



## YEARLY STATUS REPORT - 2022-2023

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	GURU NANAK COLLEGE OF EDUCATION FOR WOMEN
• Name of the Head of the institution	Mrs. Manjit kaur
• Designation	Principal (Incharge)
• Does the institution function from its own campus?	Yes
• Alternate phone No.	01822220673
• Mobile No:	9463762928
• Registered e-mail ID (Principal)	gncewkpt@yahoo.com
• Alternate Email ID	gncewkpt@gmail.com
• Address	The Mall, Opp. G.P.O.
• City/Town	Kapurthala
• State/UT	Punjab
• Pin Code	144601
<b>2.Institutional status</b>	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Women
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Guru Nanak Dev University, Amritsar				
• Name of the IQAC Co-ordinator/Director	Dr. Sawinder Arora				
• Phone No.	01822233229				
• Alternate phone No.(IQAC)	01822233229				
• Mobile (IQAC)	9463762928				
• IQAC e-mail address	drsawinderarora@gmail.com				
• Alternate e-mail address (IQAC)	sawinder15276@yahoo.com				
<b>3.Website address</b>	<a href="http://www.gncewkpt.com">www.gncewkpt.com</a>				
• Web-link of the AQAR: (Previous Academic Year)	<a href="http://gncewkpt.com/wp-content/uploads/2024/04/Y.-S.-R.-AQAR-Report-2021-22.pdf">http://gncewkpt.com/wp-content/uploads/2024/04/Y.-S.-R.-AQAR-Report-2021-22.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://gncewkpt.com/wp-content/uploads/2024/04/ACADEMIC-CALENDAR-2022-23.pdf">http://gncewkpt.com/wp-content/uploads/2024/04/ACADEMIC-CALENDAR-2022-23.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71	2007	10/02/2007	09/02/2012
Cycle 2	B++	2.81	2017	30/10/2017	29/10/2022
<b>6.Date of Establishment of IQAC</b>			30/09/2010		
<b>7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.</b>					
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
nil	nil	nil	Nil	0	

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9. No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• (Please upload, minutes of meetings and action taken report)</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>Preparation of Academic Calendar Organised Book Exhibitions Organised Student Development Programme Organised an Outreach Programme in Practising Schools Awareness Drive on Waste Management and Plantation Subscribed N List (INFLIBNET) for the access of e-resources. The institution adopted automation of library using Integrated Library Management System (ILMS) KOHA open source software</p>		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).</b>		
Plan of Action	Achievements/Outcomes	
Academic calendar	all the activities were performed as per academic calendar	
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Academic Committee of the College	24/08/2023

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-22	16/01/2023

**15. Multidisciplinary / interdisciplinary**

nil

**16. Academic bank of credits (ABC):**

nil

**17. Skill development:**

nil

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

nil

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

nil

**20. Distance education/online education:**

nil

**Extended Profile****1. Student**

2.1

83

Number of students on roll during the year

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

2.2	50
Number of seats sanctioned during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	20
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.4	47
Number of outgoing / final year students during the year:	
File Description	Documents
Data Template	<a href="#">View File</a>
2.5	47
Number of graduating students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.6	36
Number of students enrolled during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Institution</b>	
4.1	65
Total expenditure, excluding salary, during the year (INR in Lakhs):	
4.2	13
Total number of computers on campus for academic purposes	

<b>3. Teacher</b>	
5.1 Number of full-time teachers during the year:	10
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
Data Template	<a href="#">View File</a>
5.2 Number of sanctioned posts for the year:	10
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curriculum Planning</b>	
1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words	
<p>Guru Nanak Dev University, Amritsar prescribes curriculum for the affiliated colleges of education and our institution being a part of the above said university follows the same curriculum. Holistic growth of the pupils is largely ensured while teaching or practicing this framework. Every year, the time-table committee of the institute prepares time-table as per the guidelines of academic calendar. The brochure of the college mentions the syllabus, rules and regulations. Semester wise schedule is drafted and finalized well before the commencement of the semester. The students are oriented about the curricular and co-curricular activities of B.Ed. at the start of the session. Faculty delivers the curriculum using different techniques like team teaching, role playing, project method and ICT-based teaching. Beside these strategies, students are also acquainted with seminars, workshops, extension lectures, orientation programs, morning assemblies, celebration of national and international days, quiz competitions, excursions and other techniques to provide exposure, wisdom and life skills training. Continuous evaluation is maintained throughout the year by conducting unit and house tests. The college keeps a record of regular attendance, award lists, and the progress of the students. Staff Meetings are organized as per need to discuss various issues related to students and staff. The periodic alumni meetings, the</p>	

feedback from the students regarding the course curriculum help assessment of needs, which provides an impetus to modify certain methods and practices in teaching.

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

**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**

**E. Any 1 of the above**

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

**1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course**

**B. Any 3 of the Above**

**Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and students through Website of the Institution  
Prospectus Student induction programme  
Orientation programme for teachers**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
URL to the page on website where the PLOs and CLOs are listed	<a href="http://gncewkpt.com/wp-content/uploads/2023/09/PLO-CLO.pdf">http://gncewkpt.com/wp-content/uploads/2023/09/PLO-CLO.pdf</a>
Prospectus for the academic year	<a href="#">View File</a>
Report and photographs with caption and date of student induction programmes	<a href="#">View File</a>
Report and photographs with caption and date of teacher orientation programmes	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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**

15



File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	<a href="#">View File</a>
Academic calendar showing time allotted for optional / electives / pedagogy courses	<a href="#">View File</a>
Any other relevant information	Nil

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

0

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

0

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Brochure and Course content along with CLOs of value-added courses	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Course completion certificates	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	<a href="#">View File</a>
Document showing teachers' mentoring and assistance to students to avail of self-study courses	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Certificates / evidences for completing the self-study course(s)	<a href="#">View File</a>
List of students enrolled and completed in self study course(s)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Our institution offer educational program at the graduate level (B.Ed). We aim to equip our students who are prospective teachers, with the knowledge, attitude, behavior, and pedagogic skills they require to perform their teaching tasks effectively. College provides congenial environment and well-equipped infrastructure to makes students professionally competent. Besides different methods and approaches of teaching, PPTs and AV aids are used for better understanding of each subject prescribed in the curriculum. The students acquire procedural knowledge about practices in teaching through their Microteaching practice and Compulsory School Internships. Value based education is also provided by motivating students to participate in Inter House & College Competitions, Morning Assemblies, Clubs and Committees activities etc. which makes them to work in collaboration with peers and teachers. The paper Art and Drama in Education helps in enhancing emotional intelligence in students through role-playing.

File Description	Documents
List of activities conducted in support of each of the above	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
Photographs indicating the participation of students, if any	<a href="#">View File</a>

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

As per the syllabus of Guru Nanak Dev University, Amritsar of (B.Ed.) college familiarizes students with the diversities in Indian School system. An exposure is given to student teachers about the different assessment system followed in the schools. The college offers various subjects like Gender, School & Society, Knowledge, Curriculum and Understanding Disciplines Inclusive Education etc. throughout the degree to familiarize the students with respect to diversity in Indian School System level. The students are made familiar with the various Boards of school education and the functional differences among them. They read about the commissions formed for the development of the National Education Policy, The Assessment Methods, etc. The Six months Internship program in different schools helps the students to learn about diversity in the school system.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Our college organized Pre-Internship Training Programme in which they visit schools and observe the school environment in urban and rural schools. Student teachers are familiarized to the teaching learning process through demonstration given by the concerned teachers. Students develop their teaching skills through micro-teaching, practice teaching, school internship and teaching in an actual classroom setting. The institution engages students in community development work, National and International Days of Importance celebrations, and Co-curricular activities. Environment awareness is provided to student teachers from time to time by the club regarding issues of environment like wastemanagement, cleanliness, plantation etc The students are encouraged to use psychology, language, science, and computer laboratories to acquire and update their knowledge.

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

#### 1.4 - Feedback System

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

One of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Feedback collected and analysed

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	<a href="#">View File</a>
Action taken report of the institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of students during the year

38

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

38

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Document relating to sanction of intake from university	<a href="#">View File</a>
Approval letter of NCTE for intake of all programs	<a href="#">View File</a>
Approved admission list year-wise/ program-wise	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

19

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

19

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	<a href="#">View File</a>
Final admission list published by the HEI	<a href="#">View File</a>
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

00

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificate of EWS and Divyangjan	<a href="#">View File</a>
List of students enrolled from EWS and Divyangjan	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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.

There is a provision for assessing student's knowledge/ needs and skills before the commencement of teaching programme. For this purpose, orientation programme is organised after admission. Through this event students are introduced with teaching-learning and evaluation programme, college discipline, various academic and co-

curricular activities along with development and achievement of college. Students are asked to introduce themselves on the first day of their college. This is to assess their language, communication skills, aptitude towards teaching, their talent/hobbies and value concepts. Tutorials are taken by the teachers as per the needs of the learner. During the tutorial sessions, gaps if any, are identified by the teachers which are removed as per the needs of the learners. Further, tutors/mentors are there for timely help of the students. Moreover at the beginning of the admission process, the admission form filled by every student itself asks for the interests and achievements in co-curricular activities that helps the institution to identify talented students in different fields. Moreover talent hunt in cultural, literary and art items is organised immediately after admission so that the students can be provided further guidance and training in a particular field of interest.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Documents showing the performance of students at the entry level	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic Counselling Peer Feedback / Tutoring Remedial Learning Engagement Learning Enhancement / Enrichment inputs Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs</b></p>	<p><b>Six/Five of the above</b></p>
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File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents highlighting the activities to address the student diversities	<a href="#">View File</a>
Reports with seal and signature of Principal	<a href="#">View File</a>
Photographs with caption and date, if any	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

One of the above

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	<a href="#">View File</a>
Reports with seal and signature of the Principal	<a href="#">View File</a>
Photographs with caption and date	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**22:1**

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

**04**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents of mentor-mentee activities with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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.

Our college is ensuring the use of multiple methods such as experiential, participatory learning and problem-solving methods, brain storming, focused group discussion, in the teaching-learning process. The following activities are being regularly conducted by the college to make enhanced student learning. When concepts both theory and practical are introduced in class, students are required to construct meaningful learning

**Experimental learning:** An internship is a form of experiential learning. The students are sent for internship program to different schools and to integrate the knowledge and theory learned in the classroom. Even Field trips are organized to promote experience based learning.

**Participant Learning:** . Project work is assigned in all subjects as assignment to encourage teamwork & participative learning. Participative learning is enhanced through the various programmes organized by various clubs,.

**Problem Solving Methodologies:** The College uses the problem-solving approach to help students in developing their creativity, critical thinking, reasoning skills, logical thinking, ability to make decisions, and scientific attitude.

**Brain storming strategy:** During theory classes, the teacher educators encourage the student teachers to focus on a topic and

contribute to the free flow of ideas.

**Focused Group Discussion:** In focus group discussion participants are free to talk with other group members. what App Group is created for all students to discuss their issues with teachers about various subjects.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

00

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to LMS	<a href="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

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

83

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Programme wise list of students using ICT support	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Landing page of the Gateway to the LMS used	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.3.4 - ICT support is used by students in**

**Four of the above**

**various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	<a href="#">View File</a>
Geo-tagged photographs wherever applicable	<a href="#">View File</a>
Link of resources used	<a href="http://gncewkpt.com/wp-content/uploads/2023/09/2.3.2-ICT-tools-and-resources-available.pdf">http://gncewkpt.com/wp-content/uploads/2023/09/2.3.2-ICT-tools-and-resources-available.pdf</a>
Any other relevant information	<a href="#">View File</a>

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

The institution has effective mentoring mechanism with four tutorial groups consisting 18-22 students in each group. These are formed under the mentorship of teacher-educators to reach out all the students to sort out their problems in academic, co-curricular and personal field.

The institution also provides opportunities to students to work in teams through various co-scholastic activities like talent hunt (in art, literary and cultural items) morning assemblies (at every Tuesday), inter house & inter college competitions, annual sport meet, etc. Various cells and committees also provide platforms through their activities to work as a team.

The college has mechanism to deal students diversity in both scholastic and co-scholastic areas. In this concern, first of all theoretical orientations are provided through theory subjects like

Contemporary India and Education, Understanding the Learner and Learning . They also get enough practice time during school internship to deal with student diversity in classrooms.

Students are oriented at the beginning of the session about maintaining decorum of the institution. They are also oriented in advance about their conduct with school teachers and principal of the practicing school and to follow protocol during school internship phase.

Besides, assignment works are informed at the beginning of each semester with separate dates of submission, provision of multilingual study material, guidance regarding planning of work, setting priorities, managing time, stress, etc. Multifarious activities of institution help the students in keeping oneself abreast with recent developments in education and life.

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

**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**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the selected response/s	<a href="#">View File</a>
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college makes an effort to provide opportunities conducive to learning and development of various skills like creativity, Innovativeness, empathy, intellectual and thinking skills, life skills etc. among the students so that the student teachers can be trained enough to face the challenges of the modern era. The college organizes field visits or projects for the students in order to promote participative learning. The college also organizes workshops, seminars, conferences, extension lectures in order to expand the mental horizon of students. Students are also encouraged to participate in various literary items like quiz competitions, debates, declamations, elocution, poem recitation etc. so that their literary and thinking skills can be enhanced. All the student teachers are instructed and trained to develop creative and innovative lesson plans as well as teaching aids under the guidance of pedagogy teachers. Through Add on course 'Drama and Art in Education' the student develop holistic learning by integrating creativity, innovativeness, personality development, problem solving skills. The courses of Understanding the Self , Communication Skills, and Health Education help in inculcating better social functioning, decision making, critical thinking, interpersonal skills, empathy, life skills, coping with stress.

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

## 2.4 - Competency and Skill Development

**2.4.1 - Institution provides opportunities for developing competencies and skills in different**

All of the above

**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)**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the selected response/s	<a href="#">View File</a>
Reports of activities with video graphic support wherever possibl	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement**

**Eight /Nine of the above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports and photographs / videos of the activities	<a href="#">View File</a>
Attendance sheets of the workshops / activities with seal and signature of the Principal	<a href="#">View File</a>
Documentary evidence in support of each selected activity	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of the activities carried out during the academic year in respect of each response indicated	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Samples prepared by students for each indicated assessment tool	<a href="#">View File</a>
Documents showing the different activities for evolving indicated assessment tools	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

Three of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of each response selected	<a href="#">View File</a>
Sample evidence showing the tasks carried out for each of the selected response	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event**

All of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence showing the activities carried out for each of the selected response	<a href="#">View File</a>
Report of the events organized	<a href="#">View File</a>
Photographs with caption and date, wherever possible	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>2.4.7 - A variety of assignments given and assessed for theory courses through Library work Field exploration Hands-on activity Preparation of term paper Identifying and using the different sources for study</b>	<b>Four of the above</b>
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File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples of assessed assignments for theory courses of different programmes	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**As institution is grant-in-aid institution, the whole procedure of school internship is conducted under the supervision of District Education Officer (DEO). The first step in this concern is to get the choices of students regarding any three government as well as government aided schools of their locality. The completed list is then forwarded to DEO office for final allotment.**

**Guidelines are provided to students for their apt behaviour with school authority, students, parents and dress-codes as a part of their teaching practice. Students are informed about various school curricular and co-curricular activities that they have to perform during internship. They are also well versed about assessment and**

lesson completions. Every second Saturday they have to come to college and take needed guidance from the mentor teachers regarding lesson planning and other internship activities.

Students are also free to approach their respective pedagogy incharges in concern with guidance regarding lesson planning after school. Peer observation is another part of assessment whereby the peers assess their co-internees and provides suggestions for further improvement. Internees record their scheduled activities in pedagogy and activity files which is thoroughly checked by the college faculty. Besides this, the college conducts discussion lesson examination twice before final exams so that necessary improvements in teaching skills of internees may be exercised.

The institution tries to provide both government and government aided middle, high and secondary schools (boys, girls and co-educational) of urban and rural areas to students.

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

#### **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**

47

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Plan of teacher engagement in school internship	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

Seven/Eight of the above

**responsibilities- experience/exposure**  
**Preparation of progress reports**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Sample copies for each of selected activities claimed	<a href="#">View File</a>
School-wise internship reports showing student engagement in activities claimed	<a href="#">View File</a>
Wherever the documents are in regional language, provide English translated version	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution conducts Internship Programme in the well planned manner. Student-teachers are trained under able guidance of faculty members and are prepared for the field in all aspects. Trainees are given ample demonstrations for each micro-teaching skill as well as different types of composite lessons by the concerned pedagogy teachers. After demonstrations student-trainees are provided opportunities for simulations to practice each skill developed so that skill can be mastered before the actual internship in the schools. Trainees are free to approach their pedagogy teachers after school for needed guidance.

The School Principal plays a pivotal role in managing the training period. He/ she cooperate in making all the necessary arrangements/ alterations for the execution of the Teaching Practice. He/she looks after the proper allocation of classes to the interns and provides time-to-time guidance and certifies the successful completion of internship at the end.

The school teachers also provide necessary guidance in conducting the classes. He/she monitors, supervises and give suggestions for teaching performance. He/she also provides regular remarks on the lesson planning and its execution by the Interns in the class.

Peers monitor each other for better performance. Discussion upon

presentation is also done among peers for improvement. They give their feedback in the form of Observation Lessons.

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

**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)	<a href="#">View File</a>
Two filled in sample observation formats for each of the claimed assessors	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

Four of the above

File Description	Documents
Format for criteria and weightages for interns’ performance appraisal used	<a href="#">View File</a>
Five filled in formats for each of the aspects claimed	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.5 - Teacher Profile and Quality****2.5.1 - Number of fulltime teachers against sanctioned posts during the year**

05

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	<a href="#">View File</a>
English translation of sanction letter, if it is in regional language	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

03

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificates of Doctoral Degree (Ph.D) of the faculty	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

71

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

71

File Description	Documents
Copy of the appointment letters of the fulltime teachers	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 teachers are back-bone of any institution. No Institution survives more without capable, qualified and dedicated teachers. G.N. College of Education for Women, Kapurthala is very helpful in updating their teachers professionally. Three faculty members have successfully earned their degree of Ph.D. in recent times. The teachers actively participated in writing their research papers, attending national seminars, international conferences, Faculty Development Programs (FDPs), workshops and guest lectures. Many teachers have published papers in the UGC Care List and reputed journals. An open platform is provided for faculty to discuss current developments and issues in education. The college library has membership of National Library and Information Services Infrastructure for Scholarly Content (INFLIBNET). Faculty can access e-resources including more than 6000 journals, 1,99,500 or more ebooks under N-LIST and 6,00,000 e books through National Digital Library with their username and password.

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

## 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

G. N. College of Education for Women, Kapurthala prepares an academic calendar showing all the activities of the session including unit tests and house tests. The calendar is prepared in accordance with the academic schedule received from Dean, Faculty of Education, Guru Nanak Dev University, Amritsar. The internal evaluation of the students is done as per the university norms. The marks for sessional work of perspective papers and pedagogy subjects are awarded on the basis of performance in unit tests, attendance, and assignments. The internal awards of area of Enhancing Professional Capacities and Field Engagement Programme are given by a three member committee of teachers constituted by the principal. The awards are sent to the university by the committee with counter signature of the principal before the commencement of the theory examination of the concerned semester.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

Four of the above

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	<a href="#">View File</a>
Annual Institutional plan of action for internal evaluation	<a href="#">View File</a>
Details of provisions for improvement and bi-lingual answering	<a href="#">View File</a>
Documentary evidence for remedial support provided	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The Institution has an Examination Committee for smooth conduct of examinations. The students are oriented about the examination system through information brochure and orientation programme. In case of any genuine grievance related to examination, the student may approach to examination committee which further meets the principal to provide appropriate redressal. If a student is not able to appear for examination due to medical or any genuine reason supplementary examination is conducted for that student as per norms, provided that she submits application with proper documents. The grievances of the students with reference to assessment are made clear by showing her performance in the answer sheet. The answer sheet of



such student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 prepares an academic calendar showing all the activities of the session including unit tests and house tests. The calendar is prepared in accordance with the academic schedule received from Dean, Faculty of Education, Guru Nanak Dev University, Amritsar. The entire schedule of activities is communicated to the faculty and students through information brochure and orientation programme. Faculty members coordinate amongst themselves while conducting different activities including internal evaluation. Regular monitoring and review of adherence to the academic calendar is done through the periodic meeting of the faculty members with the principal..In case of revision of academic calendar by the university, iteh college incorporates the necessary changes accordingly.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 2.7 - Student Performance and Learning Outcomes

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

The teaching learning process of the institution includes the use of such pedagogical strategies that actively engage students in

achieving the specified outcomes like active learning, problem based learning and experiential learning. The faculty is provided with professional development opportunities to enhance their understanding of outcome based education and align their teaching strategies accordingly. Induction programme, celebration of national festivals, seminars, extension lectures, workshops and other curricular and co-curricular activities organized by the college provide scope for disciplinary knowledge and understand their applications. The institution ensures access to appropriate learning resources such as text books, online material, labs and equipment that support the attainment of the stated outcomes. By employing these strategies, the institution ensures alignment of stated PLOs and CLOs with the teaching learning process, ultimately leading to the achievement of educational goals and desired student learning outcomes.

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

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

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Result sheet for each year received from the Affiliating University	<a href="#">View File</a>
Certified report from the Head of the Institution indicating pass percentage of students program-wise	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college has a well planned and systematic process of collecting and evaluating data on programme and course learning outcomes and uses them to overcome the barriers to learning and further improvement. Regular assessments in the form of class tests, unit test, house test, seminars, observations and assignment etc. are conducted to measure students' performance against specific learning outcomes. The students' performance and attainment of attributes are

recorded in the form of marks , grades and feedback from the teachers, teacher educators and peers. It enables the institution to understand how well students are progressing and where improvements are needed. They are encouraged to reflect on their progress and identify strategies for further development. If students are struggling to meet the desired outcomes, appropriate interventions and support mechanism are put in place that involves additional tutoring, mentoring and academic counselling.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 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

23

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	<a href="#">View File</a>
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

We have learners coming from diverse backgrounds who have different entry level knowledge and learning needs. At the start of the academic session, the institution tries to identify these learning needs through

- Assessment by the faculty (observation, interaction and

discussions)

- Feedback from the Tutors (observation of classroom performance and interaction with students),
- Formative assessment (unit tests and house examination, lesson planning, assignments, micro teaching sessions, demonstrations)
- Peer observations

Along with the academics, the students are involved in a number of extra-curricular activities which are significant in developing competencies like critical thinking, creativity, social and communication skills, adaptability, problem solving ability which are needed for actively shaping a peaceful future. The whole of the curriculum experiences highlights that pupil teachers use these competencies to live, learn, work and contribute as active members of their society. The performance of the students is well reflected through their achievements in examination, performance during internship, punctuality and attendance in college, job placement and modification of behaviour through regular participation in extra-curricular activities. In case progress is unsatisfactory, remedial classes are provided to fulfill the learning needs.

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

## 2.8 - Student Satisfaction Survey

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

NIL

## RESEARCH AND OUTREACH ACTIVITIES

### 3.1 - Resource Mobilization for Research

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

00

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Sanction letter from the funding agency	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

00

File Description	Documents
Sanction letter from the funding agency	<a href="#">View File</a>
Income Expenditure statements highlighting the research grants received certified by the auditor	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Institutional Policy document detailing scheme of incentives	<a href="#">View File</a>
Sanction letters of award of incentives	<a href="#">View File</a>
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	<a href="#">View File</a>
Documentary evidence for each of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of reports highlighting the claims made by the institution	<a href="#">View File</a>
Reports of innovations tried out and ideas incubated	<a href="#">View File</a>
Copyrights or patents filed	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 3.2 - Research Publications

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

0

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
First page of the article/journals with seal and signature of the Principal	<a href="#">View File</a>
E-copies of outer jacket/contents page of the journals in which articles are published	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
• First page of the published book/chapter with seal and signature of the Principal	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

4

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

### 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

83

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

### 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

83

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

83

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the claim along with photographs with caption and date	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>



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

The college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like orientation to the concept of Nai Talim propagated by Mahatma Gandhi, case study of urban slum area schools, participation in Cleanliness Drive, awareness program on road safety , rallies, tree plantation, visit to Indian Red Cross Society, environmental awareness, waste management & plantation, voter awareness awareness program on drug addiction etc.. All these mentioned activities organised through various clubs/committees have positive impact on the students and it developed student community relationship, leadership skill and self confidence of students. It also helped in cultivating hidden personality of students and created awareness among students.

File Description	Documents
Relevant documentary evidence for the claim	<a href="#">View File</a>
Report of each outreach activity signed by the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

2

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Appropriate certificates from the awarding agency	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**3.4 - Collaboration and Linkages**

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

3

**3.4.1.1 - Number of linkages for faculty exchange, student exchange, research etc. during the year****3**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
List of teachers/students benefited by linkage – exchange and research	<a href="#">View File</a>
Report of each linkage along with videos/photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**3.4.2 - Functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the academic year****1**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copies of the MoU's with institution / industry/ corporate houses	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

All of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each activities with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The Following facilities available in the college:

#### 1. Classrooms:

- The college has spacious classrooms including comfortable furniture, ventilation and natural light.
- The classrooms are looked after by the respective classroom incharges.
- These are optimally used for teaching, conducting house tests, annual examinations, group discussions, practical works and seminars.

#### 2. Library:

- The library is well equipped with latest textbooks, reference books and periodicals to fulfil the academic needs of faculty and students.
- Integrated Library Management Software KOHA is used for all the house-keeping operations (Classification, Cataloguing, Serial control, Reports etc.) of library.
- Visitor records of students and teachers are maintained.
- Accessibility of computers for teachers and students with Internet facility.

3. The institution's educational needs are served with the help of following:

- Computer Centre Cum Educational Technology Lab
- Language Laboratory (shared with sister institution)

- Audio Visual Aids (2 LCD projectors, 1 OHP, Sound System etc.)
- Science Resource Room
- Mathematics Resource Room
- Social Science Resource Room
- Commerce-Economics Resource Room
- Art and Craft Resource Room
- Health and Physical Education Resource Room
- An archive room for keeping records.
- Seminar Room
- Multipurpose Hall
- Play Grounds

File Description	Documents
List of physical facilities available for teaching learning	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 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

1

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Link to relevant page on the Institutional website	<a href="http://gncewkpt.com/wp-content/uploads/2023/09/New-Doc-2023-09-29-16.16.10.pdf">http://gncewkpt.com/wp-content/uploads/2023/09/New-Doc-2023-09-29-16.16.10.pdf</a>
Any other relevant information	<a href="#">View File</a>

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

136908

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The college library is fully computerized with KOHA integrated library management system. KOHA is an open source software developed initially in New Zealand by Katipo Communications Ltd and first deployed in January of 2000 for Horowhenua Library Trust, Koha is currently maintained by a team of software providers and library technology staff from around the globe. KOHA include the modules for acquisitions, circulation, cataloging, serials management, authorities, flexible reporting, label printing, multi-format notices, offline circulation for when Internet access is not available. The college library has adopted KOHA ILMS software in 2022 with its latest version 22.05.04.000. The library has workstation to access Online Public Access Catalogue (OPAC) for easy retrieval of information for its users. With OPAC, students can search the required books with the help of title of the books, subject, author name, keywords, ISBN number and call number. Advanced search is also in the software. Students can view their circulation history with the help of ID and password.

File Description	Documents
Bill for augmentation of library signed by the Principal	<a href="#">View File</a>
Web-link to library facilities, if available	<a href="http://gncewkpt.com/library/">http://gncewkpt.com/library/</a>
Any other relevant information	<a href="#">View File</a>

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

**N-LIST (INFLIBNET)**

N-LIST stands for National Library and Information Services Infrastructure for Scholarly Content. N-LIST is an initiative of MHRD under NME-ICT to extended access to colleges in india. The college library has the membership of N-LIST. It is providing the access to teachers and students with 6000+ journals and 199500+ ebook under N-LIST and 600000 ebooks through National Digital Library with the help of username and password. E Resources can be accessed by Cambridge Books Online, Springer Ebooks, Sage Publication eBooks, Taylor Francis eBooks, World e-Book Library, Annual Reviews, JSTOR, Oxford University Press, American Institute of Physics, Indian Journals, and Royal Society of Chemistry etc.

File Description	Documents
Landing page of the remote access webpage	<a href="#">View File</a>
Details of users and details of visits/downloads	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Three of the above

File Description	Documents
Data as per Data template	<a href="#">View File</a>
Receipts of subscription /membership to e-resources	<a href="#">View File</a>
E-copy of the letter of subscription /member ship in the name of institution	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**.50241**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 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

306

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	<a href="#">View File</a>
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	<a href="http://gncewkpt.com/wp-content/uploads/2024/04/4.2.5-Library-2022-23.pdf">http://gncewkpt.com/wp-content/uploads/2024/04/4.2.5-Library-2022-23.pdf</a>
Any other relevant information	<a href="#">View File</a>

**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**

All of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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 dedicated to upholding a superior level of technological infrastructure to assist its students, faculty, and staff. In adherence to this dedication, the institution regularly upgrades its IT facilities, including Wi-Fi. The college is furnished with an ample quantity of computers, printers, scanners, and projectors to facilitate effective teaching and learning. The college has a well-organized system for implementing ICT to improve the teaching and learning process. There are 19 computers with the latest operating systems and antivirus software. The college possesses two projectors to facilitate teaching and learning. The college utilizes the Digitax broadband service, which boasts a speed of 150 megabits per second (Mbps).

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 4.3.2 - Student – Computer ratio during the academic year

10:1

File Description	Documents
Data as per data template	<a href="#">View File</a>
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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



File Description	Documents
Receipt for connection indicating bandwidth	<a href="#">View File</a>
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	<a href="#">View File</a>
Any other relevant Information	<a href="#">View File</a>

**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**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to videos of the e-content development facilities	<a href="#">Nil</a>
List the equipment purchased for claimed facilities along with the relevant bills	<a href="#">View File</a>
Link to the e-content developed by the faculty of the institution	<a href="#">Nil</a>
Any other relevant information	<a href="#">View File</a>

#### **4.4 - Maintenance of Campus and Infrastructure**

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

**1.63957**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

A librarian maintains all house keeping operations of library. The library is equipped with textbooks, reference and periodicals to fulfill needs of students. ILMS KOHA is used for library automation. Accessibility of computers and internet are available. Science resource room has all necessary equipments related to science that allow students to conduct experiments. Workshops are organized to enhance skill of preparation of effective teaching aids. A well qualified and trained faculty member has been given the charge to look after Health and Physical Education resource room. It is used for carrying out various sports activities for physical fitness of the students. Computer Centre cum Educational Technology Lab is equipped with facility of internet that enables the students and teachers to search for recent developments in different aspects of education. A well qualified doctor visits the dispensary for medical checkup of students once a week. First Aid facility is also available. Classrooms are looked after by the respective classroom incharges. These are used for teaching, conducting house tests, examinations, group discussions and seminars. Multipurpose Hall is used for organizing various academic, non academic and community related programmes. Social Science Resource Room is equipped with required teaching aids. Workshops are organized for students.

File Description	Documents
Appropriate link(s) on the institutional website	<a href="http://gncewkpt.com/wp-content/uploads/2023/08/Procedure-and-Policies-NAAC.pdf">http://gncewkpt.com/wp-content/uploads/2023/08/Procedure-and-Policies-NAAC.pdf</a>
Any other relevant information	<a href="#">View File</a>

## STUDENT SUPPORT AND PROGRESSION

<b>5.1 - Student Support</b>	
<b>5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning</b>	<b>One/Two of the above</b>
<b>File Description</b>	<b>Documents</b>
Data as per Data Template	<a href="#">View File</a>
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	<a href="#">View File</a>
Sample feedback sheets from the students participating in each of the initiative	<a href="#">View File</a>
Photographs with date and caption for each initiative	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>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</b>	<b>Seven/Eight of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of</b>	<b>B. Any 3 of the above</b>

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

File Description	Documents
Data as per Data Template for the applicable options	<a href="#">View File</a>
Institutional guidelines for students' grievance redressal	<a href="#">View File</a>
Composition of the student grievance redressal committee including sexual harassment and ragging	<a href="#">View File</a>
Samples of grievance submitted offline	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	<a href="#">View File</a>
Report of the Placement Cell	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**5.2 - Student Progression**

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

Number of students placed as teachers/teacher educators	Total number of graduating students
<b>08</b>	<b>35</b>

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports of Placement Cell for during the year	<a href="#">View File</a>
Appointment letters of 10 percent graduates for each year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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).****03**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Details of graduating students and their progression to higher education with seal and signature of the principal	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**5.2.3 - Number of students qualifying state/national level examinations during the year (eg: NET/SLET/ TET/ CTET)****07**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of certificates for qualifying in the state/national examination	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

The College has a Students Representative body named as "Student Council". The student council was constituted at the college level and it gives the students a voice - a platform to be heard. Through it, they involve themselves in multifarious duties that the college demands of them. • President • Vice President • Secretary • Class representatives the members of the council are elected by the house. Students exercise their right to vote and the counting is done in a very transparent manner by including senior teachers and one or two students. Elected members are announced in the assembly. Major Activities of the Student Council include to assist maintaining Discipline, Conducting Assemblies and functions acting as a link between faculty and students, conducting functions, reporting issues demanding attention, representing students where needed, act as aides to the Principal, dedicated service towards the college, etc. To bring to the notice of concerned authorities, the problems, and difficulties faced by the students. To express views regarding the overall working of the college and its improvement. A special representation was given to the students of various cultural, and sports activities. All the members of the student council are vowed to maintain the discipline and decorum. They abide themselves by the rules and regulation of the college and present by the exemplary figure before the others to follow them.

File Description	Documents
Copy of constitution of student council signed by the Principal	<a href="#">View File</a>
List of students represented on different bodies of the Institution signed by the Principal	<a href="#">View File</a>
Documentary evidence for alumni role in institution functioning and for student welfare	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

26

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports of the events along with the photographs with captions and dates	<a href="#">View File</a>
Copy of circular / brochure indicating such kind of events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

Our college Alumni Association is non - registered but still contributes significantly for the development of the institution. It provides an interface for establishing a link between the alumnae, staff, and students of the institute. The Alumni Association contributes to the development of the institution through various means:-

- Placement & career guidance assistance to the Placement Cell incharges.
- Donatre books
- Deliver invited talks, guest lectures and seminars organised

by the clubs cells and committees of the institution

- Provide counselling to students for employment .through their interaction on various occasions
- Active members of IQAC
- Invited as a guest on cultural and sports competitions

File Description	Documents
Details of office bearers and members of alumni association	<a href="#">View File</a>
Certificate of registration of Alumni Association, if registered	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Income Expenditure statement highlighting the alumni contribution	<a href="#">View File</a>
Report of alumni participation in institutional functioning for the academic year	<a href="#">View File</a>
Any other relevant information.	<a href="#">View File</a>

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

01



File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

There is an Alumni Association that contributes significantly to the development of the institution. Following are the mechanism through which Alumni Association acts as effective support system by:

- Sharing their success stories in their respective fields during their interaction with the students. They also share how college has contributed in their all-round development by laying equal emphasis on academics as well as co-curricular activities and community services.
- Encouraging students to pursue higher studies. The members provide academic or technical expertise and career advice for development of the students.
- Under the Off-Campus Placement Drive, Alumni were provided with information regarding vacant posts in various local schools of city as well as nearby area through WhatsApp.
- The institution used various networks to involve alumni for admission of new academic session every year. The notification regarding this was shared through WhatsApp groups, institution's website, Facebook etc.
- The institution organised 'Farewell' in which top three position holders of previous batch in final semester university examinations was honoured with the memento and appreciation certificate.
- Alumni are an institution's most loyal supporters. They serve many-valuable roles, such as helping to build and grow an institution.

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

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The institution's vision and mission is; Vision: To strengthen and intensify the culture of excellence in teacher education focused on holistic development of the individual and give a new direction to the society. Mission: To develop intellectually competent, morally upright and socially committed teachers for service in the current scenario of education. The governance of the institution is reflective of and in tune with the vision and mission of the institution as it has set a wide perspective of vision and mission that is preparing not only the competent future teachers but also producing good citizens for the society and nation at large. The Management, Principal and the faculty together play an important role in implementing the vision and mission of the college and to that end play an active part in decision-making process. Various clubs and committees are constituted for the day-to-day functioning of the college and for overall management of the various operations of the college. The teacher In-charge of various committees and cells along with the non-teaching staff and students work together and are crucial in putting institutional plans and policies into practice. Every committee is comprised of one President, Secretary and student members. Class Representative are selected through proper selection procedure to put forward the interests and views of students.

File Description	Documents
Vision and Mission statements of the institution	<a href="#">View File</a>
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The Principal of the institution works with the constant support and encouragement from the top management. She executes total democratic leadership style. Though total decentralization and freedom is given to the principal and all the teacher educators to take decisions to smoothly conduct various activities of the institution but this academic and financial freedom comes with the accountability, the Principal is answerable to the chairperson of the trust. The functions of decentralized administration are as follows: The Principal has direct contact with administrative staff, faculty, library staff and various committees to collect and integrate data. The administrative office collects the information of students through their admission forms and feed it in computers so as to retrieve whenever needed by any component of the system. The practicing schools are dealt in by the Skill-in-Teaching in-charges who are members of the faculty. The institution works on the principle of participative management and different committees are framed with welldefined roles. These committees enjoy autonomy in the conduct of activities and take decisions in their meetings with the principal. Clear division of work and duties is done in the institution to reach the goal of effective administration. Views of all members and students are welcomed as valuable suggestions. For the qualitative improvement of the educational provisions, meetings are held among different components of administration

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

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

The institution maintains Transparency in Financial matters by Computerized financial account automation software system, Periodic internal and external audit ,for ensuring transparency in purchase, we have a purchase committee, financial transaction is done through the Cheques and RTGS facilities, fee Collection is credited in bank account regularly and Cashbook, Ledger Book and Vouchers File are maintained. Transparency in Academic functions is done by is complete transparency in admission process . The reservation policy is followed as per the government norms. Academic calendar is prepared and displayed to students through information brochure. As per teaching, workload timetable is prepared. According to time schedule, teaching and learning process is conducted. Regular unit tests and house examination are also conducted. Optimum use of the time, resources and infrastructural facilities for teaching-learning process and evaluation is adopted. Transparency in Administration Functions is followed by the process in which QAC monitors to enhance and promote the quality culture in the college. Various committees are constituted to carry out administrative functions with adequate representation to teaching and non-teaching staff. Transparency in other functions is maintained by organising the extension and outreach programmes. sports activities are conducted by different clubs/cells/committees of the institution. Fair and adequate opportunities of participation of all the students is ensured.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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

Activities based on strategic plan during the year are as follows:

1. INSTALLATION OF ILMs SOFTWARE KOHA:

The college library has installed Integrated Library Management System KOHA - an open source software for all the house keeping operations like circulation, cataloguing, acquisition, serial control and reports of library. The library is fully automatic with latest version 22.05.04.000.

2. SUBSCRIPTION TO N-LIST (INFLIBNET) : The library has membership of National Library and Information Services Infrastructure for Scholarly Content (INFLIBNET). Faculty and students can access e-resources including more than 6000 journals, 1,99,500 or more ebooks under N-LIST and 6,00,000 ebooks through National Digital Library with their username and password.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	<a href="http://gncewkpt.com/wp-content/uploads/2023/09/6.2.1-Strategic-Plan.pdf">http://gncewkpt.com/wp-content/uploads/2023/09/6.2.1-Strategic-Plan.pdf</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The organizational structure of the college facilitates its smooth functioning. To ensure the effective functioning and management of various institutional activities like academic, cultural, skill-in-teaching, various clubs/committees / cells have been constituted and are functional. The administration of the institution is decentralized. Duties and responsibilities are assigned to the faculty members and other support staff as per their skills, abilities, interest, talent and experience. Each one had their plan of work, they work with the collaboration of other faculty and students as well. For the smooth functioning of these clubs/cells/committees various programmes are being organized from time to time. Meetings are chaired by the principal of the college and every agenda of the meeting is discussed properly and the record of the same is maintained through minutes of the meetings. Faculty

recruitment is made according to the norms laid down by NCTE, Guru Nanak Dev University ,Amritsar and Punjab Government. The salary structure and service conditions of the faculty are according to UGC/University and Punjab Government norms.

File Description	Documents
Link to organogram on the institutional website	<a href="http://gncewkpt.com/wp-content/uploads/2023/09/6.1.2-AND-6.2.2-Organogram.pdf">http://gncewkpt.com/wp-content/uploads/2023/09/6.1.2-AND-6.2.2-Organogram.pdf</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Five/Six of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Screen shots of user interfaces of each module	<a href="#">View File</a>
Annual e-governance report	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

To spread awareness among college students about TB, The Red Ribbon Club organized Slogan Writing (on 03-04-2023) and Elocution Competition (on 04-04-2023) to commemorate World Tuberculosis Day. Number of students has participated in these competitions with zeal and enthusiasm. Through their slogans they highlighted the need to get alert about TB symptoms. Participants of elocution also throw light on signs and symptoms, management and prevention of TB. Besides, the principal addressed the gathering and sensitized them

to make themselves aware about causes of spreading of these deadly bacteria, its prevention and treatment as well as encouraged the students to spread awareness among family members, in neighborhood and among school students. The prizes were also given to acknowledge the performance of winners.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	<a href="#">View File</a>
Action taken report with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Welfare measures taken towards the staff reflects on the output and selfless contribution towards tremendous growth of any Institution. In our institution staff welfare is given foremost importance. In connection with this, following welfare measures for the teaching and non-teaching staff is in place:

- Provision of C.P.F
- Facility of loan against C.P.F
- Gratuity
- Priviledged, Medical & Maternity leave for eligible staff members
- Immediate medical support
- Availability of Internet and free Wi-Fi facilities in campus
- Faculty members are provided with separate departments and computer system with internet facility to facilitate good ambience.
- Library facility (Access to e-resources through N-List and exemption from 14 days due norm)
- Use of LCD projector facility during teaching learning process
- Accesssibility of computer lab
- Fully AC staff room and administrative office
- An electric food warmer
- Refrigerator
- A kitchen platform with sink and a water filter
- Staff are also allowed to go outside the campus during working hours for urgent work like attending PTMs, depositing fee,



admission of their children, medicine, bank visit, etc.

- As Institution has a multicultural environment in the campus, it ensures the celebration of all the festivals together.

In a nutshell, the Institution strives hard to keep staff happy and healthy.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	<a href="#">View File</a>
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

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

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



00

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Brochures / Reports along with Photographs with date and caption	<a href="#">View File</a>
List of participants of each programme	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

01

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of Course completion certificates	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

**The performance appraisal system of the institution are as follows:**

#### **Teaching Staff**

1. The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).
2. Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.
3. The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.
4. The faculty members are informed well in advance of their due promotion.

5. The PBAS proforma filled by the Faculty Member is checked and verified by the Head of the institution followed by IQAC.
6. Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

#### Non-Teaching Staff

All non-teaching staff is also assessed by the head of the institution through annual confidential reports.

On satisfactory performance, all employees are granted promotions and financial upgradation under the ACP Scheme.

The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	<a href="#">View File</a>
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

Accounts of the institution are audited regularly. Accounts of 95% deficit grant-in-aid are audited by pre-Audit Cell (F &A) DPI (Colleges) Punjab, Internal Audit Organisation (F & A) Punjab & Accountant General Government of Punjab. Chartered Accountant appointed by Montgomery Educational Trust audits the other accounts of institution regularly. There are no major paras pending related to finance/recovery. Procedural objections raised were dropped/settled side by side.

File Description	Documents
Report of Auditors of during the year signed by the Principal.	<a href="#">View File</a>
List of audit objections and their compliance with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	<a href="#">View File</a>
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution is grant-in-aid institution. Government is paying 95% salary and allowances of the permanent faculty members, which is the major expenditure as far as the institution is concerned. Other funds of the institution are utilized for incurring daily expenditure.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The institution has established IQAC in the year 2010. The aim is to enhance quality. For quality sustenance of the institution, IQAC interacts with the teachers and students to bring excellence in the quality of teaching and learning. Quality in education is ensured through mutual discussions and then, the plans are chalked out. IQAC functions in absolute co-ordination with staff, cells and committees to develop operational mechanisms to facilitate the institution towards academic excellence. Time frame is set and reports and records are maintained by the concerned committees and cells and the same is submitted to IQAC for review. IQAC has contributed significantly in the following areas:

- Conducting regular IQAC meetings
- Formulation of academic calendar
- Preparation of Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- Circulation of IQAC reports amongst the stake holders for suggestions and feedback as well as uploading at the official website of the Institute.
- Organization of extension lectures
- Motivated faculty to present papers, publish articles and books, attend refresher courses and workshops etc.
- Organization of various competitions at college and inter-college level
- Facilitated the students to pursue internship at government schools
- Technological advancement in different functional areas
- Ensuring the smooth functioning of students' feedback system
- Reviewed the activities of various cells and committees
- Enrichment of library
- Celebration of National and International Days
- Documentation of all major activities

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

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

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. It includes various academic activities, co-curricular activities, various clubs and cells events, morning assemblies, examination schedule, summer, winter and other vacations etc.

All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching-learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, disciplinary practices and culture of the institute. All students are also given a tour of the campus and various facilities.

All students are provided with the Information Brochure that provides all details relevant for students. They are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. Attendance and conduct of classes are monitored by the head of the institution.

The library has membership of National Library and Information Services Infrastructure for Scholarly Content (INFLIBNET). Faculty and students can access e-resources including more than 6000 journals, 1,99,500 or more ebooks under N-LIST and 6,00,000 ebooks through National Digital Library with their username and password.

feedback committee, faculty, tutorial incharges and student council also works regularly with students to take feedback and appropriate steps are taken by the academic committee to enhance the teaching-learning process. Feedback is properly analyzed and shared with the principal and individual faculty members.

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

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

12

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of the work done by IQAC or other quality mechanisms	<a href="#">View File</a>
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Link to the minutes of the meeting of IQAC	<a href="http://gncewkpt.com/wp-content/uploads/2024/04/Minutes-of-Meeting-2022-23.pdf">http://gncewkpt.com/wp-content/uploads/2024/04/Minutes-of-Meeting-2022-23.pdf</a>
Link to Annual Quality Assurance Reports (AQAR) of IQAC	<a href="http://gncewkpt.com/aqar/">http://gncewkpt.com/aqar/</a>
Consolidated report of Academic Administrative Audit (AAA)	<a href="#">View File</a>
e-Copies of the accreditations and certifications	<a href="#">View File</a>
• Supporting document of participation in NIRF	<a href="#">View File</a>
Feedback analysis report	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college keeps track of the incremental improvements in academic and administrative domains of its functioning regularly. Various quality initiatives are undertaken after NAAC peer team second visit in October 2016, worth to mention are:

#### 1. INSTALLATION OF ILMs SOFTWARE KOHA:

The college library has installed Integrated Library Management System KOHA - an open source software for all the house keeping operations like circulation, cataloguing, acquisition, serial control and reports of library. The library is fully automatic with latest version 22.05.04.000.

2. SUBSCRIPTION TO N-LIST (INFLIBNET) : The library has membership of National Library and Information Services Infrastructure for Scholarly Content (INFLIBNET). Faculty and students can access e-resources including more than 6000 journals, 1,99,500 or more ebooks under N-LIST and 6,00,000 ebooks through National Digital Library

with their username and password.

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

## 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.

Guru Nanak College of Education is committed to constant improvement in its awareness as part of a wider commitment to sustainability and social responsibility. Eco-friendly, pollution free and well-ventilated infrastructure of the institution helps to conserve energy naturally The College's energy Policy emphasizes the need for sustainable practice. Our institution believes in the policy of reduce, reuse and recycle in terms of energy conservation. As the college infrastructure is naturally ventilated with adequate natural light, the campus is conducive for energy efficient practices. Right from the time the students join the college, students are trained to conserve energy by switching off the lights and fans in classrooms when they leave after the class. Various co-curricular activities focusing on Environment Conservation are organized in the college on a regular basis .Leaking taps are repaired immediately. The classrooms are all well ventilated with natural light coming in from huge windows. LED lights and energy saving lights are used in the college. The college campus is environment friendly with huge trees spread out across the beautiful gardens. The campus is cleaned regularly and students are also involved in cleaning through cleanliness drive. Many of the staff members use car-pooling and/or two-wheelers to conserve environment

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

7.1.2 - Institution has a stated policy and procedure for implementation of waste management Give a brief note on the institution policy for waste management along with its implementation procedure in



not more than 100 - 200 words.

The Institution actively engages in waste management practices on its campus.

**\*\*Waste Management Initiatives\*\***

The campus has implemented a system of clearly marked bins to segregate different types of waste, including paper, food, and miscellaneous items, ensuring proper disposal practices. The use of plastic bags is banned to promote environmental sustainability. Moreover, the institution prioritizes education on recycling and reusing discarded materials among students. It also collaborates with local municipalities for the collection and disposal of biodegradable waste, highlighting its commitment to responsible waste management.

**\*\*Liquid Waste Management\*\***

To manage liquid waste, the campus is equipped with a comprehensive waterborne sewage system, featuring an extensive underground pipeline network complete with manholes. These infrastructures underscore the college's dedication to minimizing waste production and fostering recycling and reuse practices. Additionally, surface water from cleaning and irrigation is intentionally directed to lawn areas to facilitate groundwater recharge. Wastewater from reverse osmosis (RO) systems is repurposed for gardening and cleaning tasks, further exemplifying the institution's efforts in sustainable waste management.

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

<p><b>7.1.3 - Institution waste management practices include Segregation of waste E-waste management Vermi-compost Bio gas plants Sewage Treatment Plant</b></p>	<p><b>One of the above</b></p>
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File Description	Documents
Documentary evidence in support of each selected response	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Income Expenditure statement highlighting the specific components	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

Two of the above

File Description	Documents
Income Expenditure statement highlighting the specific components	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college is dedicated to upholding a pristine environment, serving as an exemplary model for students, faculty, and staff alike.

**Campus Cleanliness Initiatives:**

1. Placing doormats at every classroom entrance.
2. Installing garbage bins at each workstation and classroom.
3. Motivating students and teachers to tidy up promptly after use.
4. Hosting cleanup events inspired by initiatives like Swachh

Bharat .

5. Ensuring regular cleaning of the campus grounds.

Hygiene and Sanitation Measures:

1. Emphasizing personal cleanliness.
2. Providing access to safe drinking water.
3. Ensuring proper toilet and sewage disposal.
4. Managing wastewater effectively.
5. Implementing solid waste management strategies.

Enhancing the Campus's Green Environment:

The college is actively pursuing and implementing strategies to transform into a carbon-negative campus through measures such as placing dustbins throughout the premises, comprehensive waste management, banning plastic use, employing dust-free chalk in classrooms, and minimizing photocopying/printing activities. The campus is adorned with a rich variety of flora, boasting numerous tree and plant species, alongside beds of flowers and stretches of grass, contributing to its lush greenery. The green coverage is consistently expanded through the regular planting of new vegetation, safeguarding existing green spaces, and meticulous maintenance, ensuring the campus not only thrives in its educational endeavors but also in fostering a sustainable and environmentally friendly atmosphere.

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

<b>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</b>	Two of the above
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File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	<a href="#">View File</a>
Circulars and relevant policy papers for the claims made	<a href="#">View File</a>
Snap shots and documents related to exclusive software packages used for paperless office	<a href="#">View File</a>
Income- Expenditure statement highlighting the specific components	<a href="#">View File</a>

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

0.03629

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statement on green initiatives, energy and waste management	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

1. The 'Har Ghar Tiranga' initiative, part of the Azadi Ka Amrit Mahotsav (AKAM), aims to inspire individuals to bring the Indian flag into their homes and proudly hoist it to commemorate the 75th year of India's independence.

2. On September 28, 2022, a spirited rally from the college campus to Shaheed Bhagat Singh Chowk honored the memory of the freedom fighter Shaheed Bhagat Singh. Faculty members and students participated with great enthusiasm.

3. 'Fun With Mathematics,' an event hosted by the Aryabhata Club on December 20, 2022, engaged students from Government Girls Senior Secondary Smart School and Hindu Putri Pathshala Girls Senior Secondary School in enjoyable mathematical activities.

4. As part of the 'Youth - 20 Titled' initiative focusing on 21st-century skills, our college organized an awareness program on 'Waste Management and Plantation' on March 6, 2023, as a contribution to the Green India mission.

5. Additionally, a guest lecture on women empowerment was delivered on March 16, 2023, by Mrs. Loveleen Chopra, Science Mistress at Duppayce village, addressing issues of insecurity, helplessness, gender inequality, and challenges faced by women in society.

6. the college hosted the celebration of Vishav Rangmanch Diwas (World Theatre Day) on March 28, 2023, organized by Mrs. Jaspreet Kaur, District Language Officer of Kapurthala, under the guidance of Punjab's Language Department.

7. on April 12, 2023, the college conducted an inter-college competition in collaboration with the Indian National Trust for Art and Cultural Heritage (INTACH Kapurthala Chapter) on Poster Making and Power Point Presentation was organized.

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

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

**D. Any 1 of the above**

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

## 7.2 - Best Practices

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

### Best Practice-I

**Title of the practice: multifaceted development of the students through a number of scholastic and co-scholastic activities**

**Har Ghar Tiranga**

**09/08/2022**

**Celebrated 115th birth anniversary of martyr Bhagat Singh**

**28/09/22**

**Shubh Arambh**

**10/10/22**

**Talent Hunt**

**20/10/22**

Talent Hunt in Art

21/10/22

National Cancer Awareness Day

01/11/22

Communal Harmony

15/11/22

National Constitutional Day

26/11/22

Workshop on "How to make Power Point Presentation"

06/12/22

Book Exhibition

12/12/22 to 17/12/22

Fun With Mathematics

20/12/22

Celebration of World Book and Copyright Day

24/04/23 to 25/04/23

National Voters Day

25/01/23

National Science Day

28/02/23

Waste Management & Plantation

06/03/23

Inter House Kho-Kho Competition

07/03/23

Food Fiesta

14/03/23

World TB Day 2023

24/03/23 to 25/03/23

Farewell

29/05/23

Best practice - II

Title of the practice: reinforcement of the practical facets of academics through community Engagement

Vishav Rangmanch Diwas (World Theatre Day)

28/03/23

Poster Making and Power Point Presentation in Collaboration with Indian National Trust for Art and Culture Heritage (INTACH), New Delhi

12/04/23

Guest Lecture by Women Empowerment Cell on gender inequality and challenges

16/03/23

A visit to exhibition held at Khalsa College, Amritsar during the second G20 Educational Working Group Committee

17/03/23



File Description	Documents
Photos related to two best practices of the Institution	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

The college is dedicated to invigorating the teaching and learning experience, aiming to nurture passionate and innovative educators who are committed to excellence and professionalism. It provides a nurturing environment that respects cultural and spiritual diversity, encouraging its expression and growth. The institution fosters a culture of respect, cooperation, peace, coexistence, and teamwork. In alignment with its vision and priorities, the college is committed to delivering a comprehensive education to its students. It keeps students actively involved in the learning process, promoting both individual and collective responsibility. The importance of value-based education is emphasized, with great effort put into integrating values into the curriculum and through both co-curricular and extracurricular activities. Focusing on the development of soft skills enables students to address everyday challenges effectively and to recognize the importance of hard work. The college's focus on holistic education, underscored by the significance of values and skill enhancement, has been immensely beneficial to the institution.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>