YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	COLLEGE OF EDUCATION, KHAROD
• Name of the Head of the institution	College of Education,Kharod
• Designation	Incharge Principal
• Does the institution function from its own campus?	Yes
• Alternate phone No.	02646276176
• Mobile No:	9925123848
• Registered e-mail ID (Principal)	kharode17@gmail.com
• Alternate Email ID	prama1961@gmail.com
• Address	College of Education, Kharod
• City/Town	Ankleshwar
• State/UT	Gujarat
• Pin Code	394115
2.Institutional status	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Co-education
• Location	Rural

• Financial Status	
• Name of the Affiliating University	`Indian Institute of Teacher Education - Gandhinagar`
• Name of the IQAC Co-ordinator/Director	`Dr. Parulben B. Tandel`
• Phone No.	`9662522640`
• Alternate phone No.(IQAC)	
• Mobile (IQAC)	
• IQAC e-mail address	`kharode17@gmail.com`
• Alternate e-mail address (IQAC)	
3.Website address	`www.coekharod.org`
• 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:	https://www.coekharod.org/media/files/Academic-Calender%202020-21.pdf
5.Accreditation Details	

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.28	2010	28/03/2010	27/03/2015

6.Date of Establishment of IQAC	21/07/2014

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
NA	NA	NA	Nil	0

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	2
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• (Please upload, minutes of meetings and action taken report)	View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

Staff attended webinar /online seminar

Online Utkarsh Release Programme

Hast likhit Ank: Swatantrya Virangnao

Finishing School Training

Webinar Planning

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
On line curriculum Transaction	Students delivered Simulation Lessons of Google Meet , Students delivered Practice Teaching Lessons on Webex, Students delivered Simulation Lessons of Google Meet, Art in Education – A workshop conducted On Line , Reflective Reading- A workshop conducted On Line. Faculty and students were able to get information about different learning app and get the practice of online teaching.
Staff attended webinar /on line seminar	Arial Unicode MS
Online Co- curriculum Activities	On Line Celebration of YOG DIN Participated On Line Geeta Jayanti Competition conducted Essay Competition – Amrut Mahotsav ,Celebrated Vishwa Mahila Din
Online Utkarsh Release Programme	Released Utkarsh, The College Mgazine on 27/03/2021 (On Line Release) by the V.C. Dr. Harshad Patel,VC, IITE, Gandhinagar. The Subject was (Sw-Vikas) Self Development
Hast likhit Ank: Swatantrya Virangnao	Released Hast Llikhit Magazine, Swatantrya Viranganao by Dr. Harshad Patel, VC, IITE, Gandhinagar
Finishing School Training	Finishing School Under the Project Finishing School the College scheduled On Line Training between 07/06/2021 to

	28/06/2021. Ms. Supal Talati and Ms. Pinky Kumari were the experts/trainers. The subjects English Development, Soft Skills and Life Skills covered in 20 lectures, 80 hours.
Webinar Planning	An on line Webinar was conducted on 22/12/2020. The expert, Mr. Dhimen Jani, Dolat Usha Science Institute, Valsad. Delivered the expert speech on the subject Young Inverters Awareness Programme

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

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

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

Extended Profile

2.Student

2.1 Number of students on roll during the year	55

File Description	Documents
Data Template	No File Uploaded

2.2 Number of seats sanctioned during the year	55

File Description	Documents
Data Template	View File

2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	33

File Description	Documents
Data Template	View File

2.4 Number of outgoing / final year students during the year:	55

File Description	Documents
Data Template	View File

2.5Number of graduating students during the year	54

File Description	Documents
Data Template	View File

2.6 Number of students enrolled during the year	42

File Description	Documents
Data Template	View File

4.Institution

4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	520783.65
4.2 Total number of computers on campus for academic purposes	10

5.Teacher

5.1	05

Number of full-time teachers during the year:

File Description	Documents
Data Template	View File
Data Template	View File

5.2 Number of sanctioned posts for the year:	**03**

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Planning

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

The IITEstructured the Syllabus and the College have adopted the Syllabus. As the College is affiliated with the IITE, the College didn't play any role in the framing of the curriculum.

This College is committed to provide the distinctive learning environment and skills, for understanding of self and other, to learn solve personal and social problems and continually improving the overall performance. The College at local level distributed the Subject, Sub topic, Unit, Sub Unit according the area of the respective faculties at the college. While distributing courses and the teaching Units and teaching points study, experience, interest, skills etc. were kept into mind. The staff together conducted brain storming session and decided different teaching modalities for the curriculum transaction at the local level. As it is was the period of Corona Pandemic Online mode of curriculum transaction was adopted with suitable techniques. Simulation, Stray Lessons and different teaching skills were taught through on line.

For Well planned curriculum delivery, lesson plan file is prepared by every faculty member before commencement of semester and yearly exams. As per the lesson plan the contents are delivered to the student and it is monitored by the senior,experienced faculty

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	No File Uploaded
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

C. Any 3 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.coekharod.org/media/pdf/18/B-Ed-program-outcome.pdf
Prospectus for the academic year	[View File](#)
Report and photographs with caption and date of student induction programmes	[View File](#)
Report and photographs with caption and date of teacher orientation programmes	[View File](#)
Any other relevant information	**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

2

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	[NA](#)
Any other relevant information	[NA](#)

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

0

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

0

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

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

0

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

0

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

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

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Knowledge and Curriculum offers opportunities to the students to

acquire and demonstrate knowledge, skills, values and attitudes.

-to understand the Society and Culture of our country with reference to education

- To understand the ideology related to child centred education

-to become familiar with different perspectives of education in Indian scenario

-to focus on the social and knowledge related

The College imparts training not only in the content delivery system but also looks after the four language skills which are essential for any teacher in any subject. Listening, Speaking, reading and Writing.

In the presence of the concerned method master (Professor) the students develop lesson plans and these plans are checked, guided and approved.

The College's Prayer Assembly has a mechanism where the future teachers have to develop all four LSRW language skills. Here, the students present a Prayer Song, Rashtragan, a Post Prayer Talk, News Reading, Quiz and a Shloka Recitation.

Sloka recitation helps the students to add values in their deeds and gives a guide line to live a prosperous happy life.

Critical Understanding of ICT students prepared some blogs, YouTube channel, Google form etc on the concerned area like corona, online education and related subject.

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

1.3.2 - Institution familiarizes students with the diversities in school system in Indian as well as international and comparative perspective. Describe in not more than 100-200 words how students are

familiarized with the diversity in school system in India with respect to: Development of school system Functioning of various Boards of School Education Functional differences among them Assessment systems Norms and standards State-wise variations   International and comparative perspective

Development of school system

Course ES-1 Perspectives in education teaches about the development of school system. Under the title of New Education policy 2020 the students learn about different functions of different boards. Here state wise variation is also taken care. The same subject is also taught in the liggt of international and comparative perspective.

Course-204 Sem 2 (VNSGU) and Course-AE 1 Sem-3 IITE train the trainees for the Assessment and Evaluation system and Norms and Standards. Besides this Course the Method Subjects also has a place for it.

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

The complete B.Ed. training programme leads the students towards relevant professional understanding. Different courses and components involved try to make a trainee a good teacher. The faculty with the help of the curriculum tries to give a shape of a teacher needed in the society.

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	**Three 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
42
2.1.1.1 - Number of students enrolled during the year
42

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

26

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

25

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

5

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

5

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.

1 The concerned Uiversity i.e. IITE-Gandhinagar conductedan Entrance Test ((i3T), counselling and alloted the students according their merits and emand.

The Entrance Test (i3T) criteria were 1. General Knowledge anc Current Affairs 2. Numericalability, Reasoning and Analogy 3. communication skilll and English 4. ICT?eLearnig/web based Resources 5. Teaching Aptitude 6. Content

At the College once again the students were counselled orally.

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

2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic Counselling Peer Feedback / Tutoring Remedial Learning Engagement Learning Enhancement / Enrichment inputs	**Two/One of the above**

Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs

File Description	Documents
Data as per Data Template	[View File](#)
Relevant documents highlighting the activities to address the student diversities	**No File Uploaded**
Reports with seal and signature of Principal	[View File](#)
Photographs with caption and date, if any	**No File Uploaded**
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**

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	[View File](#)
Reports with seal and signature of the Principal	**No File Uploaded**
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

5

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

2.3 - Teaching- Learning Process

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

Multi mode approach ……

At this College different modalities for the purpose of instructional transaction are used.

The College teaching-training opens with the help of Microteaching. Each students is taken care and the College see that the pre-teaching, during-teaching and post teaching roles are played by the student-trainee in a better way.

Traditional as well as New Methods and Approaches are helping the teachers to impart the knowledge in a better way.

Language Teaching is conducted with the help of

-Task Based Lesson Plan

-Task Based Teaching

-Read and Say, Look and Say, Substitution Table techniques

Communicative Approach, Collaborative Language Learning, Structural Approach, Multi Task Approach etc.

Economics and Social Science are taught with the help of traditional as well as newly developed methods/approaches like Team Teaching, Group Discussion, Symposium Method, Supervised Teaching, Project Method, Role Play etc.

Inductive Deductive Method, Synthetic Analytic Method, Comparative Method, Project Methods, Problem Solving, Experiment Method, Symposium Method etc. are used in the subjects like Science, Mathematics and Accountancy.

Lecture Method, Questioning, Illustrating with examples, Using TLM etc. are the methods/techniques help all the teachers in all the subjects.

ICT has played a vital role in making the College Teaching more effective and result oriented.

The College has a computer lab having 23 computers with internet. It is accompanied with a big Computer.

The Main Hall/Assembly Hall is equipped with a computer system, LCD Projector,

The Language Lab has 26 booths, having two way audio interaction facility, An LCD Projector

Each method room has a computer, a printer and internet facility.

All these facilities are used by the Professors and the students for the benefits of the students.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	View File
Any other relevant information	View File

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

05

File Description	Documents
Data as per Data Template	[View File](#)
Link to LMS	https://youtube.com/watch?v=YUJhl_YU7Uo&feature=share
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

96

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	**No File Uploaded**
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	**Four of the above**

File Description	Documents
Data as per Data Template	View File
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	View File
Geo-tagged photographs wherever applicable	View File
Link of resources used	https://docs.google.com/forms/d/e/1FAIpQLSeEORx7_Uc8efTQkPbH9AkePAnE6m63AT_s69O0j6uCljdRBg/viewform?usp=sf_link
Any other relevant information	View File

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

This institution, College of Education, Kharod is always been at the forefront for developing professional qualities among the students. For this purpose the Subject Teacher takes care to mentor the students through pair work, group work kind of activities.

The students at this college are of different abilities and competencies. The students are mentored in different scholastic and professional activities.

The following ac

Micro Teaching: Each students is given a chance to observe, plan, demonstrate and replan

06 micro lessons, 10 Simulation Lessons, 06 Stray Lessons, 12 Block Teaching Lessons and during this, all students are given guidance according to their necessity. Some students are asked to improve reading, making notes, watching you tubes and making a note, copying and making oneself independent in writing. Etc.

Two Internship of 56 days and 21 days in a two years programme are scheduled to give a rich experience of an actual school life/activity.

During the internship the experienced school teachers and Principals play roles of mentor. They guide and facilitate the students as and when necessary.

The Students are mentor to achieve the following objectives during the Internship:

To plan and execute the different school activities

To develop teaching competency

To achieve expertise in planning and executing different curricular and co-curricular activities

To analyze and review the textual content and textual lessons

To conduct a action research and receive expertise in it

To be familiar and competent in school administration and management

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	No File Uploaded

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

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

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

Case:1 Nurturing creativity

To nurture creativity and innovativeness the College has conducted following activities for Sem-II and Sem-IV studetns:

Sugam Sangeet Competitions

Poster making Competition

Elocution Competitions

Here, the professors of the College observed that the students kept themselves busy in thinking, taking help form You Tube, News papers etc..

Some times it is found that with the help of ICT the prayer words were running on the screen and the students were singing prayers watching those lines..

Using Karaoke Music method a few students can present their prayers, songs every melodiously

With such helps the students try to nurture creativity among them.

Case:2 Intellectual and thinking skills:

During the Prayer assembly the students try to present news using differ ways of presentation.

When it is a Post Prayer Talk activity students try to deliver talks on new subjects with new content.

Eg. Group presentation on HIV and AIDS, A Talk on Ramanujan-a Mathematician,

The Poster making Competition focused on making a poster by innovating by thinking about a specific subject. Through the Quick Speech Competition, the student develops the skill of verbally presenting his/her ideas on a particular topic in a short period of time. For this he/she has a habit of reading various types of books, magazines and daily newspapers and gaining his/her understanding. Thus, the thinking skills of the students gained momentum

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

2.4 - Competency and Skill Development

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

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

2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such	**Eight /Nine of the above**

as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement

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

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

Three of the above

File Description	Documents
Data as per Data Template	View File
Details of the activities carried out during the academic year in respect of each response indicated	View File
Any other relevant information	**No File Uploaded**

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

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

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

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

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

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

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

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

An eight-week internship was organized in the school for the students of sem-4 in VNSGU, SURAT.

The purpose behind organizing this internship was to give the trainees real experience of the school. The trainees had to equire

the ability to use different methods and techniques in teaching and develop skills to use different educational tools and learn to use ICT in the classroom.

The internship was organized with the aim of enabling the trainees to acquire knowledge of some important documents of the school, learn how to do perfect quality management and acquire the ability to become an ideal teacher. How school administrators, principal, teachers, students and their parents build human relationship with each other and create an atmosphere in the institution can only be learned through real experience. So, this institute orient all trainee for internship.

In the internship, the trainees were to give a total of 39 lessons, 20 in their first method and 19 in the second method.

The school councilor was to observe a total of 33 lessons. In the first method 17 and in second method 16 lessons were to be observed.

The professor in charge of the college was to supervise a total of two lessons one by one according to the method.

And as external observer, the school principal also had to observe a total of four lessons according to this method.

The college was provided internship diary to each trainee for a record of all activities performed during the internship and guidance of the entire internship program was provide by the professor.

The detailed understanding of all the tasks to be done during the internship was given by the professors.

In view of Corona's situation, the trainees were allowed to arrange internship at a school near their place of residence.

The trainees also completed their internship accordingly as some schools conducted online and some offline teaching activities.

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

`54`

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	**No File Uploaded**

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

`Seven/Eight 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	View File

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

`2.4.11`

Due to the situation of Covid-19, it was decided at the college level to send the trainees of sem-3 and sem-4 to the school internship, so that the trainees could go to the schools near their area of residence for internship. Due to Corona, educational institutions sometimes conducted educational work in offline and sometimes online mode. So, the trainees also joined them in offline and online mode.

And that's why the teacher educator could not go to the school in person to meet the trainees and monitor their work. But he/she kept in touch with the school principal and the teachers of the school through telephonic medium and from time to time kept getting information for the trainees.

He also kept in touch with the trainees through telephone and suggested a solution to any confusion that had arisen about their work. And provided necessary guidance.

According to the guideline regarding internship of VNSGU, Surat the teacher educator went to the respective schools and observed the lessons of the trainees doing internship there. And during this time, he/she visited the school principal and the teachers and students of the school. Necessary guidance was given and monitored to the trainees keeping in view the suggestions and remarks received from the school principal and school teachers regarding the behavior of the trainees, lessons and participation in the educational activities going on in the school.

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

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

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

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

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

2.5 - Teacher Profile and Quality

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

5

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	**No File Uploaded**
English translation of sanction letter, if it is in regional language	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

05

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

05

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

12

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

The techers together discuss the currunt issues like New Education Policy-2020, Education inCorona period and effective instructional delivery of the content, and Students less interest in theory papers etc.

The V.C. himself showed interest to develop the growth of the teacher visited the college and thorough discussion on NEP2020.

The teachers come to a solution that only Collaborative way of teaching methods, Project methods etc. can help the students to widen their horizon of knowledge.

Teachers try to find out suitable activity, methods, way of interection etc. for an effective teaching. They try to widen and deepen the content of the relevent subject

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

2.6 - Evaluation Process

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

Continuous Evaluation Process has a plce at this College.

Students Micro Lessons, Simulation Lessons, Stray Lessons, Block teaching Lessons are observed and evluated personally.

By and now assignments, projects etc. are assigned to the students and these are evaluated.

The College takes keen interest in the development of the FOUR Skills,i.e. LSRW and hence students are given chances to face the stage/audience with effective speech. This activity is observed and guided by the teachers.

Periodical Test are conducted

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	No File Uploaded
Any other relevant information	No File Uploaded

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

2.6.3 Mechanism for Grievance redressal related to examination

At the institute level, University examination committee, comprising of the principal (Exam superintendent), controller of examination (CEO), senior faculty and other teaching staff as members, is constituted to deal with examination related grievances. No Grievances raised by students regarding Examinations .

Examination is conducted with live CCTV cameras and in the presence the class supervisors. Our IP Address is shared with the authority of the University.

The Exam Question Papers and the Exam Stationary are kept in a strict security of the Principal and the Senior Professors.

As it was the Corona period all precautions were taken as the guide lines of the government.

Preparations were made to prevent any mishap during the examinations. The Principal, the Exam Superintendent, the Supervisors and the support staff are always ready to solve any problem related to the examination.

So far, the College hasn't experienced any such incident.

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 the systematic pattern of functioning every academic year based on Academic calendar which is prepared after being discussed with staff at the beginning of every year. The Academic Calendar exhibits a positively balance between academic and non- academic activities, teaching and examination schedule. Course wise Curricular plans and class wise teaching plans are prepared in alignment with the objectives of outcome-based education. The teaching plans comprises the course objectives and outcome, learning resources, the teaching and evaluation techniques, remedial measures etc.

Suggestions are sought from all professors before making a teaching plan. Time table for the week is designed and distributed equally among the professors. Each professor carries out teaching, as well as diagnostic and remedial work during his/ her period.

This institution adheres to academic calendar for the conduct of Internal Examination.

Considering Corona's situation, sem-4 and sem-1 academic work was conducted online. Students followed the university guidelines for Internal Evaluation as per the structure of the University.

The google form was prepared for the Internal Examination of sem-4, VNSGU, SURAT students. And an Internal test was also planned for sem-1 IITE, Gandhinagar students.

In addition, workshops were organized at the college level of EPC-1, Reflective reading and EPC-2, Art in education.

Continuous Comprehensive Evaluation (CCE) was also done.

Students had to review any one film.

Micro lessons, Simulation lessons, Stray lessons.

And to visit two schools and prepare a reflective diary.

The in-charge principal of this institute meets the professors from time to time and tries to find out whether the academic and non-academic activities are carried out as per the academic calendar

Sr. no.

INTERNAL EVALUATION

DATE

1

WORKSHOP in EPC-1& EPC-2

16/01/2021 to 17/01/2021

2

CCE-1&2

13/01/2021, 15/01/2021, 16/01/2021, 18/01/2021, 19/01/2021

3

Film Review

01/02/2021

4

Micro lessons, Simulation lessons, Stray lessons

24/11/2020,27/11/2020,1/12/2020,3/12/2020,
5/12/2020,8/12/2020,22/12/2020,23/12/2020,
29/12/2020,30/12/2020,1/012021,4/01/2021,15/03/2021,16/03/2021,
17/03/2021

5

School visit and make Reflective Diary

18/01/2021, 19/01/2021

6

Assignment in all subject

01/02/2021

7

Practical work

16/02/2021

8

Internal Exam

**4/01/2021,
5/01/2021,23/01/2021,25/01/2021,27/01/2021,28/01/2021,29/01/2021**

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.

This Institution ensures given below alignment of stated PLOs and CLOs with the teaching learning process

-Implementation of teaching learning process

-Continuous Comprehensive Evaluation- CCE

-Feedbacks of the students

-Question- answer sessions in the classroom

-Through discussion with students.

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

2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	View File
Result sheet for each year received from the Affiliating University	View File
Certified report from the Head of the Institution indicating pass percentage of students program-wise	View File
Any other relevant information	**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

PLOs and CLOs are monitored for further improvement in student that the students are excelled in different innovative teaching methods and are able to know about modern strategies of teaching and learning which developed and enhanced different skills in the students to fulfil the growing demands in the field of education.

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

2.7.4 - Performance of outgoing students in internal assessment

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

54

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.

Initial learning reflects in students' final assessment, that is an excellent performance. Different types of assessments were done on the students and it seems that their performance is better than before.

New methods of teaching and new techniques can awaken their hunger for education. With constant inspiration and encouragement, they have been able to sharpen their presentation from time to time.

File Description	Documents
Documentary evidence in respect to claim	No File Uploaded
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

0

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

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

0

File Description	Documents
Sanction letter from the funding agency	View File
Income Expenditure statements highlighting the research grants received certified by the auditor	**No File Uploaded**
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 / interactive session on research

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

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

3.2 - Research Publications

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

5

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

2

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.3 - Outreach Activities

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

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

1

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

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

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

54

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

93

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

93

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 students of the College were motivated and instructed to take part in the activity which can strengthen the democracy and think about the role of a true citizen. The Students make posters keeping in mind the theme Voting Awareness, YouTube Video for the purpose of motivating the general public and develop a Blog on Corona awareness and online education. These activities help the students to understand their roles as not only the teacher but also the citizens of India.

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

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

0

File Description	Documents
Data as per Data Template	View File
Appropriate certificates from the awarding agency	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.4 - Collaboration and Linkages

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

0

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

0

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

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

0

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

3.4.3 - Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes Local community based activities 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**

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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

This is a B.Ed. College. For the both F.Y. B.Ed. and S.Y. B.Ed. Classes 55+55 students and 10 faculties can easily accommodated for teaching, learning and training purpose. the College is equipped with necessary classrooms and ICT facilities.

The Assembly Hall is a multipurpose place where Prayer Assembly and different common programmes are conducted. This hall is having sitting capacity of 150 persons. The hall is equipped with LCD Projector, VCS Panel, Computer, WiFi and CCTV Systems. Curtains, Stage and 2 Podiums are also there. The staff and the students all are using these facilities as and when they require.

The Computer Lab is equipped with 26 computers, a big TV, a printer, a monitor and WiFi system are available in the Lab.

For the purpose of learning through ICT and for any computer, internet related work the the students are using this lab.

The Language Lab is a place where students can enjoy language learning. The Lab has 12 headphones, monitor system, an LCD Projector and a Video Class System.

All methods rooms are having Computers, Printers and WiFi system. The Faculty as well as the students are using these facilities. The building premises is covered with 14 CCTV cameras.

The Library is having total 3896 books of Rs. 402958/-. These stock of reading material is adequate for a College of 110 students.

The College has a play ground and a very big common play field. Twice in a a year the College organizes Sports Events. Carom, Chess, Badminton, Volley Ball, Cricket Kit etc. are also available for the students.

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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

5

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.coekharod.org/127/407/College-Building.html
Any other relevant information	[View File](#)

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

262000

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.

NA

File Description	Documents
Bill for augmentation of library signed by the Principal	**No File Uploaded**
Web-link to library facilities, if available	[NA](#)
Any other relevant information	**No File Uploaded**

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

NA

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

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

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

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

Rs. 56641

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

0

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	**No File Uploaded**
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	[NA](NA)
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	**One of the above**

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

4.3 - ICT Infrastructure

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

The College is having 2 LCD Projectors, 2 Video Class room Systems, Integrated Students Booth Controller, Head Phone systems, 06 Computers for faculties, 06 Printers, 26 Computers for Students, A Big TV Screen, Sony make Camrecorder, etc. The College has GTPL 20 mbps WiFi facility.

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

1:4

File Description	Documents
Data as per data template	View File
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	View File
Any other relevant information	View File

4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:	**E. < 50 MBPS**
4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit	**One of the above**

File Description	Documents
Data as per Data Template	View File
Link to videos of the e-content development facilities	https:/www.youtube.com/watch?v=ZK4x0Zm0n8o
List the equipment purchased for claimed facilities along with the relevant bills	**No File Uploaded**
Link to the e-content developed by the faculty of the institution	NIL
Any other relevant information	**No File Uploaded**

4.4 - Maintenance of Campus and Infrastructure

4.4.1 - Expenditure incurred exclusively on maintenance of physical and academic support

facilities during the year (INR in Lakhs)

0.62270

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

College has established system for maintaining and utilizing facilities:

Computer Laboratory: this lab I offered by the Government. In the beginning it was working well but letter on it was not looked and care after. The college needs a person who can take the responsibility and maintain the equipment.

Library: In the absence of a librarian, a clerk/a senior student, well versed with library work is assigned the responsibility of library management. Investment is made to buy new and updated books to meet the requirements of students depending on the changing syllabus.

Sports: The College do not have any trained faculty who can look after this. As and when according to the requirement the dummy faculty looks after sports events.

Computer: Computer maintenance and networking is out sourced.

Classrooms: There are 03 peons/sevak who look after the house keeping which takes care of the regular cleaning of the premises and Management look into regular upgradation and maintenance of the class rooms and building.

File Description	Documents
Appropriate link(s) on the institutional website	https://www.coekharod.org/media/files/Procedures-and-policies.pdf
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	**No File Uploaded**
Photographs with date and caption for each initiative	**No File Uploaded**
Any other relevant information	View File

5.1.2 - Available student support facilities in institution are Vehicle Parking Common rooms separately for boys and girls Recreational facility First aid and medical aid Transport Book bank Safe drinking water Hostel Canteen Toilets for girls Indicate the one/s applicable

Three/Four of the above

File Description	Documents
Geo-tagged photographs	[View File](#)
Any other relevant information	**No File Uploaded**

5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	C. Any 2 of the above

File Description	Documents
Data as per Data Template for the applicable options	[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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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

5.2 - Student Progression

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

Number of students placed as teachers/teacher educators	Total number of graduating students
05	**49**

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

06

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)

0

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

Role of Alumni Association (SETU)

Many Members of the Alumni Association – SETU are having a live connection with the college. Many members of the Association are working as the Principals and the teachers of the various Government and private schools. Particularly they support college in the planning and implementation of practice teaching program. Association is having concern about the teaching learning process being implemented at college level and take keen interest in the various programs of the college. Many members are working in the different Government bodies and they support whenever require. Many members of the Association frequently visit to college as per their convenience. In these ways Alumni Association helps in the development of institution.

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	**No File Uploaded**
Documentary evidence for alumni role in institution functioning and for student welfare	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

09

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

5.4 - Alumni Engagement

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

Role of Alumni Association (SETU)

Many Members of the Alumni Association – SETU are having a live connection with the college. Many members of the Association are working as the Principals and the teachers of the various Government and private schools. Particularly they support college in the planning and implementation of practice teaching program. Association is having concern about the teaching learning process being implemented at college level and take keen interest in the various programs of the college. Many members are working in the

different Government bodies and they support whenever require. Many members of the Association frequently visit to college as per their convenience. In these ways Alumni Association helps in the development of institution.

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

Three/Four of the above

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

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

0

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	**No File Uploaded**
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

Support from Alumni Association to the institution to the institution in motivating students

The doors of college are always open to visit any member of the Alumni Association. Whenever any of the members visit to our institution we introduce them before all the students and request them to motivate our current students. Even we organize some special programs like guidance from them and sharing of their experiences. But during the year 2020-21 no such program can be arranged because of the situation of the corona pandemic.

File Description	Documents
Documentary evidence in support of the claim	**No File Uploaded**
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.

Description of Vision and Mission statement

Our Institution aims to create classless society. We try to prepare such teachers who are above from any class and creed. We motivate

our future teachers to develop an attitude through which they can prepare good citizens for the country. We believe that justice, freedom and harmony are the basic values for the development of classless society.

Our mission is to train well motivated teachers who can contribute in the development of the country. Today is the age of Information and Technology in this perspectives we motivate future teachers to become competent regarding the use of ICT. It is our humble mission that our teachers should become instrument in the social transformation.

To achieve our vision and mission we plan our teacher training program well. The entire faculty members try to give best to the trainees. Various kinds of thoughtful activities are being arranged to reach the goal. Value inculcation among the trainees is in our priority. We try to give equal opportunity to all the students. We try to become role model for the trainees.

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

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

Decentralized and Participative Management

Every year we plan institutional practices in a decentralized and participative mode. We meet regularly and plan out our institutional practices in such a way so that every faculty member can be involved and contribute for the qualitative education. We discuss our institutional work in detail, decide the responsibility of every faculty member and assigned particular tasks to them for better planning and implementation. Off course all the faculty members are very free to give their suggestions for the betterment of the practices and every faculty members are being involved in the

various tasks.

File Description	Documents
Relevant documents to indicate decentralization and participative management	[View File](#)
Any other relevant information	**No File Uploaded**

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

- **Every year accounts of the college are being audited as per the rules and regulation.**
- **Government audit of account s is also being done regularly.**
- **Display of audited accounts and other necessary information about the college on our college website.**
- **IQAC is established at college level for the planning, implementation and evaluation of different kinds of financial, academic and administrative work.**
- **We regularly publish our college magazine "Utkarsh" in which all the details about the college are being publish. We distribute it to various universities, colleges, schools and other important members of the society in which all the details about the college are given.**
- **As per the Right to information Act we are always ready to give necessary required by any one.**

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	**No File Uploaded**
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

6.2.1 Activity successfully implemented based on strategic plan

During the academic year Corona pandemic situation was aggressive and it affected to the schedule and activities of the college. All the institutions were closed. In this situation college implemented the curriculum strategically in online mode. All the faculty members tried to give their best performance and contribution in the worst situation. All the students were strategically and genteelly turned in to online education mode. Students were made acquainted with the online teaching and learning mode. Even practical part of the curriculum was also completed strategically and successfully.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	[NA](#)
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	**No File Uploaded**

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

6.2.2. The functioning of the institutional bodies is effective……

IQAC, Students Council ,Anti-Ragging Cell, Women Harassment Cell, Students Grievance and Redressal Cell, Internal Complaints Committee, SC,ST Cell, OBC cell……are formulated and functioning at college level. All these bodies contribute in different perspective in the planning, implementation and evaluation of various functions of the college.

IQAC meetings are arranged regularly in which strategic planning of the institution is being discussed. Members of the students' council take keen interest in the planning and implementation of various activities of the college.

Past issues of our college magazine "Utkarsh" which is being published regularly every year are also gives an idea about the functioning of the college in detail.

Note: All the details about the various bodies of the institution are given on college website.

File Description	Documents
Link to organogram on the institutional website	NA
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

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

File Description	Documents
Data as per Data Template	View File
Screen shots of user interfaces of each module	No File Uploaded
Annual e-governance report	View File
Geo-tagged photographs	View File
Any other relevant information	No File Uploaded

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

Various committees and cells were formed at college level. During the year due to the corona pandemic situation almost throughout the year online education system was planned and implemented as per the timely guidelines of the Government. So there were very few opportunities to arrange meetings of various bodies, cells and committees. Although minutes of the IQAC were organized and some decisions were taken up and accordingly necessary steps were taken up. IQAC took not about the instructions given by the Government regarding conducting the online classes.

In the IQAC meeting held on 25-6-2020 it was resolved to conduct online classes as per the instructions of the Government. Accordingly during the academic year 2020-21 online teaching and

learning process was successfully planned and implemented.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	View File
Action taken report with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

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

For making the faculty members well equipped with the use of Information and Communication Technology during the year …..

New Computer systems were purchased

Printers for the teaching staff were purchased

Faculty members were encouraged to take part in the various educational seminars, conferences and workshops…..Even It was decided to give registration fees to the faculty members to take part in such programs…..

In the corona pandemic situation special arrangements were made available for all the teaching and non-teaching staff of the college. Free masks, face shield and sanitizer are provided them and enough care was taken regarding the sanitization at college.

The beneficiaries of such welfare measures are all the teaching and non teaching staff of the college….

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	**No File Uploaded**
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

0

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

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

0

File Description	Documents
Data as per Data Template	[View File]()
Brochures / Reports along with Photographs with date and caption	**No File Uploaded**
List of participants of each programme	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

4

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.

6.3.5 - Performance appraisal system for teaching and non-teaching staff

Institution has prepared performance appraisal form for the performance appraisal of the teaching and non-teaching staff separately which is being used for this purpose. Through these PA forms we try to evaluate the performance of the teaching and non teaching staff and increase their quality of work.This system inspire our staff members to contribute more and satisfy our students. More over it makes staff members conscious towards their duties.

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

6.4 - Financial Management and Resource Mobilization

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

As per rules and regulations every year financial audit of the college is being done. Accounts of the college are being kept systematically and are being audited externally by The Jay Haresh & Associates, Chartered Accountants, Bharuch , Phone No.08000655963 . Audited accounts are attached herewith.

Here it is to be mentioned that No objections were raised by the external auditor regarding the financial accounts of the college of the year 2020-21.

There is no internal audit system. Off course, utmost care is being taken up regarding the maintenance and transparency of the financial accounts. Government audit is being conducted as per the rules and regulations of the Government.

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

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

0

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	**No File Uploaded**
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

6.4.3 Institutional strategies for mobilization of funds and the optimal utilization of resources …

As college is having very less fund we always try to use it in very effective manner. Always try to avoid unnecessary expenses. Members of the IQAC also take care about the effective use of available fund.

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

6.5 - Internal Quality Assurance System

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

IQAC of the college motivate and encourage all the faculty members for organizing various co curricular activities at college level. Even they are requested to motivate all the students to take part in the inter college and other activities. Faculty members are always requested and advised to arrange various students' oriented qualitative activities. The enough freedom is given to all the faculty members to plan and implement various activities.

Student's council of the college is also playing its role successfully in this regard. Members of the student's council are also very free to suggest and organize quality initiatives any time .In nutshell it is to be noted that the process adopted for such is the freedom and encouraging atmosphere for institutionalizing the quality assurance strategies.

Details and the proofs of all the various activities responsible for ensuring quality culture in the college are uploaded on the face book page of the college. Link of the face book page is….https://www .facebook.com/College-of-Education-Kharod-104822358039613/?ref=pages_you_manage

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.

6.5.2 Review of teaching learning process

For the review of teaching learning process the IQAC members always ask questions to the students and discuss about the teaching learning process with them formally and informally. In the meetings of the IQAC too the review of teaching learning process is being done. No specific mechanism is adopted for the review of teaching learning process periodically. But the entire faculty members themselves review the teaching learning process continuously. It is to be noted humbly that the results sheets issued by the University are itself the evidence of the improvement in the teaching learning process. All the students who had completed their training in the year 2020-21 got first class distinction.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

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

`11`

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

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

File Description	Documents
Data as per Data Template	<u>View File</u>
Link to the minutes of the meeting of IQAC	https://www.coekharod.org/media/files/IQAC-2020-21.pdf
Link to Annual Quality Assurance Reports (AQAR) of IQAC	https://www.coekharod.org/167/449/AQAR.html
Consolidated report of Academic Administrative Audit (AAA)	No File Uploaded
e-Copies of the accreditations and certifications	No File Uploaded
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	No File Uploaded
Any other relevant information	No File Uploaded

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

6.5.5. Incremental Improvements in academic and administrative domains through quality assurance initiatives

For First cycle:

Our college completed its first cycle in 2010 and accredited on 28-3-2010.Some how college could not appear for the second cycle. But even after the first cycle college always tries to make improvements in academic and administrative domains of its functioning. The details of two such examples are as follows:

1. The establishment of the language Laboratory:

During the first cycle The NAAC Peer team recommended to establish language laboratory. College started the efforts to materialize this recommendation. Accordingly college could establish the Language laboratory under the grant of U.G.C.

2. More Books and journals are to be added:

Every year college purchase quality books and journals with proper care and concern without fail particularly as per the requirements of the students.

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College is conscious and use the electricity only if necessary.

The College uses LED lamps to save the electricity.

Under Save power trainees are advised to switch off the light and fan whenever they leave the classroom.

File Description	Documents
Institution's energy policy document	[View File](#)
Any other relevant information	**No File Uploaded**

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

Waste Management Policy

- **Separate dust bins are used for dry and wet wastage**
- **The dry and wet wastage are collected and it is delivered to the Gram Panchayat through its vehicle.**
- **The old newspapers, old stationary, old student's material etc. are sold out for the purpose of recycle.**

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	One of the above

File Description	Documents
Documentary evidence in support of each selected response	View File
Geo-tagged photographs	No File Uploaded
Income Expenditure statement highlighting the specific components	No File Uploaded
Any other relevant information	No File Uploaded

7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage	None of the above

File Description	Documents
Income Expenditure statement highlighting the specific components	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Geo-tagged photographs	No File Uploaded
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

Maintenance of cleanliness, sanitation green cover

- **College building is kept clean with the help of the support staff**
- **To keep the water closet clean and healthy every day the area is cleaned twice a day**
- **Water closets are equipped with soap, air freshener, naphthalene balls**
- **The water tank is kept clean. 5 to 7 times in a year it is cleaned by the support staff.**
- **The campus is spread over 7 acres of land and it is covered with tress and plants. It helps to keep the campus environment fresh and green**

File Description	Documents
Documents and/or photographs in support of the claim	[View File](#)
Any other relevant information	**No File Uploaded**

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

One of the above

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

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

Community Practice

- **To develop awareness towards corona awareness blogs are developed by the College students**
- **Students are by and now motivated and instructed to vaccinate themselves**

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 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	**B. Any 3 of the above**

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	**No File Uploaded**
Details of the Monitoring Committee, Professional ethics programmes, if any	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practices: 1

Title: Making - "hast likhit ank" (releasing hand written magazine Swatantrya Viranganao (Lady freedom fighters)

Best Practices: 2

Title: Helping the Economically Disadvantaged – Student Welfare Scheme

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

7.3 - Institutional Distinctiveness

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

7.3.1 Performance of the institution in one area of distinctiveness

related to its vision, priority and thrust

The vison of the College is:

To train well-motivated, ICT embedded teachers, who will be intellectually competent, morally sincere, socially committed and spiritually inspired, in order to become instruments of social transformation, and to find new ways and means to teaching-learning process.

To make the students an instrument of social transformation, and to find new ways and means to teaching-earning process the College takes care to train the students personally in different areas of teacher training.

The knowledge of the subject content, the methodology of the delivery of the content using different methods, use of ICT, TLM making are certain components on which the College pay attention.

Self-doubts, peer pressure, Confidence issues, choosing the right career path, making choices in the various parts of life, are some of the problems our students face.

Senior and experienced teachers provide guidance based on the information received from the students.

The education and training of teachers in the development of knowledge, cultivation of positive attitudes and equipping them with skills.

1. Student Results: At this College teaching, learning and practicing is accorded primary importance. The College secures 99% result every year.
2. Student Placement: Each year the College participate in Placement Fair organised by the Government.

The College has a data base in its Annual Magazine through which different schools and managements offer job opportunity to our students.

1. Student support and academic mentorship by faculty: The College assigns a mentor to all students. The Method Teacher is playing the role of the mentor. There in regular interaction between the mentor and the mentee to provide

guidance on academic and co-curricular activities keeping in mind the psychological and emotional need.

In addition to this students are also receive SC, ST, Minority scholarship by the state and national government.

1. **Scholarship and financial assistance:** The College has a facility to assist the needy students financially. The faculties together find out poor and needy students for this purpose.
2. **Multifarious activities:** the College students' are actively engaged round the year in various activities organised by the College and the concerned University i.e. IITE-Gandhinagar
3. **Philanthropic Role:** Through the Covid 1st and 2nd phase, the College has been continuing its philanthropic activities. The affected people were given shelter, medical help and food assistance.

Placement link

www.campusplacementgujarat.in

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**