, Sidhwan Khurd under the patronage of Guru Hargobind Ujjagar Hari Trust, Sidhwan Khurd organizes SAVE MOTHER EARTH Seminar annually to inculcate environmental consciousness among the students and faculty.
- Environmental Awareness as a part of course curriculum is taught through 'Sustainable Environment and World Peace' in M.Ed. class and 'Environmental Education' and 'Gardening' (Craft) in B.Ed. class.

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

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

All of the above

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

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

0.045

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

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

- The college is Panjab University approved Research Centre to run Ph.D. Course work in the subject of Education for Ph.D. Research Scholars from nearby areas.
- This year Dr. Kiran Duggal, Dr. Sarvjeet Kaur and Dr. Shally (Associate Professors) got approval from Panjab University, Chandigarh as Ph.D. supervisors in the subject of Education.
- Sidhwan Institutions organize SAVE MOTHER EARTH annual seminar to inculcate environmental consciousness among folks. This effort significantly contributed to control the practice of Paddy-burning in surrounding areas.
- A visit to 'Manukhta Di Seva Society' Hasanpur (Ludhiana), an NGO, was organized for the students by Community Service Committee of the college for community service and donation to sensitize them about the service of humanity and serve our fellow beings who are in need.
- One-month free of charge Skill Development Courses (Basic Computer Course and Stitching and Embroidery) were organized for community from 24th March, 2021.
- College NSS Unit participated in COVID-19 Vaccination Awareness Drive. The volunteers made people aware about need of vaccination by using posters.

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

A. All of the above

Code of Conduct is displayed on the website
There is a committee to monitor adherence to the Code of Conduct
Institution organizes professional ethics programmes for students, teachers, administrators and other staff
Annual awareness programmes on the Code of Conduct are organized

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

7.2 - Best Practices

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

Best Practice:-I

Title:- Skill Development Programmes for B.Ed. Students.

Objective:-

- To equip B.Ed. students with effective communication and employability skills and to develop and groom their personality.

The Context:-

- As most of the students are from rural background, they have less exposure and communication skills. Therefore Skill

Development Programmes are needed.

The Practice:-

- Two-day SWOT Analysis Workshop was organized for all students.
- One-week Capacity Building and Skill Enhancement Workshop was organized for B.Ed. (Semester IV) students from 19th -27th Jan., 2021.
- Three-day E-Content Development Workshop was organized from 28th Jan., 2021.
- One-week Value-added Courses on Digital Literacy and Communication Skills were organized for students of B.Ed. and Post Graduate Diploma in Guidance and Counselling.
- Seven-days workshop was organized for B.Ed. (Semester IV) students on Enhancing Teaching Skills from 9th -17th Mar., 2021

Evidence of Success:-

The following changes have been noticed-

- Better Communication Skills
- Enhanced personality and self confidence
- Better Academic outcomes
- Some of the students got jobs offers in the reputed schools of the area.

Problem Encountered:-

- No such problem was encountered while executing these programmes.

Best Practice:-II

Title:-Development and Promotion of Healthy Organizational Culture.

Objective:-

- To cultivate, promote and sustain healthy organizational culture through team outings and informal get-togethers of administrative, teaching and non-teaching staff.

The Context:-

- A good organizational culture has the ability to maximize

employees' creative ideas and working strategies. Therefore a healthy and co-operative culture needs to be developed by providing opportunities for group interactions among all administrative, teaching and non-teaching staff.

The Practice:-

- In-formal get-togethers were organized for teaching staff on 13th Dec., 2020, 13th Jan., 2021 to promote emotional bonding, and cooperative culture.
- Principal, teaching, non-teaching staff and their children visited Gurdwara Shri Kesgarh Sahib and Virasat-e Khalsa, Shri Anandpur Sahib and Mata Naina Devi Temple, Himachal Pradesh on one-day trip on 27th Feb., 2021.

Evidence of Success: -

- Healthy work culture, good relations and emotional attachment among all employees of the institutions is developed. All employees work with co-operation to enhance achievements, care for the well-being of each other, for welfare of students and good of institution.

Problem Encountered: -

- Mostly these activities were planned and organized on holidays. therefore no problem was experienced in practicing these activities.

File Description	Documents
Photos related to two best practices of the Institution	View File
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

1. G.H.G Harparkash College of Education for Women, Sidhwan Khurd, Ludhiana is UGC approved Mentor Institute under PARAMARSH Scheme and provided mentorship to 5 Mentee colleges.
2. This college is Panjab University approved Research Centre and is running Ph.D. Course work in the subject of Education.
3. Capacity Building and Skill Development Programs are organized

for B.Ed. students to train them and to improve their communication and teaching skills.

4. Eco-friendly and green practices are regular feature of our institution
5. 'Save Mother Earth' Annual Seminar was organized on 31st October (Webinar) was conducted due to COVID-19 Pandemic and all competitions were conducted through online mode.
6. Every year 'Founders' day Memorial scholarship are provided in the field of Academics, Sports and Religion. One student is awarded 'Student of the Year' scholarship. But this year due to COVID-19 Pandemic these scholarships were provided afterwards. Financial assistance is also provided to high-achievers and needy students.
7. The college provides 'Book Bank' Facility to meritorious and needy students. Students get books from Book Bank for the whole session.
8. Remedial Teaching is provided to the slow bloomers and subject wise expert teachers are appointed to take their classes after taking home examination.

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