



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GURU TEG BAHADUR KHALSA COLLEGE OF EDUCATION DASUYA DISTT HOSHIARPUR
• Name of the Head of the institution	Dr.Varinder Kaur
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01883287967
• Mobile No:	9888889119
• Registered e-mail	gtbkcedasuya2005@gmail.com
• Alternate e-mail	sciencevarinder@gmail.com
• Address	GURU TEG BAHADUR KHALSA COLLEGE OF EDUCATION DASUYA DISTT HOSHIARPUR Pin Code 144205
• City/Town	Dasuya
• State/UT	Punjab
• Pin Code	144205
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	Panjab University Chandigarh				
• Name of the IQAC Coordinator	Gagandeep Kaur				
• Phone No.	01883287967				
• Alternate phone No.	01883287967				
• Mobile	9501720343				
• IQAC e-mail address	gtbkcedasuya2005@gmail.com				
• Alternate e-mail address	ecogagan@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://gtbkce.com/data-NAAC/AQAR-2019-20.pdf#toolbar=0				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.gtbkce.com/aca-aca-calendar-2020-21.html				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.31	2013	25/10/2013	24/10/2018
6. Date of Establishment of IQAC			03/09/2010		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	0	0	0	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Online Inter-College Shabad Gayan (Solo) and Quiz Competition in collaboration with PU Chandigarh, to develop aesthetic cum intellectual skills among the students.</p>		
<p>Vigilance Awareness Week was observed to raise awareness regarding the existence, causes and gravity of threat posed by corruption.</p>		
<p>Online celebration of Human Rights Day to aware the masses about their rights.</p>		
<p>Organisation of On the Spot Teaching Aid Preparation and Skill in Teaching Competition to master essential skills in teaching and T.L.M. preparation.</p>		
<p>Online International Yoga Day was observed to develop healthy mind and body.</p>		
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		

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> House examination and Final examination 	House examination and Final examination through online mode was accomplished.
<ul style="list-style-type: none"> Review of classes and syllabus through online mode 	Classes were reviewed during the meeting.
<ul style="list-style-type: none"> Expansion and renovation of infrastructure 	. Expansion and renovation of infrastructure was formulated but due to Covid-19 work was on hold.
<ul style="list-style-type: none"> Online Inter-College Shabad Gayan and Quiz Competition 	Online Inter-College Shabad Gayan and Quiz Competition in collaboration with P. U. Chandigarh was conducted on August 5, 2020.
<ul style="list-style-type: none"> Celebration of Teej festival 	Celebration of Teej festival was celebrated on July 27, 2020.
<ul style="list-style-type: none"> Independence Day 	. Independence Day was observed on August 14, 2020.
<ul style="list-style-type: none"> Online Competition dedicated to Teachers' Day 	Online Competition dedicated to Teachers' Day was conducted on September 5, 2020.
<ul style="list-style-type: none"> Celebration of Hindi Diwas 	. Celebration of Hindi Diwas was done September 14, 2020.
<ul style="list-style-type: none"> Releasing ceremony of combined Edition of Prospectus, Campus Reporter and Disha Magazine 	Releasing ceremony of combined Edition of Prospectus, Campus Reporter and Disha Magazine was done successfully on September 29, 2020.
<ul style="list-style-type: none"> Allotment of duties regarding admission 	Duties were allotted to concerned faculty regarding admission process.
<ul style="list-style-type: none"> Online celebration of Gandhi Jayanti 	Online celebration of Gandhi Jayanti was done October 2, 2020.
<ul style="list-style-type: none"> Online celebration of Bhagwan Valmiki Ji Jayanti 	Online celebration of Bhagwan Valmiki Ji Jayanti was accomplished on October 30,

	2020.
• Parkash Purab of Guru Ram Das Ji	Parkash Purab of Guru Ram Das Ji was celebrated on November 27, 2020.
• Celebration of Diwali	Celebration of Diwali was done November 13, 2020.
• 551st Birth Anniversary of Sri Guru Nanak Dev Ji	551st Birth Anniversary of Sri Guru Nanak Dev Ji was celebrated on November 27, 2020.
• Online Celebration of Children Day	Online Celebration of Children Day was done on November 10, 2020.
• Online Celebration of Human Rights Day	Online Celebration of Human Rights Day was accomplished on December 10, 2020
• House Examination	House examinations were accomplished.
• Martyrdom Day of Guru Teg Bahadur Ji	Martyrdom Day of Guru Teg Bahadur Ji was observed on November 24, 2019.
• Lohri Celebration	Lohri Celebration on January 13, 2021
• National Army Day	National Army Day on January 15, 2021.
• Birth Anniversary of Sri Guru Gobind Singh Ji	Birth Anniversary of Sri Guru Gobind Singh Ji on January 19, 2021
• Birth Anniversary of Subhash Chandra Bose, National Voter's Day & Republic Day	Birth Anniversary of Subhash Chandra Bose, National Voter's Day & Republic Day was celebrated on January 23, 2021
• Academic Inauguration of Session 2020-2021	Academic Inauguration of Session 2020-2021 on February 5, 2021.
• Fresher's Party of First Semester	Fresher's Party of First Semester was organized on February 10, 2021.
• Basant Panchmi	Basant Panchmi was celebrated on

	February 16, 2021.
• Science Day	Science Day was celebrated on March 6, 2021.
• Women's Day	Women's Day was observed on March 8, 2021.
• The Annual Sports Meet	The Annual Sports Meet was done on March 13, 2021.
• Final Examination	Duties for final examination were allocated by IQAC keeping in view the protocols of Covid-19.
• Final view of Prospectus, Campus Reporter and Magazine	Final view of Prospectus, Campus Reporter and Magazine was taken
• Admission Planning	Admission Planning was done
• Academic Calendar	Academic Calendar was finalized
• Curriculum Planning	Curriculum Planning was done
• Composition of committees	Composition of committees were viewed
• Baisakhi Celebration	Baisakhi was celebrated on April 10, 2021
• Online Celebration of 130th Birth Anniversary of Dr. Bhim Rao Ambedkar	Online Celebration of 130th Birth Anniversary of Dr. Bhim Rao Ambedkar ji on April 14, 2021
• On the Spot Teaching Aid Preparation Competition	On the Spot Teaching Aid Preparation Competition was organized on May 19, 2021
• Skill and Teaching Competition	Skill and Teaching Competition was organized on May 31, 2021
• World Environment day	World Environment day was celebrated on June 5, 2021
• Online International Yoga Day	Online International Yoga Day was observed on June 21, 2020
• Purchasing ZOOM Platform	Zoom platform was purchased on June 16, 2021.

13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	18/01/2022
15. Multidisciplinary / interdisciplinary	
<p>No, our institution is not a multidisciplinary / interdisciplinary institution. It is a stand alone institution running the B.Ed. programme since 2005 with intake of 100 student teachers.</p>	
16. Academic bank of credits (ABC):	
<p>Our institution is not under the scheme of ABC.</p>	
17. Skill development:	
<p>Yes, our institution enhances the skill development of students as skill development and training helps in emotional maturity in pupils which enables trainees to gain access to knowledge and ability, career ethics and good working attitude. In the B.Ed. Curriculum teaching internship programme is an essential component. Students are exposed to different types of teaching skills helping in employability, productivity and competitiveness in teaching zone. To refine the skills, students are sending to Panjab University Zonal and Inter-Zonal Skill-in-Teaching and Teaching Aid Preparation Competition. Apart from this, many soft skills incorporated like Life in Yoga, Personality Development, Learn to Sing in Tune and Art, Education.</p>	

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

Appropriate integration of Indian knowledge system is incorporated in the teaching learning process of our institution. The information, knowledge, instructional strategies are planned in all the three mediums i.e. English, Punjabi and Hindi for the convenience of pupils. This trilingual system of teaching increases brain mass and brain memory and strengthen phonologic, morphologic and syntactic skills of students. The B.Ed. curriculum is embedded with many CCA as like national festivals & days, Religious festivals & days, activities promoting our Indian culture & heritage, value based morning assemblies on various themes etc. Institution provides motivation to the students to join online courses available on SWAYAM portal.

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

Outcome Based Education implies clearly articulated idea of what students are expected to know and be able to do, that is what skill & knowledge they need to have, when they leave the college system. Our institution focuses on outcome based education in which students are encouraged to gain knowledge, develop skills and the entire faculty guide them in this regard. We promote flexibility, freedom and completely involve our students to take responsibility for goals. Our passed out students go for higher studies in India as well as abroad, clear many competitive exams, placed in government and private sectors and many brilliant students are in connection with us in the form of active alumnae. Participation of students in different co-curricular activities acquaints students with stage handling, build confidence and encourage competitive spirit. Our institution bagged many prizes in Skill-in-teaching and Youth festival competition and these constructive cum creative skills help them in their future adjustment. The reflection of outcome based education comes in the form as how to do things, ability to make decisions, fundamental understanding, what you are doing and why, reflective learning and adaptation through self reflection,

apply knowledge appropriately and responsibly.

20.Distance education/online education:

Our institution has a provision for online education as well as for distance education. During COVID-19 institution disseminates the knowledge through online ZOOM platform to the students. We have University School of Open Learning (USOL) study centre of Panjab University Chandigarh for B.Ed. students. Regular PCP classes are conducted for students every year as per the rules and regulations of USOL Department, Panjab University Chandigarh.

Extended Profile

1.Programme

1.1	1
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	191
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	87
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	94
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	16
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	16
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	7
Total number of Classrooms and Seminar halls	

4.2	5680457.3
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	43
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Institution follows the curriculum prescribed by Panjab University, Chandigarh. The curriculum is productively executed by the action plans developed by the Academic Core Committee along with IQAC supervised by the Principal. Academic Core Committee and IQAC prepare the institutions Academic Calendar as per the issued

University Calendar which comprises the specifications of number of working days, internal house examinations, semester end examinations, evaluation plans, co-curricular activities and same is communicated to all the faculty members. The time-table in-charge holds online meeting with the faculty members due to COVID-19 and distributes work load of subjects. Allotment of the subjects depends on the subject in which they are interviewed, experience, results, their preparedness and feedback. Faculty members are motivated to use ICT for successfully implementation of curriculum. It is delivered through innovative teaching methods, PPT's, seminars, assignments and Google classroom. Orientation cum bridge courses are conducted to acquaint the students with the curriculum of the B.Ed. Effectiveness of curriculum delivery is judged through oral tests, presentation and internal house examination. Attendance of students, behaviour in class, participation in co-curricular activities, timely completion of assignments and sessional work, marks in internal house examination adds to their internal assessment. Institutional interaction programme with the Teaching Practice Schools are established for better understanding and outcomes of the Teaching Practice. But due to COVID-19 this year, simulated teaching is given by mentor to mentees (B.Ed. Interns) followed by Finishing School Programme conducted through ZOOM platform. Feedback from students, parents, employers and alumni is collected, analysed and necessary action taken wherever possible are carried out. Internal and external academic audit is carried out by experts.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://www.gtbkce.com/about.html

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college academic calendar is prepared on the basis of calendar issued by the affiliating university. This helps to conduct internal house examination in each semester. While preparing Academic Calendar, Activity Calendar is also prepared for conducting various co-curricular activities and ensures that the curriculum delivery and co-curricular activities are undertaken as per schedule.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.gtbkce.com/aca-courses.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

GTB Khalsa College of Education inculcates professional ethics among B.Ed. interns by sending them for teaching practice in respective schools as their part of syllabus where they got direct experience of teaching, class handling, conducting tests and examinations, organizing various activities, parents' teacher meeting. Prior to this, pre-internship of two weeks is conducted where simulated teaching is organized so as to facilitate the B.Ed. interns with real life situation.

The institution oversees gender related issues, carrying out activities throughout the year to promote gender equity and sensitization, organizing talks and awareness programs on rights of women, celebrating important days regarding gender equity, debate

competitions, presentation competitions, etc. on relevant issues. It takes care of redressal of gender related grievances along with the grievance redressal cell. In 2020-21, various activities were celebrated such as, Celebration of Teej Festival (14/8/2020), Lohri celebration (13/1/2021), Women's Day celebration (8/3/2021) and Human Rights Day (10/12/2021), Counselling is provided especially by women staff, mentoring of all students, and looks into academic as well as personal counselling of students through mentor teachers. Safety and Security are ensured by 24-hour security at the College entrance, CCTV Cameras and an alert staff ensuring discipline. There is a Girls' Common Room, where girls can spend their free time.

The College is a minority institution aiming at providing affordable and quality education to all strata of the society in line with its Vision, Mission and Objectives. These are reflected in the College Prospectus and Website. Presence of staff as well as students from varied geographical areas, religions makes the environment inclusive and tolerant towards cultural, regional, linguistic, communal, socio economic and other diversities. On the socio-economic front, the College, through institutional scholarships, provides monetary assistance and ensures that economically backward students are not deprived of education due to financial constraints. National Unity Day is celebrated every year to address contemporary issues related to unity in which students and teachers present their views on Unity and inclusion. Students uniform bridge gaps arising out of socio-economic diversities. Our college conducts activities to generate awareness drives for employees and students to inculcate values for being responsible citizens. Some of the regularly conducted activities are Vigilance Awareness Week, Anti-Terrorism Day oath taking, Swachhata Abhiyan, Fitness activities, Yoga and games, compulsory exposure for students to work with various empanelled NGOs, tree plantation, blood donations drives, etc. Also, as mandated by various statutes and laws, there are various other committees like Library Committee, Placement Committee, etc. for looking into the issues of students and employees promptly. Further, being an academic institute our main focus is on sensitizing our students to become mature and responsible citizens of India. Their course curriculum includes Constitutional Articles which are mandatory to read for all students. The growing importance attached to ethics and sustainability has now become increasingly pertinent for the managers to share the same values. Red Ribbon Club of the college has a rich and diverse history of having undertaken some of the incredible social initiatives, since its inception. Some of the recent activities that is worth a mention under this cell are as follows Tree Plantation drives, Cleanliness Drives, Rallies on social issues, Army day and celebration of important days etc. Due

to outbreak of COVID-19 the activities were not organized but some of these were celebrated and organized following COVID-19 norms. Various National and international commemorative days are observed and celebrated. Speeches by staff and Principal on National festivals- Independence and Republic Day and reading of the preamble to the Constitution recapitulate and enhance National pride. There are also many cultural events including dance, skits and songs which reflect our national pride and pave way for introspection and realization of our obligation towards the nation. Other commemorative days such as Women's day (8.3.2021), Teachers' Day (5.3.2021), Gandhi Jayanti (2.10.2020), Children's Day (10.11.2020), etc. During the pandemic, expert practitioners of Yoga demonstrated online (21.6.2021) various Asana in Yoga and explain their benefits.

The Institution takes initiative for the management of wastes which is generated within its campus. Solid Waste Segregation is done by hand sorting. The dry waste which includes paper, cardboard, scrap materials is separated from others. Organic wastes like the leftover food, peels, scrapings from fruits etc. are also collected in bins separately. For E-waste Management, the college segregates old computers, batteries and wires and disposes them at regular intervals. However, no hazardous chemical waste is generated in the College Campus. The college has shown remarkable awareness in maintaining an eco-friendly campus.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

94

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
---	---

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.gtbkce.com/data-NAAC/StakeHolders/Feedback-2020-21.pdf#toolbar=0

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

100

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

59

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students and organizes special Programmes advanced learners and slow learners. We

believe in outcome-based learning processes, where we identify students as slow learners and advanced learners based on the prerequisite tests, class interaction, and test performances. We at the institute, give emphasis on improving the performance of the learners with Orientation Programme, Bridge Course and Remedial Teaching. Remedial classes are for the subjects which seem difficult to the students, where the faculty spares time to sit with those students individually to cope up with the subject. Through a mentor-mentee system also all kinds of support are provided to the slow learners. The strenuous efforts taken by the faculty towards the slow learners has resulted in students 'understanding in their chosen domain, improved results and passes percentage. The mentor also identifies other skills and strengths and encourages them to hone them which helps build self-confidence resulting in improvement in academic performance also. The mentor takes extra effort to understand the socio-economic backgrounds also which is sometimes a reason for poor performance. All necessary emotional and professional counseling is also provided whenever required. The mentor also connects the weak learners for the subject teachers with whom they are comfortable for extra support. Parents of students are informed in case of poor academic performance and psycho-social problems whenever necessary. Advanced learners are given opportunities to be part of innovative projects and other technical initiatives of the institute. The toppers of each class are appointed as Class Representatives for the department who are part of students' council so as to give a chance to develop their communication, leadership & team building skills. They are also given an opportunity to be office bearers of student council and various professional bodies and lead professional activities at Institution, University and National Levels. This initiative teaches them to strike a perfect balance between academics and extra & co-curricular activities which go a long way in achieving success in their professional career. They are given the opportunity to participate in different kind of activities and competitions. They also help slow learners through peer learning. We also encourage advanced learners to conduct workshops and seminars to share their knowledge. They are also part of the institute's social responsibility where they support the faculty members by teaching and providing skills to the underprivileged students.

File Description	Documents
Link for additional Information	http://gtbkce.com/aca-orientation-courses.html
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
196	15

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution believes in the adoption of student centric methods to enhance student involvement as a part of participative learning and problem solving methodology. Role Plays, Team works, Debates, Seminar Quizzes and case studies Specifically Students centric Teaching Methods are reflected in project work, Field Visit, Industrial visit& guest lectures. Specifically, the students 'centric methodology includes:

1. Experiential Learning

- o Teaching Internship
- o Participation in competition at various level
- o Field Visits
- o Guest Lecture

1. Participated Learning

- o Team work
- o Group work

3. Problem solving Methodology

- o Case studies
- o Discussion

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute-

ICT Tools

1. Projectors- Projectors are available in different classrooms/labs.
2. Desktop and Laptops- Desktop and Laptops are arranged at Computer Lab and staff room and Principal office.
3. Printers- They are installed at Computer Lab, staff room and other prominent places.
4. Photocopier machine- Photocopier machine is available at Library for the students.
5. Scanners- Multifunction printers are available at all prominent places.
6. Seminar Rooms- The institutions has a seminar hall equipped with all digital facilities.
7. Lecture Theater: It is digitally equipped with mike, projector, cameras and computer system.
8. Online Classes: Online classes were conducted during Covid - 19 through Zoom, Google Meet and Google Classroom.

Use of ICT by Faculty

A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by online search engines and websites to prepare effective presentations.

B. Seminar Room- Seminar room is digitally equipped where guest lectures, expert talks and various competitions are regularly

organized for students

C. Online quiz- During Covid faculties used to prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.

D. Video Conferencing-Students are counseled with the help of Zoom / Google meet applications.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.gtbkce.com/images/gallery/GeoTagged-Photos.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

10

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

15

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

College is affiliated to Panjab University Chandigarh and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. At the entry level, Entrance Test is conducted by the University and admission is given on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. The internal assessment is carried out in a systematic manner for theory, practical and internship programme. The Principal holds meetings of the Examination

department and IQAC and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation, Attendance and participation in Internal and University Level Curricular activities. Unit tests are conducted regularly as per the schedule given in academic calendar. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing students after their assessment. Academic calendar is prepared at the beginning of the session and is made available on the college website. Thus, students know about the dates of class tests (CT), submission of assignments well in advance and hence, can plan accordingly. The dates and schedule of house test and submission of assignments are displayed through the notices to the students well in advance. The question papers are prepared by the subject teachers with reference to old question paper/question bank/book followed by faculty members.

- Question paper is prepared by individual faculty/ faculty members teaching the same subject.
- Quality of question papers are checked and final question paper is approved by concerned authority.
- Answer sheets are evaluated and checked answer sheets are shown to the students.
- Sessional result analysis is discussed with Principal.
- A comparative evaluation of student's performance is carried out.
- For assessment of laboratory course an internal practical viva conducted by respective faculty member at the end of course.
- Interaction with students regarding their internal assessment.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students totake active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://gtbkce.com/aca-rules.html

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

College Level:

- If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents.
- If any student scores less marks and wants to improve in that subject, he/she can appear for the improvement examination.
- Slow learners and failures and provided Remedial Teaching and reattempt the examination.
- The grievances of the students with reference to assessment are made clear by showing his/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.
- Any student who is not satisfied with the assessment and award of marks may approach the concern subject teacher who can intervene and seek opinion of another course teacher.
- The Institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents.

University level:

With reference to evaluation, if the student scores less mark than expected, he/she can apply for revaluation of his/her answer script after paying the prescribed fee. Student can apply for revaluation if he/she feels that evaluation is not correct.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://gtbkce.com/aca-rules.html

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution has prepared Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs). They have been finalised as per inputs from NAAC and deliberation by IQAC and uploaded on the institutional website as well as published in College Prospectus also. With changes/revisions in existing syllabi, pedagogy incharges chalk out teaching strategies and evaluation methods in alignment with these outcomes. The IQAC apprised staff of the learning outcomes and placed the (PLOs) and (CLOs) of the UGC model curriculum for discussion and incorporation in the institution's transaction of curriculum. Teachers spell out the learning outcomes in the classroom at the beginning of each semester and session. Thus, students are made aware of course/programme expectations at the very commencement of the teaching-learning process. The Student Satisfaction Survey (SSS) is also another instrument by way of which the college takes feedback on the extent of student attainment of learning outcomes. Thus college employs multiple channels to make students and teachers aware of learning outcomes of courses and programmes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://gtbkce.com/data-NAAC/Programme-Outcomes-2020-21.pdf#toolbar=0
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Programme and Course outcomes, as evinced by NAAC have been designed for students and other stakeholders. They aim at making the students ready and equipped with knowledge and skill sets required for future. Evaluation of outcomes serves the institution as an effective tool for introspection and improvement. Outcomes have been uploaded on the College website as well as published in College Prospectus also. The students are made aware of these during the Orientation Programs for the new students as well as at the beginning of every semester. Students are guided with required mentoring so they achieve the desired outcomes. Evaluation of the

stated outcomes is carried out using multiple assessment methodologies. It is carried out regularly during routine teaching, and periodically through internal assessment and finally through evaluating the University results of the outgoing students by Examination cell, their placement through activities of the Placement Cell and their progression to higher education, obtained from personal feedback from students. Although placements have been affected adversely in 2020-2021 due to the COVID-19 pandemic conditions, results have seen an appreciable increase pointing towards, significant achievement of the outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://gtbkce.com/downloads/CampusReporter/CampusReporter-2020-21.pdf#toolbar=0

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

94

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.gtbkce.com/downloads/CampusReporter/CampusReporter-2020-21.pdf#toolbar=0

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.gtbkce.com/data-NAAC/SSS-Report-2020-21.pdf#toolbar=0>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institution has organized a numerous academic and cultural activities integrated with academic for the holistic development of the learner and faculty in respect to community. Extension

activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development.

IQAC organizes one day camp in nearby adopted village(Khera Kotli) and several activities were carried out by volunteers addressing social issues which include cleanliness, tree plantation, water conservation through construction of Bandhara, social interaction, group discussion on eradication of superstition, environmental awareness, women empowerment, National Integrity, Aids awareness. It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service.

The IQAC of the college organizes various extension activities as tree plantation, road safety awareness, Swachhta Abhiyan and National equality awareness.

Other than IQAC, the various houses of the college(Sahibzada Ajit Singh, Sahibzada Zujhar Singh, Sahibzada Zoravar Singh, Sahibzada Fateh Singh) conscious about their responsibilities for shaping students into responsible citizens of the country but making students aware of social issues through various programmes like environmental awareness, road safety, tree plantation, organizing visit to orphanages etc.

All these mentioned activities 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.

The Institution has organized a numerous academic and cultural activities integrated with academic for the holistic development of the learner and faculty in respect to community. Extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development.

IQAC organizes one day camp in nearby adopted village(Khera Kotli) and several activities were carried out by volunteers addressing social issues which include cleanliness, tree plantation, water conservation through construction of Bandhara, social interaction, group discussion on eradication of superstition, environmental awareness, women empowerment, National Integrity, Aids awareness. It

aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service.

The IQAC of the college organizes various extension activities as tree plantation, road safety awareness, Swachhta Abhiyan and National equality awareness.

Other than IQAC, the various houses of the college(Sahibzada Ajit Singh, Sahibzada Zujhar Singh, Sahibzada Zoravar Singh, Sahibzada Fateh Singh) conscious about their responsibilities for shaping students into responsible citizens of the country but making students aware of social issues through various programmes like environmental awareness, road safety, tree plantation, organizing visit to orphanages etc.

All these mentioned activities 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
Paste link for additional information	http://www.gtbkce.com/downloads/CampusReporter/CampusReporter-2020-21.pdf#toolbar=0
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

18

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

18

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is located in peaceful green surrounding with lawn for conducive quality education. There is a seminar hall equipped with ICT facility with fully Wi-Fi connectivity. There are 06 classrooms, 03 with ICT facilities. There are 06 laboratories (Curriculum laboratory, Language laboratory. ICT Resource Centre, Social Science Resource Room, Science and Mathematics Resource Room and Work Experience Laboratory), Art and Craft Room, Performing Arts/ Music Room, Physical Education Room, Library, Canteen, Multipurpose Hall, Playground and Fire Hydrant Complete System. There is a staff room, kitchen facility for staff, Separate wash-rooms for staff (males and females), Separate common room for boys and girls. One seminar hall with ICT facility, Wi-Fi facility is available in the college

campus; there is a big auditorium with all facilities for curricular, co-curricular, and cultural activities like orientation program, awareness seminars, youth festivals and functions like celebration of important days.

Basic amenities on college premises include separate staff and student parking, canteen, drinking water coolers, Medical room, solar energy generation (starting stage), CCTV cameras for security, there is a partial computerized library equipped with store room, separate reading room for teachers and students, lot of collection of textbooks (4313), reference books (414), journals (09), magazines (05) encyclopaedias (15) and general books (958) .and other resources form a strong support system to library. The office has a partial computerized system with Wi-Fi facility. There is an optimal use of infrastructure in the college campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.gtbkce.com/images/gallery/GeoTagged-Photos.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has adequate facilities which are augmented from time to time for conducting curricular and co-curricular activities efficiently. Various sports (indoor and outdoor games), cultural activities, public speaking communication skills development, yoga health and hygiene etc are conducted in the college campus time to time. The big auditorium with all facilities is available for curricular and co-curricular activities of the institution like cultural functions, orientation programmes, celebration of important days, youth festival and awareness seminars etc. Physical education/ yoga room is equipped with indoor games like walking exercise machine, carom board, table tennis, chess board and yoga mats etc. Open ground is used for outdoor games like badminton, volleyball, basketball, Athletics etc. Classrooms are also available for student-society meetings. There is space in curriculum laboratory for counseling and placement. A rest room with adequate facilities is available for students, faculty and staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.gtbkce.com/images/gallery/GeoTagged-Photos.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

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

33,76,068.30

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Due to COVID-19, Library was not accessed by the students as there was online teaching.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

25928

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute-

ICT Tools

1. Projectors- Projectors are available in different classrooms/labs.
2. Desktop and Laptops- Desktop and Laptops are arranged at Computer Lab and staff room and Principal office.
3. Printers- They are installed at Computer Lab, staff room and other prominent places.
4. Photocopier machine- Photocopier machine is available at Library for the students.
5. Scanners- Multifunction printers are available at all prominent places.
6. Seminar Rooms- The institutions has a seminar hall equipped with all digital facilities.
7. Lecture Theater: It is digitally equipped with mike, projector, cameras and computer system.
8. Online Classes: Online classes were conducted during Covid - 19 through Zoom, Google Meet and Google Classroom.

Use of ICT by Faculty

A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by online search engines and websites to prepare effective presentations.

B. Seminar Room- Seminar room is digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students

C. Online quiz- During Covid faculties used to prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.

D. Video Conferencing-Students are counseled with the help of Zoom / Google meet applications.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.gtbkce.com/lab-ict-resource.html

4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1811022

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institution has a well-documented and checked mechanism for maximum usage of infrastructural facilities. Few of the main features of the policy includes:-

1.Weekly confirmation of the care and maintained of the infrastructural facilities including the computer lab, laptops, LCD projectors, electricity, generator, water coolers etc.

2.It follows the precautionary measures via regular checks of working of different equipment.

3.Emphasis on the stock entry on receipts of goods and maintenance of records digitally.

4.Internal finance pre-audit is conducted under financial economical policies.

5.At the end of the financial year annual stock checking is done by the institution.

6.Regular meetings of academic core committee, administrative and technical committee are conducted to resolve the issues and problems of students, faculty and administration.

7. Tentative academic and activity calendar prepared with the discussion of faculty and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.gtbkce.com/images/gallery/GeoTagged-Photos.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

26

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	http://www.gtbkce.com/aca-value-added-courses.html
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

100

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

100

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

E. None of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

10

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

7

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

23

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

There is a student council functional in our institution and it is fully committed to the smooth functioning and development of the institution. The student council has a full freedom to develop leadership by organizing and carrying out various activities as wall magazine and heritage functions, martyrdom day, trip and tours etc. and services. This council plans the events that contribute to community welfare. All the four houses have democratically elected their representatives and Head Boy and Girl are also elected from students. The student council is highly dedicated and stabilizes all the issues with the help their mentors. There is a feedback system in which time to time students have given the full freedom to give their feedback on curriculum, faculty and institution. That feedback is analyzed further and suitable remedies are provided to the students thereafter. So, perfection and excellences are the keywords in every effort that we make. These practices of decentralization and participative management during year 2020-21 bear testimony to the rich tapestry that characterizes us to be globally competent.

File Description	Documents
Paste link for additional information	http://www.gtbkce.com/club-college-student.html
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

28

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association running in very effective way and institution have conducted Alumni Meet every year and students participated in an enthusiastic way. Active incorporation of suggestions from Alumni during Alumni Meet will part of strategy deployment and future plan of that particular year. Till date Alumni is not contributing in terms of funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College vision for excellence in academics and integrity of

character and aim to develop a scientific temperament for a caring, impartial and inclusive society, with its mission to create and facilitate an environment for knowledge, research, skill, self-reliance and humanitarianism that propels the young to build a caring and sharing society is seen in its governance. Its high morals and values are reflected in its policy of welcoming staff as well as students from all strata of society. Our institution facilitates learning through appropriate skills and methodologies so as to render selfless service to the community. The Management always encourages the involvement of the staff in the quality assurance, enhancement and developmental activities of the College.

The Management leads the Principal and staff, towards the fulfillment of the stated mission. The Management / Governing Council meet twice a year for discussion, policy making and its implementation based on feedback received from Principal. The Management has been proactive in extending all guidance, support and cooperation after the outbreak of the COVID-19 pandemic. Webinars on various relevant issues have been encouraged and promoted by the Management. Management has also provided support of infrastructure for online teaching.

File Description	Documents
Paste link for additional information	http://www.gtbkce.com/abt-mission-vision.html
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Management along with the academic core committee, college development council and IQAC discusses and approves important administrative issues such as budget, admissions, results etc. governing council, and staff council also review the activities and necessary suggestions are made by them. Major decisions are taken by the Principal in consultation with Governing Council, ACC, IQAC and Staff Council. The institution's democratic principles of decentralization and participative management are also reflected through involvement of staff members and students in various committees, clubs and cells. All the human resources of the institution are further delegated responsibility of planning and execution of activities. There are elected representatives from the students who form an effective student council which gives the

students an opportunity to develop leadership by organizing and carrying out college activities. In our institution, student council is the voice of student body.

File Description	Documents
Paste link for additional information	https://gtbkce.com/services.html
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College Management believes in setting up perspective plans for excellence in academic and infrastructural development. This is drawn in the form of long term and short term goals in different aspects of college functioning. These perspective plans are reflected in the annual action plans and these are decided by IQAC finally approved by principal academic core committee and governing council. Augmentation and renovation of infrastructure, and increase in library resources with financial assistance from management are ensured.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://gtbkce.com/data-NAAC/StrategicPlanning.pdf#toolbar=0
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Organogram is an administrative reflection of the institution in form of diagram which describes the decentralized structure of the administration and institutional functioning. Administration is a cooperative efforts of Trust, Governing Body, Principal, Faculty (teaching and Non-Teaching) and students with the support and cooperation of all stakeholders for the pursuit of the common objectives. Apex body of the institution is Trust, Governing Body work for the development of the institution with timely discussion with the Trust and Principal. Principal works independently in the

institution with the guidance and requisite discussion with the Trust and Governing Body. Working process contributes to the Vision and Mission of the institution which is fully decentralized and going through the interaction and timely discussion between the Principal, Vice-Principal, IQAC, Academic Core Committee, Teaching and Non-Teaching Faculty, Coordinators, Committees, Cells and Club in-charges, Student Council, Supporting Staff and all the stakeholders.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.gtbkce.com/abt-organogram.html
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution provides welfare schemes to the employees to keep their motivation level high. The welfare schemes available for the teaching faculty are as follows:

- Medical Leave for Regular Faculty
- Medical Allowance for Regular Faculty.
- Loan Facilities to Regular Faculty.

- Provident Fund
- Annual Increment
- Maternity leave with pay
- Honor to in charges of the activities for their best organization
- Purchasing of Zoom platform for conducting online classes and attending different seminars, workshop, etc through online mode

The institution provides welfare schemes to the employees to keep their motivation level high. The welfare schemes available for the non teaching faculty are as follows:-

- Loan Facilities.
- Contribution of Employment Provident Fund.
- Token money during Festival.
- Two time tea is provided to class 4 Employees Honor to in charges of the activities for their best organization

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

NIL

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Under the internal performance appraisal system, the Principal

monitors and evaluates the performance of all its staff and communicates the areas of improvement or the overall performance annually or as per requirement. The students at the end of their course give an online feedback about all the teachers subject wise. Online feedback is also obtained from all students time to time. All these are scrutinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner. The IQAC, also reviews Administrative and Academic progress so as to review the performance of all the faculty and office administration.

File Description	Documents
Paste link for additional information	http://www.gtbkce.com/data-NAAC/SSS-Report-2020-21.pdf#toolbar=0
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The accounts of the institution are audited regularly. There is internal and external audit system of the account. The college has an inbuilt system of the internal audit of the accounts. Internal audit is done by Principal and IQAC and external audit is done by chartered accountant. Management and Principal look after each and every bill of the expenditure In case of any discrepancy found at any level, It is rectified immediately. All the records of the account are properly maintained and updated frequently by the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The predominant sources of funds for the institution are student's fees, bank loans, university funds for various activities, funds from society and promoters. At the beginning of every financial year, the requirements of college office, library and various cells and committees are submitted to the principal and then meeting of IQAC is held and decision for funds utilization is taken, budget is prepared and presented before the academic core committee and funds are disbursed accordingly. University funds are used for conducting youth festivals, seminars and faculty development programmes. Funds are received for smooth conduct of examinations and accounts are submitted as per norms. Other funds in the form of donations are utilized for the development of the institution. Account section of the institution maintains all records of income and expenditure to ensure financial transparency. All accounts of funds received and spent are externally audited by the chartered accountant.

File Description	Documents
Paste link for additional information	http://www.gtbkce.com/NCTE-014-balance-sheet.html
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

At the beginning of every academic year, IQAC frames an action plan and ensures its proper implementation for overall development of the

students. Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal.

Two institutionalized practices are:-

Students' Orientation Programme: At the beginning of every academic session, Students' Orientation Programme is held for freshers. Students are given information about examination system, internal marks, Program outcomes, various Cells, library, NCC, NSS, sports etc. These orientation program are reflected in the campus reporters of the institution.

Green Diwali:- The practice of green diwali is initiated in the institution to save the environment and mother earth and to decrease noise and pollution in an eco- friendly mannar.

File Description	Documents
Paste link for additional information	http://www.gtbkce.com/aca-orientation-courses.html
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College has undergone the Ist cycles of accreditation in 2013. Review of the various processes has been based mainly on their Peer Team Reports. IQAC, through discussions and recommendations, identifies need of improvement towards teaching-learning and prepares a plan of action for upcoming session. The incremental improvement in quality is identified, and lacunae, if any, are addressed by IQAC, the college administration and Management./

The incremental improvement is as follows:-

- **Buildings and Infrastructure:** - With the recommendation of peer team there is an increase in building and infrastructure of the college to ensure the proper academic, administrative and teaching learning process of the institution.
- **Computer:-** There has been steady increase in number of computers and use of ICT in teaching and learning.
- **Library Books:** - Library books are also increased steadily to

help the student in their academic growth.

- **Placements:** - Placements are also ensured by the placement cell from the last years to help the students in their future adjustment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://gtbkce.com/downloads/CampusReporter/CampusReporter-2020-21.pdf#toolbar=0
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution oversees gender related issues, carrying out activities throughout the year to promote gender equity and sensitization, organizing talks and awareness programs on rights of women, celebrating important days regarding gender equity, debate competitions, presentation competitions, etc. on relevant issues. In

2020-21, various activities were celebrated such as, Celebration of Teej Festival (14/8/2020), Lohri celebration (13/1/2021), Women's Day celebration (8/3/2021) and Human Rights Day (10/12/2021),

Counseling is provided especially by women staff, mentoring of all students, and looks into academic as well as personal counseling of students by mentor teachers. Safety and Security are ensured by 24-hour security at the College entrance, CCTV Cameras and an alert staff ensuring discipline. There is a Girls' Common Room, where girls spend their free time.

File Description	Documents
Annual gender sensitization action plan	http://gtbkce.com/data-NAAC/GenderSensitizationActionPlan.pdf#toolbar=0
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.gtbkce.com/images/gallery/GeoTagged-Photos.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Institution takes initiative for the management of wastes which is generated within its campus. For E-waste Management, old computers are sold to the agency (Jindal Trading Co.) they sort and separate the materials and prepare them for sale as usable raw materials. They are also used for the production of new electronics. However, no hazardous chemical waste is generated in the College

Campus. All these ensure that the College takes care of the waste generated regularly by reducing the waste and make an effort for its re-use and re-cycle.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>E. None of the above</p>
---	------------------------------------

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>D. Any 1 of the above</p>
--	-------------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

The College is a minority institution aiming at providing affordable and quality education to all strata of the society in line with its Vision, Mission and Objectives. These are reflected in the College Prospectus and Website. Presence of staff as well as students from varied geographical areas, religions makes the environment inclusive and tolerant towards cultural, regional, linguistic, communal, socio economic and other diversities. On the socio-economic front, the College, through institutional scholarships, provides monetary assistance and ensures that economically backward students are not deprived of education due to financial constraints. National Unity Day is celebrated every year to address contemporary issues related to unity in which students and teachers present their views on Unity and inclusion. Student uniform bridge gaps arising out of socioeconomic diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

GTB Khalsa College of Education regularly conducts activities to generate awareness drives for employees and students to inculcate values for being responsible citizens. Some of the regularly conducted activities are Vigilance Awareness Week, Anti-Terrorism Day oath taking, Swachhata Abhiyan, Fitness activities, Yoga and games, compulsory exposure for students to work with various empanelled NGOs, tree plantation, blood donations drives, etc. Also, as mandated by various statutes and laws, there are various other committees like Library Committee, Placement Committee, etc. for looking into the issues of students and employees promptly. Further, being an academic institute our main focus is on sensitizing our students to become mature and responsible citizens of India. Their course curriculum includes Constitutional Articles which are mandatory to read for all students. The growing importance attached to ethics and sustainability has now become increasingly pertinent for the managers to share the same values. Red Ribbon Club of the college has a rich and diverse history of having undertaken some of the incredible social initiatives, since its inception. Some of the

recent activities that is worth a mention under this cell are as follows Tree Plantation drives, Cleanliness Drives, Rallies on social issues, Army day and celebration of important days etc. Due to outbreak of Covid- 19 it was not possible to organize all the activities, but some of these the events were organized following Covid norms.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Various National and international commemorative days are observed and celebrated. Speeches by staff and Principal on National festivals- Independence and Republic Day and reading of the preamble to the Constitution recapitulate and enhance National pride. There are also many cultural events including dance, skits and songs which

reflect our national pride and pave way for introspection and realization of our obligation towards the nation. Other commemorative days such as Women's day (8.3.2021), Teachers' Day (5.3.2021), Gandhi Jayanti (2.10.2020), , Children's Day (10.11.2020), etc. During the pandemic, expert practitioners of Yoga demonstrated online (21.6.2021) various Aasans in Yoga and explain their benefit.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice of the Institution

Green Diwali

Title of the Practice: Green Diwali

Due to pollution, environmental smoke is converted into smog. During the time of Covid- 19, a drastic change in nature took place. Every human activity ceased, including transportation, which had a significant impact on the atmosphere. The way of celebrating festivals also changed. In this situation, Green Diwali is a way of celebrating the festival of lights with minimum damage to the environment. The idea is simple; we have to save the environment and mother Earth, which provides us all the natural resources. The bursting of firecrackers not only causes pollution but is also detrimental to the health of elderly people, children, and animals. Many people suffer from pollution-related ailments during the festive season due to poor air quality.

Duration: (Year of Inception- Year of Discontinuation):

Year of Inception: 2020

Year of Discontinuation: Still continue

Goals:

- To reduce environment pollution.
- To spread awareness regarding safe and Green Diwali.
- To enhance the greenery of the institution.
- To increase survival rate of animals and birds.
- To abate the diseases caused by the crackers.
- To maintain and balanced environment.

Context:

The institution used to celebrate Diwali in its premises by conducting various activities. The threats caused by burning of crackers have an adverse effect on the environment. Due to fire crackers, after Diwali elevation in smoke cause many dreadly diseases which affect people of all ages. It has been also noticed that cracking fire also causes death of birds which are found on the roads. Being a B.Ed. college where would be teachers are students, it is our significant responsibility to spread awareness regarding the environmental protection. We discussed in our IQAC meeting about reducing the pollution in the environment and other ill effects of cracking crackers and various ways to celebrate Diwali. The suggestions of Green Diwali were forwarded by the staff to make the students, teachers and society cognizant about the prominence of Green Diwali. Moreover in the Covid-19, it was a little initiative taken by the institution to make the environment cleaner and greener.

The Practice:

To accomplish above stated goals, various activities are organised to celebrate Green Diwali in an effective way. Members of the community, journalists of different news papers are invited in the event. Following are the practices taken out by the institution on Diwali:

1. Salad preparation: On the occasion of Diwali we consume sweets which are prepared in the market. Due to many reasons, people fall ill after consuming the market made products. To cease this practice and emphasize healthy food, students of four houses prepare and arrange salads according to their nutritional value as it serve the purpose of eco-friendly Diwali.
2. Use of Diyas and Candles for decoration: Use of electricity lights for the decoration is shunned to reduce the power

consumption. The message is conveyed that we should avoid using electric lights to illuminate our home by dispersing earthen lamps and candles. Diya and candle making competitions, rangoli making competition are conducted on this occasion.

3. Tree Plantation: To make the environment green and clean tree plantation drive is taken out in the campus. Plants of different medicinal properties, decorative and shrubs are planted on the event. The guests of the event are honoured by presenting pots and plants to spread this ritual in the society too.

At this time students of first semester celebrate Green Diwali in the college premises and students of third semester who are in their internship period take this ritual to their teaching practice schools. 100 student interns in more than 10 schools teach the students and other members of community to celebrate Green Diwali.

Evidence of success:

The main objective of this celebration is to disseminate the significance of Green Diwali. As it is mentioned above that the students of the college take this practice in the schools also by celebrating Green Diwali there. Thus it works as a chain which starts from the college to teaching practice schools to the community and individual student's home. Principals and faculty of mother and sister institutions are also invited on this event to bring it into practice at their institution also.

Problems encountered and resources required:

We have taken steps to conserve environment by following these practices. The change is not possible only with our efforts. The other government and Non- government agencies also have to give their contribution in the promotion of Green Diwali. Tax or fine can be imposed on the burning the crackers.

Notes(Optional):

- Awareness rallies on the Green Diwali can be taken out by the institution.
- Drama/ play can be presented in the society.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Innovative Practice of the Institution

Plant as a Sign of Productivity

Title of the Practice: Plant as a Sign of Productivity

According to the current situation of the world, Greenery has become the most important thing in the daily life and everyone wants to maintain the greenery for the fresh air because it is good for health. To gift a plant can have many meanings but most of the people gift to loved ones on the special occasion or special purpose like wishing good luck or good health. A plant can also be a long lasting gift to someone as we care the plant everyday for its fullest development. Thus, to gift a plant will be a nice idea for anyone.

Goals :

- To promote the greenery in the environment.
- To develop nurturing nature among the individuals.
- To develop a sense of responsibility and honor given by someone how much has its importance.
- To raise awareness of sharing and caring the nature.
- To substitute mementoes with plants.
- To make the plant as a gift a best practice in all the colleges.
- To do a selfless investment for the future.

Context:

We used to honor all the guests with mementoes, who visit our institution for academic or non-academic purposes. Since two years, in the IQAC meetings, we discussed about the significance of the mementoes as there were enormous guests who visit the institution

frequently for curricular or co-curricular activities and every time they receive a memento. It was found that is arduous to place and maintain to numerous mementoes, conspicuously, these turns into being a part of the scrap. Therefore, we determined to honor with an innovative and memorable article to our guests in the form of a planter with holding a plant. We all are cognizant that the plants are a sign of our new invigoration, prosperity as well as indispensable for a sound health. Before starting this as a best practice, we have searched for creative planters including ornamental plants as well as practiced it for one year and got appraisal from all the guests for substituting plants with mementoes. Simultaneously, the guests ensured that they will take this practice to their institutions also. This feedback encouraged us to make this practice as a best practice of our college.

The Practice:

Plants are a sign of respect, telling someone that you trust them and by nurturing the plant the recipient shows his nurturing nature. It is a gesture that shows your trust the person with the responsibility of a plant. Our institution is a teacher education institute, where various curricular and co-curricular activities take place. Whether it may be Final Discussion Lessons of the pupil teachers or celebration of important days, we invite guests from other institutions and members of the society also. Hence, on every occasion, plants are given to the dignitaries. To gift the plant are the symbol of trust, respect. Gifting a plant also mean is that we are telling nature is so beautiful and important for our life and save the plants and care of them to maintain a green environment.

Evidence of success:

We have been practicing this practice since last two years and all the guest visitors have also appreciated us for this ritual of our institutions. We have also been informed about the continuation of the practice in other colleges to protect and promote the nature.

Problems Encountered and Resources required:

We have adopted it as an innovative practice but there are some problems which require solutions. Sometimes, ornamental plants which are given to the guests do not grow due to the inadaptable season and the plant don't nourish. It may happen that growing of the plant exceed the size of the pot. We also have to search for the creative planters for this purpose, which require energy and time as well.

Notes (Optional):

- The college will develop an Eco-Club for the conduction of all nature related activities.
- Green audit of the institution of the college will be done in coming years to access the nature conserving activities.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future plan (2020-21)

1. Automated Administration.
2. Learning Management System (LMS).
3. ERP.
4. Development of E-Content.
5. More university merits positions.
6. Technology equipped infrastructure.
7. Teacher work to be authentically documented.
8. More Faculty Development Programme.
9. Technology equipped infrastructure.
10. Organize national and international seminars.
11. More participations of faculty in National and International Seminars.
12. Welfare Schemes for adhoc employees.
13. Addition of new courses.
14. Purchasing more equipment related to teaching learning process.
15. Fully automation of library.
16. Conduct Academic Audit.
17. Addition of text books, reference books, new journals and e-books in the library.