Sanctorum College of Education
National Highway Lalad Sopore
The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

Data of the Institution

1. Name of the Institution: **Sanctorum College of Education**

- Name of the Head of the institution: **G.R.Sofi**

- Designation: **Principal**

- Does the institution function from own campus: **Yes**

- Phone no./Alternate phone no.: 01954-222538

- Mobile no.:9797849000

- Registered e-mail:sanctorum996@gmail.com

- Alternate e-mail:sps.scc@rediffmail.com

- Address   :**National Highway Lalad Sopore District Baramulla J&K**

- City/Town   : **Sopore**

- State/UT   : **Jammu&Kashmir**

- Pin Code   : **193201**

2. Institutional Status:
- Affiliated /Constituent: **Affiliated**
- Type of Institution: **Co-education**
- Location :Rural/Semi-urban/Urban: **Rural**
- Financial Status: **UGC 2f and 12 (B)/ Self-financing**

- Name of the Affiliating University: **Kashmir University**
- Name of the IQAC Coordinator: **Sayema Shaban**
- Phone No**.**   01954293538
- Alternate Phone No.   9419039898
- Mobile: 01954293538, 7006340581
- IQAC e-mail address: sps_sce@rediffmail.com

- Alternate e-mail address: syedrakhshandah001@gmail.com

Website address:

     Web-link of the AQAR: (Previous Academic Year)

Whether Academic Calendar prepared during the year? Yes/No: Yes

, if yes, whether it is uploaded in the Institutional website:

Web link:

3. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
1st	**B**	**2.34**	**2017**	**From:1st May 2017**	**To: May 2022**
2nd				from:	to:
3rd				from:	to:
4th				from:	to:
5th				from:	to:

4. Date of Establishment of IQAC: **05/07/2013**

5. Provide the list of funds by Central/ State Government

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. **N.A**

Institution/ Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N.A	**N.A**	**N.A**	**N.A**	**N.A**
N.A	**N.A**	**N.A**	**N.A**	**N.A**
N.A	**N.A**	**N.A**	**N.A**	**N.A**

6. Whether composition of IQAC as per latest NAAC guidelines: **Yes**

7. No. of IQAC meetings held during the year: **3(Once in every quarter of year)**

Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website: **Yes**

8. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

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

- Automation of library
- Implementation of ICT in teaching learning process
- Conduct of remedial classes
- Development of research aptitude among teachers and learners by conducting workshop on research methodology
- Establishment of Guidance and Counselling cell

10. 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
Academic audit for the year 2017-18	Academic audit has been done by the internal and external members
Motivating the teachers to participate in orientation, seminars, workshops etc	Conducting these programmes for the holistic development of the staff
To conduct Seminars/Workshops for over-all well being of students	Seminars/Workshops were conducted during the academic year 2017-2018
Academic instructions and reflection of co-curricular activities	The following programmes has been achieved
Upgradation of existing computers in laboratories with high configuration and necessary software	Windows 7 system is added with software
To improve infrastructure	Building repairment has been done to facilitate teaching and learning

11. Whether the AQAR was placed before statutory body?   : NO

12. Whether institutional data submitted to AISHE:

      Yes No: YES

      Year: 2017-2018

      Date of Submission: 28/07/2018

Extended Profile of the Institution

1. Programme:

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

Year	2017-18
Number	01

2. Student:

2.1 Number of students during the year.

Year	2017-18
Number	120

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

Year	2017-18
Number	02

Number of outgoing/ final year students during the year

Year	2017-18
Number	49

3. Academic:

3.1 Number of full time teachers during the year

Year	2017-18
Number	13

3.2 Number of Sanctioned posts during the year

Year	2017-18
Number	18

4. Institution:

4.1 Total number of Classrooms and Seminar halls: 12 classrooms and 1 seminar hall

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

Year	2017-18
Expenditure	6,62,325

1. 4.3 Total number of computers on campus for academic purposes: 21

PART-B

Criterion 1 – Curricular Aspects

Key Indicator – 1.1 Curricular Planning and Implementation

Metric No.	
1.1.1.	*The Institution ensures effective curriculum delivery through a well planned and documented process:* Curriculum for two years B.Ed course is well planned by the NAAC Accredited Grade A+ University of Kashmir that provides mode of methods techniques and strategies of curricular transactions to the best desire and directions of the planning agency to strengthen the understanding of teaching aspect in the classroom that provides an exposure to teaching practice.Teachers are encouraged for participation and learning by using instructional strategies and transacts learning experience which is regularly monitored and assessed in respect of time, material and student behaviour for effective learning. The learners are engaged meaningfully providing them the opportunities to construct knowledge on theirs own.The interest is given on social and communication skills as well as collaborate and exchange of ideas to the best desire and directions of the affiliating agency. In order to provide meaningful engagements the internship is spread over both years to undertake responsibility of planning and implementing teaching –learning activities for specific units of study besides developing a broad spectrum of perspective on teaching as a profession. • Upload relevant supporting document. • Link for Additional information
1.1.2.	*The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE):* Before the commencement of the academic year, the institution prepares 'Academic Calendar' containing the relevant information regarding the teaching learning schedule (working days), various events to be organized, holidays, dates of internal examination etc. At the beginning of the session, an orientation in respect of course of study is organized. The college profile is highlighted, disciplinary virtues are discussed with the students and a general overview of the vision, mission and objectives of institution is given. The students academic progress is monitored regularly by adopting the strategy of continuous internal evaluation, seminars, project work, unit test etc. The session is attended usually by the Principal and all the faculty members besides the members of non-teaching staff. Academic calendar serves as a route map for the accomplishment of the objectives of B.Ed course in particular and overall personal development of the trainees in particular. Academic calendar keeps students, faculty and staff reminded of key dates through the year. It also helps the students and teachers to celebrate certain days like Environmental day, Earth day, Women's day etc. It brings a systematic approach in Education system. **File Description** • Upload relevant supporting document • Link for Additional information

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*

Year	__
Number	__

1. Academic council/BoS of Affiliating University
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Options

1. All of the above
2. Any 3 of the above
3. Any 2 of the above
4. Any 1 of the above
✓ None of the above

	Data requirement: **N.A** • Number of teachers participated • Name of the body in which full time teachers participated. • Total number of teachers Documents: Upload the scanned copies of the letters issued by the affiliating university / institutions with respect to the activity in which the teachers are involved. **File Description: N.A** • Details of participation of teachers in various bodies/activities provided as a response to the metric • Any additional information

Key Indicator- 1.2 Academic Flexibility

Metric No.	
1.2.1.	*Number of Programs in which Choice Based Credit System (CBCS)/ elective course system has been implemented:* <table><tr><td>Year</td><td>2017-18</td></tr><tr><td>Number</td><td>01</td></tr></table> Data Requirement: (As per Data Template) • Name of all Programs adopting CBCS: B.Ed • Name of all Programs adopting elective course system: B.Ed **File Description (Upload)** • Any additional information • Minutes of relevant Academic Council/ BOS meetings • Institutional data in prescribed format (Data Template)
1.2.2.	*Number of Add on /Certificate programs offered during the year:* <table><tr><td>Year</td><td>__</td></tr><tr><td>Number</td><td>__</td></tr></table> • *Names of the Add on /Certificate programs with 30 or more contact hours* • *No. of times offered during the same year* • *Total no. of students completing the course in the year* *File Description (Upload) :N.A* • *Any additional information* • *Brochure or any other document relating to Add on /Certificate programs* • *List of Add on /Certificate programs (Data Template)*

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

Year	__
Number	__

Data Requirement: **N.A**
- Total number of students enrolled in certificate / Add –on programs
- Total number of students across all the programs

File Description(Upload): N.A
- Any additional information
- Details of the students enrolled in Subjects related to certificate/Add-on programs

Key Indicator- 1.3 Curriculum Enrichment

Metric No.	
1.3.1.	*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum in many ways* - **Professional ethics:** Professional ethics are taught to students and teachers by conducting certain workshops on personality development. Practice of teaching is being conducted to help the students to develop professional qualities as a future teachers. The University of Kashmir has also made teacher education as a part of syllabi which has helped a lot to inculcate qualities of a good teacher among students as well as teachers. - **Gender equality:** Gender equality and equal opportunity for women are necessary in the institution population, every activity and programme organized by college involves equal participation of girl students and female teachers. International women's day is celebrated every year with full enthusiasm during which women are felicitated. Women development seminars are also conducted. - **Environmental awareness:** Environmental education is a part of curriculum in this college . The students are taken to field trips to give them firsthand knowledge about environmental issues. Besides this college celebrates environmental day every year with full enthusiasm. The college also conducts cleanliness drive and celebrates other important days like earth day, water day where students are made aware about the importance of preserving environment. - **Human value:** Moral and ethical values are integral part of education of the students .Our teachers put their best efforts to groom students and make them responsible citizens. B.Ed trainees are asked to observe morning assembly and learn how to develop values among students. Peace and value education is also part of the syllabi which has helped students to inculcate the moral and ethical values. Any additional information - Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

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

Year	2017-18
Number	01

- Name of the Course: B.Ed
- Details of experiential learning through project work/field work/internship
- Name of the Program: Micro-Teaching, Internship Programmes

Micro-Teaching Activity
- Students were advised to prepare the micro-teaching notebook on different skills
- The students were advised to prepare a minimum three lessons on different micro-teaching skills and deliver it to micro student group.
- Students were directed to maintain micro-teaching on any available notebook and to ensure to capture the pictures while delivering class and preserve them as a reference of record
- Students were advised to prepare the lesson plans well in advance on a separate notebook in the language paper they have opted in B.Ed like teaching of English/Urdu/Kashmiri/Hindi/Punjabi
- Students were advised to prepare a minimum of 15 lessons and to deliver them to micro students. This programme lasted for 15 days

Internship Programme
- Students were advised to visit Anganwadi centre for three consecutive days and to prepare a brief profile to describe the purpose and functioning of the Anganwadi Centre
- Students were advised to visit Primary school or Middle school functioning in his/her area and to prepare a profile mentioning the activities of the school like morning assembly, classroom facilities, drinking facilities, staff strength etc and same should be reported in the internship copy. The visit lasted for three days
- Students were directed to visit high school and higher secondary school located in his/her educational zone. The aim of this visit was to know about the structure, functioning and role of these schools in our education system. It was advised to contact any teacher of these concerned schools to know more about the high or higher secondary school and take the guidance from him/her to compile the report on the internship copy.
- The students also visited DIET functioning in his/her district for observation. The aim of the profile was to know the activities of the DIET like teacher training activities, action research, the conduct of 8th class examination, staff strength and other activities carried out by the DIET s. It was suggested to contact any lecturer of higher secondary or DIET to know more about the role and functioning of the DIET. The same should be reported in the internship copy

1.3.3.	*Number of students undertaking project work/field work/ internships*

Year	2017-18
Number	120

Data Requirement
- Name of the program: Internships
- No. of students undertaking project work/field work /internships: 114

File Description:(Upload)
- Any additional information
- List of program and number of students under taking project work/field work/ /internships (Data Template)

Key Indicator- 1.4 Feedback System

Metric No.	
1.4.1.	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students 2)Teachers 3)Employers 4)Alumni* Report of analysis of feedback received from different stakeholders Most of the students, teachers and a few alumini has provided feedback by way of discussion, conducting class written suggestions in respect of more and more teaching learning resources besides physical facilities which are supervised and commented upon by mentor and supervisor to guide in undertaking the activities and were to improve further. The suggestions with regard to academics are discussed with the IQAC members, teachers and design to enhance and support the effective learning process. This process has encouraged the up gradation of computer lab, psychology lab and library units besides bringing up the lab school to secondary level. The system has also guided in changing some faculty members besides important in time table and selection of school staff. The quality of the existing practical courses were updated by introducing latest versions. Students were motivated to do more assignments and presentations as part of their curriculum. Effective use of ICT were enhanced through training sessions and students were trained to apply theoretical knowledge to real life situations. Scholarships were introduced for alumini, this will ensure their continuing relationship with the institution. Students were introduced to the concept of peer reviewing. **File Description** • URL for stakeholder feedback report • Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) • Any additional information(Upload) **(Note: Data template is not applicable to this metric)**
1.4.2	*Feedback process of the Institution is as follows:* • Feedback collected, analyzed and action taken and feedback available on website • Feedback collected, analyzed and action has been taken ✓ Feedback collected and analyzed • Feedback collected • Feedback not collected Documents: Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management **File Description** • Upload any additional information • URL for feedback report **(Note: Data template is not applicable to this metric)**

Criterion 2- Teaching- Learning and Evaluation

Key Indicator- 2.1 Student Enrolment and Profile

Metric No.	
2.1.1.	**Enrolment Number** Number of students admitted during the year | Year	2017-18
Number	120 | Number of sanctioned seats during the year | Year	2017-18
Number	341 | Data Requirement last completed academic year. • Total number of students admitted: 120 • Total number of Sanctioned seat: 341 File Description: • Any additional information • Institutional data in prescribed format
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)* | Year	2017-18
Number	23 | Data requirement for year: • Number of Students admitted from the reserved category: SC-18; OBC-05 • Total number of seats earmarked for reserved category as per GOI or State government rule **File Description: (Upload)** • Any additional information • Number of seats filled against seats reserved (Data Template)

Key Indicator- 2.2. Catering to Student Diversity

Metric No.	

2.2.1.	**The institution assesses the learning levels of the student and organizes special Program for advanced learners and slow learners:**
	The institution assess the learning levels of the students after admissions and accordingly arranges special program for both advanced learners as well as slow learners. The teachers use the method of observation during the class and conduct various class tests to assess the learners level. The college also organizes debates, seminars, workshops, creative art days, essay competition etc to know the areas of interest of the students and to assess the multiple intelligence of students. After assessing the level of students, strategies are made to conduct special program for both creative learners as well as slow learners. Advanced learners are given the chance to showcase their talent in various inter and intra college activities. For slow learners remedial classes are organized to make their learning successful. Revision of the subject is being conducted for the benefit of slow learners.
	File Description:
	• Past link for additional Information
	• Upload any additional information
2.2.2.	**Student- Full time teacher ratio (Data for the latest completed academic year)**

Year	2017-18
Number of Students	120
Number of teachers	12

Data requirement:

- Total number of Students enrolled in the Institution
- Total number of full time teachers in the Institution

Formula: Students: teachers

File Description (Upload)

- Any additional information

(Note: Data template is not applicable to this metric)

Key Indicator- 2.3. Teaching- Learning Process

Metric `No.	
2.3.1.	***Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences*** Student centric methods such as experimental learning, participatory learning, problem solving methodologies etc. are used for enhancing teaching learning process. The college conducts various student centric activities such as group discussions, debates, assignments, exhibition, field trips and practical methods in order to make teaching learning process more effective and interesting. The college also organizes co-curricular activities as well as extra-curricular activities which help students for their overall development of personality. Team spirit and leadership qualities are developed among the students through group discussions, project work, organization of various workshops and seminars. On some useful topics such as communication skill development, personality development and time management. Teachers often adapt the method of participatory learning by conducting group discussions and seminars. Students are also motivated to give power point presentation on different topics in order to make them ready for future teaching. • Upload any additional information • Link for additional information
2.3.2.	***Teachers use ICT enabled tools for effective teaching-learning process:*** Teachers make effective use of Information and Communication tools in order to make teaching-learning process interesting and fruitful. ICT serves as the backbone of every type of learning in present times. E-learning has become essential part of education. It makes available the vast knowledge to us in just few seconds. Teachers at Sanctorum College of Education not only make use of ICT enabled tools for themselves but also encourage teacher-trainees for it as well. Smart classroom availability within the campus makes it convenient for the faculty to deliver lectures on topics which are otherwise hard to grasp.ICT makes it simpler and easier as the world of knowledge is just a click away. **File Description** • Upload any additional information • Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.

2.3.3.	*Ratio of mentor to students for academic and other related issues*

Year	2017-18
Number of mentors	

Formula: Mentor : Mentee

File Description
- Upload, number of students enrolled and full time teachers on roll
- Circulars pertaining to assigning mentors to mentees
- mentor/mentee ratio: 1:10

(Note: Data template is not applicable to this metric)

Key Indicator- 2.4 Teacher Profile and Quality

Metric No.	
2.4.1.	**_Number of full time teachers against sanctioned posts during the year_** | **Year**	2017-18
Number	13 | Data requirement for year (As per Data Template) • Number of full time teachers: 13 • Number of sanctioned posts: 18 **File Description (Upload)** • Full time teachers and sanctioned posts for year(Data Template) • Any additional information • List of the faculty members authenticated by the Head of HEI
2.4.2.	**_Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Super speciality / D.Sc. / D.Litt. during the year(consider only highest degree for count)_** | **Year**	___
Number	___ | Data requirement for year: **N.A** • Number of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Super speciality / D.Sc. /D.Litt. • Total number of full time teachers **File Description (Upload): N.A** • Any additional information • 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)
2.4.3.	**_Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)_** | **Year**	2017-18
Number	2-5 years | Data requirement for year (As per Data Template) Name and Number of full time teachers with years of teaching experiences: • Miss. Saduf Bashir: Teaching Experience 04 years • Mrs. Sayema Shaban: Teaching Experience 04 • Miss. Shameema Ahad: Teaching Experience 04 • Miss. Rubeena Majid: Teaching Experience 02 • Mr.G.Q Parray: Teaching Experience 05 • Mr. Rizwan Rashid: Teaching Experience 03 • Mr. Nazir Ahmed: Teaching Experience 03 **File Description: (Upload)** • Any additional information • List of Teachers including their PAN, designation, dept. and experience details(Data Template)

Key Indicator- 2.5 Evaluation Process and Reforms

Metric No.	
2.5.1.	*Mechanism of internal assessment is transparent and robust in terms of frequency and mode:* The rules and regulations for evaluation process are laid down by the University of Kashmir and are communicated to students through syllabus copies provided to them in the beginning of the academic session. The schedule of the internal assessment evaluation process is communicated to students and faculty through Institutional Academic Calendar and also during orientation program conducted for the students in the beginning of the session. The college formulates an examination committee which from time to time gives general instruction to students regarding the evaluation methods. The periodic instructions are read in the classroom and the students are also given the sample papers to understand the paper pattern. The examination committee then frames date sheet for internal assessments which is displayed on the notice board of the college. Teachers are also given instructions before giving question papers for internal assessments. After taking exam teachers then evaluate the answer sheets and compile results which is then submitted to the university. - Any additional information - Link for additional information
2.5.2.	*Reforms initiated on continuous internal evaluation CIE system at the institutional level:* A wide range of factors in respect of teaching and learning programs were considered which includes the appointment of teachers after evaluation of their background, training, experience and attitudinal factors. The teachers always translate their policies in practice and programs in action that has made every day important after the students and staff. Every time the teaching and learning outcome and vocational advantages or disadvantages were taken into consideration. The use of feedback mechanism and use of modern management and technology was much effective and provided better results of interest and regularity of students. Maximum care was taken to assess all factors in accordance to the current practice and standards prescribed by the affiliating agency and other statutory bodies. Meanwhile all conditions laid by the University of Kashmir in respect of instructional infrastructure like library books, internet facility, computers, science and psychology labs besides buildings, classroom and furniture is brought on imported form to the best desire and directions of the affiliating agency University of Kashmir. The institute believes firmly in continuous evaluation of the students for their sustained performance. The team work evaluation is done by respective course teachers in the mid and at the end of the semester. Hence a structured evaluation process has been designed and implemented. To prepare students for practical and oral examinations, institute conducts mock oral/practical exams. Exams are conducted appropriately as per the requirement of the concerned syllabi of different classes. **File Description:** - Any additional information - Link for additional information

Key Indicator- 2.6 Student Performance and Learning Outcome

Metric No.	
2.6.1.	*Stated Program and Course Outcomes of the Program offered by the institution:* Since the college offers the Program of Bachelors Education to students, the main objective of the course is to train the students to become successful future teachers. The course involves both theoretical portion as well internship and practice of teaching. The theory core subjects help the students to understand different issues and process related to education, teaching and learning and the practical portion to help students to get first hand experience. Following are the courses outcomes of theory papers : • Develop an understanding of education as an agenda of the nation state and its policy visions and efforts in evolving a national system of education. • To understand the development of education system in India and understand the nature of education in contemporary India today. • To understand the role of psychological principles and theories in education. • To understand the different learning theories and their educational implication. • To understand the concept of educational measurement and evaluation. • Build knowledge, understanding and sensitivity of different perspectives in the area of education of children with disabilities. • To develop an understanding of the pedagogic challenges posed by different subjects. • To understand different methods of teaching different subjects. • To become aware of the fundamentals of the computers and web technologies in educational context. • Reflect upon the application of ICT in the field of education. • To understand the importance of environmental education. Course outcomes of school internship/ POT: • Develop an ability to substantive perspectives and theoretical frameworks studied with field based experiences that are provided. • Develop an ability to cater to diverse needs of learners in school • To get firsthand experience of teaching with the help of systematic supervising support and feedback. • Upload any additional information • Past link for Additional information • Upload COs for all courses (exemplars from Glossary)
2.6.2.	*Attainment of Program outcomes and course outcomes evaluated by the institution:* The knowledge about the various aspects of education, teaching and learning and other teaching skills acquired by the students is evaluated through continuous internal assessment, external practice of teaching, semester exams conducted by the university. The program outcomes and program specified outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on internal exams and home assignment. After the declaration of the result, the IQAC and examination committee analyzes the results obtained by the students in the exams conducted by the university, then accordingly if there is the scope of improvement in any subject strategies are planned out and implemented in letter and spirit. To equip the students with requisite knowledge, skills and right attitude are necessary to provide effective leadership in a global environment.

	• Upload any additional information • Paste link for Additional information
2.6.3.	*Pass percentage of Students during the year* | **Previous completed academic year**	
Number of students appeared	**113**
Number of students passed	**109** | Data Requirement (As per Data Template) • Program code • Name of the Program: B.Ed • Number of Student appeared: 113 • Number of Students passed: 109 • Pass percentage: 96% **File Description** • Upload list of Program and number of students passed and appeared in the final year examination (Data Template) • Upload any additional information • Paste link for the annual report

Key Indicator- 2.7 Student Satisfaction Survey

Metric No.	
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 web link)* There is no any structured questionnaire prepared by the institution as such. However, the students will give their feedback on overall Institutional performance including on the teaching, non-teaching, institutional infrastructures and facilities to the students. Their feedback is mostly oral and general opinions during college functions and programmes. So to say this is random survey, which is considered as the feedback from the students. Generally, the opinion of the students is positive and good towards the institution as well as the infrastructure of the institution. They have very satisfactory opinion on the teaching staff. This is seen and heard in their speeches at the various functions. Most of the students have admired and appreciated about most of the teachers with exalting words. Direct access and regular interaction with the Principal and trustees have boosted students.

Criterion3- Research, Innovations and Extension

Key Indicator 3.1- Resource Mobilization for Research

Metric No.	
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) <table><tr><td>**Year**</td><td>___</td></tr><tr><td>**(INR in Lakhs):**</td><td>___</td></tr></table> Data requirement for year: **N.A** • Name of the Project/Endowments • Name of the Principal Investigator • Department of Principal Investigator • Year of Award • Funds provided • Duration of the project • Name of the Project/Endowments **File Description: N.A** • Any additional information • e-copies of the grant award letters for sponsored research projects /endowments • List of endowments / projects with details of grants(Data Template)
3.1.2	*Number of departments having Research projects funded by government and non government agencies during the year* <table><tr><td>**Year**</td><td>__</td></tr><tr><td>**(INR in Lakhs):**</td><td>__</td></tr></table> Data requirement for year: **N.A** • Name of Principal Investigator • Duration of project • Name of the research project • Amount / Fund received

		• Name of funding agency • Year of sanction • Department of recipient **File Description: N.A** • List of research projects and funding details(Data Template) • Any additional information • Supporting document from Funding Agency • Paste link to funding agency website
3.1.3		Number of Seminars/conferences/workshops conducted by the institution during the year | Year	2017-18
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Number of teachers	15	 Data Requirements: (As per Data Template) • Name of the workshops /seminars: Teacher Training, One day capacity building programme, Women Empowerment • Number of Participants: 45 • Date (From-to) • Link to the activity report on the website **File Description(Upload)** • Report of the event • Any additional information • List of workshops/seminars during last 5 years (Data Template)

Key Indicator 3.2- Research Publication and Awards

Metric No.	
3.2.1.	*Number of papers published per teacher in the Journals notified on UGC website during the year* | Year	__ | |---|---| | Number | __ | Data Requirement: **N.A** • Title of paper • Name of the author/s • Department of the teacher • Name of journal • Year of publication • ISBN/ISS Number **File Description: N.A** • Any additional information • List of research papers by title, author, department, name and year of publication (Data Template)
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* | Year	___ | |---|---| | Number | ___ | Data requirement for year: **N.A** • Name of the teacher: Title of the paper Title of the book published: Name of the author/s : Title of the proceedings of the conference • Name of the publisher: National/International • National/international : ISBN/ISSN number of the proceedings • Year of publication: **File Description: N.A** • Any additional information • List books and chapters edited volumes/ books published (Data Template)

Key Indicator 3.3- Extension Activities

Metric No.	
3.3.1.	*Extension activities carried out in the neighborhood community, sensitizing students to social issues for their holistic development and impact:* Sanctorum College of Education organizes and participates in various extension activities with the aim of not only sensitizing students about various social issues but to contribute towards the community and strengthen the community participation. The college students take part in various initiatives, awareness programs on AIDS prevention, consumers rights and duties etc in order to develop the sense of responsibility. Following are some impacts of extension activities: • It inculcates the spirit of voluntary work among the students and teachers through sustained community interactions. • It brings our institution closer to the society. • It is a link between the campus and the community, college and village, knowledge and action. • It helps the students to develop social values in order to widespread their knowledge and responsibilities on social issues. • Students get hold of social justice, values, responsibility and sustainability. • Paste link for additional information • Upload any additional information
3.3.2	*Number of awards and recognitions received for extension activities from government / government recognized bodies during the year* <table><tr><td>**Year**</td><td>2017-18</td></tr><tr><td>**Number**</td><td>04</td></tr></table> Data requirement for year: (As per Data Template) • Name of the activity: Global Road Safety Week, Independence Day, Republic Day, Road Safety Foundation • Name of the Award/recognition: • Name of the Awarding government/ government recognized bodies: KRSFT, Government Body • Year of the Award: 2017-18 **File Description: (Upload)** • Any additional information • Number of awards for extension activities in last 5 year(Data Template) • e-copy of the award letters

3.3.3	*Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programs such as Swach Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year*
	<table><tr><td>**Year**</td><td>2017-18</td></tr><tr><td>**Number**</td><td>02</td></tr></table> Data Requirements (during the year)(As per Data Template) • Name and number of the extension and outreach Programs: Women Empowerment, Cleanliness Drive(Swach Bharat Abhiyan) • Name of the collaborating agency: District Administration, Legal Services Committee **File Description (Upload)** • Reports of the event organized • Any additional information • Number of extension and outreach Programs conducted with industry, community etc for the last year (Data Template)
3.3.4.	**Total number of Students participating in extension activities conducted in collaboration with industry, community andsad Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**
	<table><tr><td>**Year**</td><td>2017-18</td></tr><tr><td>**Number**</td><td>25</td></tr></table> Data Requirements for last (during the year)(As per Data Template) • Name of the activity: Cleanliness Drive, National Road Safety Week • Name of the scheme: • Year of the activity: 2018 • Number of teachers participating in such activities: 07 • Number of students participating in such activities: 22 **File Description:** • Report of the event • Any additional information • Number of students participating in extension activities with Govt. or NGO etc (Data Template)

Key Indicators 3.4 – Collaboration

Metric No.	
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** | **Year**	2017-18 | | **Number** | 07 | Data Requirements:(during the year)(As per Data Template) • Title of the linkage: National Road Safety Week, School Exchange Program, Internship Program, Cleanliness Drive, Int'l Women's Day, Tour to Agricultural University, One Day Capacity Building Program. • Name of the partnering institution /industry/research lab with contact details: Motor Vehicles Department, University of Kashmir, Govt. College of Education, Tehsil Legal Services Committee Sopore, SKAUST Wadoora(field trip) • Year of commencement: 2017-18 • Duration(From-To) • Nature of linkage **File Description: (Upload)** • e-copies of linkage related Document • Any additional information Details of linkages with institutions/industries for internship (Data Template)
3.4.2.	*Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year* | **Year** | __ | | **Number** | __ | Data requirement for year : **N.A** • Organization with which MoU is signed • Name of the institution/industry/corporate house • Year of signing MoU • Duration • List the actual activities under each MoU • Number of students/teachers participating under MoUs **File Description: N.A** • e-Copies of the MoUs with institution./ industry/corporate houses • Any additional information • Details of functional MoUs with institutions of national, international importance, other universities etc during the year

Criterion 4 - Infrastructure and Learning Resources

Key Indicator – 4.1 Physical Facilities

Metric No.	

4.1.1.	*The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.*
	
	The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college, to create an environment of excellence in education through. At the beginning of the academic year need-assessment for replacement/up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads, lab-technicians and system administrator after reviewing course requirements, working condition of the existing equipment and also student grievances. The time-table committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipments.
	    • Optimal deployment of infrastructure is ensured through conducting workshop/training programmes for faculty
	    • Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab-technicians and system administrator
	    • The optimal utilization is ensured through encouraging teaching-learning practices
	File Description:
	    • Upload any additional information
	    • Paste link for additional information

4.1.2.	*The Institution has adequate facilities for cultural activities, sports*
	
	    • The college has adequate facility for sports and other cultural activities.
	    • The college has a multipurpose hall where different cultural activities and other co-curricular activities are conducted.
	    • The college students enthusiastically take part in cultural activities and other co-curricular activities.
	    • Different seminars, workshops and other than this important days like women's day, Environmental day, Population day and other days are conducted and celebrated in this multipurpose hall.
	
	File Description
	    • Upload any additional information
	    • Paste link for additional information

4.1.3.	*Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS etc*
	
	<table><tr><td>**Year**</td><td>2017-18</td></tr><tr><td>**Number of Classrooms**</td><td>1 classroom &1seminar hall with ICT</td></tr></table>
	Data Requirements: (As per Data Template)
	    • Number of classrooms with LCD facilities: **N.A**
	    • Number of classrooms with Wi-Fi/LAN facilities: **N.A**
	    • Number of smart classrooms: **01**
	    • Number of classrooms with LMS facilities: **N.A**
	    • Number of seminar halls with ICT facilities: **01**
	File Description
	    • Upload any additional information
	    • Paste link for additional information

4.1.4.	*Expenditure, excluding salary for infrastructure augmentation during the year(INR in Lakhs)*
	<table><tr><td>**Year**</td><td>2017-18</td></tr><tr><td>**(INR in Lakhs)**</td><td>6,62,325</td></tr></table> Data Requirements : (during the year) (As per Data Template) - Expenditure for infrastructure augmentation: 6,62,325 - Total expenditure excluding salary: **File Description:** - Upload any additional information - Upload audited utilization statements - Upload Details of budget allocation, excluding salary during the year(Data Template)

Key Indicator – 4.2 Library as a learning Resource

Metric No.	
4.2.1.	**Library is automated using Integrated Library Management System (ILMS)** Data requirement for year: Upload a description of library with, - Name of ILMS software: KOHA Free Library System - Nature of automation (fully or partially): Open Source Integrated Library System - Version: - Year of Automation: 2016-17 **File Description:** - Upload any additional information - Paste link for Additional Information
4.2.2.	*The institution has subscription for the following e-resources* ✓ e-journals **1.** e-Shodh Sindhu **2.** Shodhganga Membership ✓ e-books ✓ Databases **3.** Remote access toe-resources **Options:** A. Any 4 or more of the above ✓ Any 3 of the above B. Any 2 of the above C. Any 1 of the above D. None of the above Data requirement for year: (As per Data Template) - Details of membership: - Details of subscription: **File Description:** - Upload any additional information - Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)

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)

Year	___
(INR in Lakhs)	___

Data requirement for year: **N.A**
- Expenditure on the purchase of books/e-books
- Expenditure on the purchase of journals/e-journals in during the year
- Year of Expenditure:

File Description (Upload): N.A
- Any additional information
- Audited statements of accounts
- Details of annual expenditure for purchase of books/e-books and journals/e-journals during the year (Data Template)

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)*

- Upload last page of accession register details
- Method of computing per day usage of library
- Number of users using library through e-access
- Number of physical users accessing library

File Description(Upload)
- Any additional information
- Details of library usage by teachers and students

The HEI is requested to calculate the teachers and students usage library per day.
Average usage of the library by the college = Total no. of teachers & students in each day for all working days **/** Total no. of working days

(Note: Data template is not applicable to this metric)

Key Indicator- 4.3 IT Infrastructure

Metric No.	
4.3.1.	*Institution frequently updates its IT facilities including Wi-Fi*

The institution has a well developed system for providing IT facilities to the users. Some of the facilities are as under:
- The computers and printers have software installed in them and the hardware is also maintained from time to time.
- The college website is monitored and updated from time to time by the IQAC cell
- The computers of the college are connected with printers and scanners wherever required
- The institute has smart classrooms for better teaching-learning process
- The college take the help of experts for maintenance and repairs of computers and also for up-gradation of its websites
- Maintenance and up-gradation is done from time to time

File Description
- Upload any additional information
- Paste link for additional information

4.3.2.	***Student – Computer ratio*** Number of students : Number of Computers Data Requirements: • Number of computers in working condition: 21 • Total Number of students: 14 **File Description** • Upload any additional information • Student – computer ratio **(Note: Data template is not applicable to this metric)**
4.3.3.	***Bandwidth of internet connection in the Institution*** Options: • ≥ 50MBPS • 30 - 50MBPS • 10 - 30MBPS • 10 - 5MBPS ✓ < 5MBPS Data Requirement: • Available internet band width **File Description** • Upload any additional Information • Details of available bandwidth of internet connection in the Institution **(Note: Data template is not applicable to this metric)**

Key Indicator – 4.4 Maintenance of Campus Infrastructure

Metric No.	
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 inlakhs) <table><tr><td>**Year**</td><td>2017-18</td></tr><tr><td>**(INR in Lakhs)**</td><td>160,522</td></tr></table> Data Requirement : (As per Data Template in Section B) • Non salary expenditure incurred • Expenditure incurred on maintenance of campus infrastructure **File Description:** • Upload any additional information • Audited statements of accounts. • Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)
	***There are established systems and procedures for maintaining and utilizing* physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.** The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose. • **Laboratory:** Record of maintenance account is maintained by lab technicians. The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprise.

Library: The requirement and list of books is taken from the librarian and finalized list of required books is duly approved and signed by the principal.

- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.

  Sports: Regarding the maintenance of sports equipment the college sport in charge is deputed. Various sports programs are organized annually in the college campus.

  Computers: Computer laboratory established by the college to enrich the students in their programs.
- Internet and WIFI enabled campus.

  Classrooms: The college has a committee for maintenance and upkeep of infrastructure. Administrative officers will take in charge for students academic requirement.

File Description:
- Upload any additional information
- Paste link for additional information

Criterion 5- Student Support and Progression

Key Indicator- 5.1 Student Support

Metric No.	
5.1.1	*Number of students benefited by scholarships and free ships provided by the Government during the year* <table><tr><td>**Year**</td><td>2017-18</td></tr><tr><td>**Number**</td><td>14</td></tr></table> Data Requirement : (As per Data Template) • Name of the Scheme: Post-Matric Scholarship • Number of students benefiting: 14 **File Description:** • Upload self attested letter with the list of students sanctioned scholarship • Upload any additional information
5.1.2.	*Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year* <table><tr><td>**Year**</td><td>2017-18</td></tr><tr><td>**Number**</td><td>12</td></tr></table> Data requirement for year: (As per Data Template) • Name of the Scheme with contact information: Scholarship • Number of students benefiting:12 **File Description:** • Upload any additional information • Number of students benefited by scholarships and free ships institution / non-government agencies in last 5 years (Date Template)

5.1.3.	*Capacity building and skills enhancement initiatives taken by the institution include the following*
	1. *Soft skills*
	2. *Language and communication skills*
	3. *Life skills (Yoga, physical fitness, health and hygiene)*
	✓ *ICT/computing skills*
	Options:
	A. All of the above
	B. 3 of the above
	C. 2 of the above
	✓ 1 of the above
	D. none of the above
	Data Requirement: (As per Data Template)
	• Name of the capability building and skills enhancement initiatives
	• Year of implementation
	• Number of students enrolled
	• Name of the agencies involved with contact details
	File Description (Upload)
	• Link to Institutional website
	• Any additional information
	• Details of capability building and skills enhancement initiatives (Data Template)
5.1.4.	*Number of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the year*

Year	2017-18
Number	___

Data requirement for year: **N.A**
- Name of the scheme
- Number of students who have passed in the competitive exam
- Number of students placed

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

5.1.5.	*The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases*
	1. Implementation of guidelines of statutory/regulatory bodies
	2. Organization wide awareness and undertakings on policies with zero tolerance
	3. Mechanisms for submission of online/offline students' grievances
	4. Timely redressal of the grievances through appropriate committees
	Options:
	• All of the above
	• Any 3 of the above
	• Any 2 of the above
	✓ Any 1 of the above
	• None of the above
	Data Requirement:
	Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti-ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed.
	File Description (Upload)
	• Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee
	• Upload any additional information
	• Details of student grievances including sexual harassment and ragging cases
	(Note: Data template is not applicable to this metric)

Key Indicator- 5.2 Student Progression

Metric No.	
5.2.1	*Number of placement of outgoing students during the year*
		Year	2017-18	
	|---|---|
		Number	04	
	Data requirement for year (As per Data Template)
	✓ Name of the employer with contact details: Manzoor Ahmed Zargar, Javid Ahmed, Irfan Ahmed, Javid Ahmed
	✓ Number of students placed: 04
	File Description (Upload)
	✓ Self-attested list of students placed
	✓ Upload any additional information
	Details of student placement during the year (Data Template)
5.2.2.	*Number of students progressing to higher education during the year*
	Number of outgoing student progression to higher education
		Year	2017-18	
	|---|---|
		Number	14	
	Data Requirement: (As per Data Template) Number of students proceeding from

	✓ UG to PG: 13 • PG to MPhil: • PG to PhD:01 • MPhil to PhD: • PhD to Postdoctoral: **File Description (Upload)** • Upload supporting data for student/alumni • Any additional information • Details of student progression to higher education
5.2.3.	*i)* *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)* | **Year**	__
Number	**N.A** | Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) during the year | **Year**	__
Number	**N.A** | Data requirement for year: (As per Data Template) Number of students selected to • JAM • CLAT • NET • SLET • GATE • GMAT • CAT • GRE • TOEFL • Civil Services • State government examinations **File Description (Upload): Data not available** • Upload supporting data for the same • Any additional information

Key Indicator- 5.3 Student Participation and Activities

Metric No.	
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.* 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. <table><tr><td>**Year**</td><td>__</td></tr><tr><td>**Number**</td><td>__</td></tr></table> Data requirement for year: **N.A** - Name of the award/medal - University /State/National/International - Sports/Culture **File Description (Upload): N.A** - e-copies of award letters and certificates - Any additional information - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year)(Data Template)
5.3.2	*Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities:* Student council (SSC) representatives actively participate in various activities. They help in coordinating all the events related to academics and other co curricular and extra-curricular activities, as per the directives of teaching faculty. They do lot of academic administrative work by taking the help of other students. They also motivate other students to take part in the activities conducted by the institute. They work as a medium between faculty and students. Contribution of the Student Council Administration: - Coordination in day to day academic activities at their level. - Coordination in communicating the information between students and teaching faculty. - Coordination in conducting special events. - Coordination in organizing cultural events. - Coordination in organizing Sports and Games for the students. - Coordination in arranging Visits for the students. - Coordination in inviting the external guest speakers and organizing the Seminars and Workshops. The above activities enhance their communication skills, management skills, leadership skills, team work, time management skills and builds confidence in each student. File Description - Paste link for additional information - Upload any additional information

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 institution)*

Year	2017-18
Number	04

Data requirement for year: (As per Data Template)

- **List of events/competitions**
  Sports: Cricket, Football, Sking
  Cultural Event: Republic Day Celebration

File Description

- Report of the event

- Upload any additional information

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

Key Indicator- 5.4 Alumni Engagement

Metric No.	

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.*
	
	Alumini Engagement
	
	• The college has a registered Alumini Association that contributes significantly to the development of the institution through non financial means.
	
	• It is the backbone of the institution. The institution rests on the rich history of the students success and glory.
	
	• Association regularly meets and interacts with the management. It is the flag bearer of the development in the institution
	
	• The alumini organizes lectures on personality development. Over the years it has been helping in holding interactive sessions to motivate students regarding social adjustments and career seeking
	
	    Alumini Benefits:
	
	    • Personality development program
	
	    • Career advising and Mentoring
	
	    • Placement assistance
	
	    • Sponsorship and Project assistance
	
	    Alumini Objectives:
	
	    • To bring together students in every area to act as their representative and coordinate and promote their interest in all matters.
	
	    • To promote and provide for education, educational schlorships and medical relief useful to poor and the needy students.
	
	    • To promote sports education, culture and knowledge by arranging seminars.
	
	    • To make the students career oriented and attain international standard and by sheer professionalism.
	
	    • To arrange seminars and to develop activities for healthy environment and to develop the habit of tree plantation .
	
	    • To promote social, educational, cultural activities for general education and advancement.
	
	File Description:
	• Paste link for additional information
	• Upload any additional information

5.4.2	*Alumni contribution during the year (INR in Lakhs)*
	Options:
	A. ≥ 5Lakhs
	B. 4 Lakhs - 5Lakhs
	C. 3 Lakhs - 4Lakhs
	D. 1 Lakhs - 3Lakhs
	E. <1Lakhs
	Data requirement for year : **N.A**
	• Alumni association / Name of the alumnus
	• Quantum of contribution
	• Audited Statement of account of the institution reflecting the receipts.
	File Description: N.A
	• Upload any additional information
	(Note: Data template is not applicable to this metric)

Criterion 6- Governance, Leadership and Management

Key Indicator- 6.1 Institutional Vision and Leadership

Metric No.	
6.1.1	*Vision and Mission of the Institution*
	Vision:
	• To achieve excellence in teacher education
	• By preparing teachers with scientific bent of mind, problem solving capacities and properly trained to try innovative techniques of teaching and evaluation
	Mission:
	• To work for the Educational upliftment of backward areas
	• Train teachers who can inculcate in children spirit of inquiry and scientific temper
	• Teachers who are properly trained to make an optimum use of Educational Technology
	• Prepare teachers with communicative and other skills
	Values:
	• Promote humility, equality, success and respect, strive for excellence
	• Contribute positively to our society
	• Realize and respect potential
	File Description
	• Paste link for additional information
	• Upload any additional information

6.1.2	*The effective leadership is visible in various institutional practices such as decentralization and participative management.*
	The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the principal to the staff and students all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees and have contributed to the growth of the college. Institution focuses keen on decentralization by intending equal opportunity, equal role to participate in the functioning of the institution management which comprises of management committee, college governing council and each

	committee has been provided with specific functions to cater the needs of institution for the ongoing process and development of the institution. Management committee takes care of infrastructure facilities which fulfill the quality and the required needs of the higher education bodies to reach the set goals or benchmarks of the institution. It extends all the amenities for the teaching and non-teaching faculty and students. College governing council takes care of financial management and the implementation of facilities for the institution with the cries to upgrade the standard of amenities which supports effectively the teaching learning aspects. It guides and articulate the available resources and provides free hand to the head of the institution to carry out the activities in order to reach the expected standard. The Principal, Heads of the departments, teaching and non-teaching faculty along with student union members together concentrate on fostering the progress of institution by sharing the responsibilities and participate in the growth of institution and to act according to the aims and objectives of the institution. **File Description** • Paste link for additional information • Upload any additional information

Key Indicator- 6.2 Strategy Development and Deployment

MetricNo.	
6.2.1	*The institutional Strategic/ perspective plan is effectively deployed* **Core values of our Institution** • Excellence in teaching and learning • Involvement of all stakeholders of the institution in decision making • Community engagement • Respect and commitment • Holistic development of students **Perspective Plan** • To maintain continuously good academic performance • To develop and execute effective teaching-learning process • To encourage research culture in faculty and students • To develop a comprehensive system of student mentoring and student support and ensure transparency in evaluation process of students. • To empower faculty about emerging trends in their profession for academic advancement • To facilitate a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning. **Focus of strategic plan:** • Providing various courses which will help in increasing their practical knowledge • Increasing students engagement in learning • Increasing students responsibility towards learning • Motivating students by periodic interaction with distinguished guests • Organizing study tours for students • Encouraging the teachers to participate in seminars and conferences • Encouraging the teachers to participate in orientation programs, refresher courses, short term courses etc • Encouraging the students to participate in seminars, conferences and workshops • Provide mentor teacher for every class and to provide remedial coaching to slow learners • To facilitate a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning

	• Promote team spirit and healthy relations amongst staff members of the institution. **File Description** • Strategic Plan and deployment documents on the website • Paste link for additional information • Upload any additional information
6.2.2	*Organogram description:* The organogram is an administrative diagram of the institution that describes the decentralized structure of administration. College administration is a cooperative effort of Principal, teaching, non-teaching staff and students with the cooperation and support of all stakeholders in pursuit of common objective. It is necessary that all aspects should be organized in order to attain the desired goals. The head of the institution supervises and looks after all the classes. Under the administration of Principal various committees are formed which include IQAC, library committee, internal complaint committee, time table committee etc. Different cells are well thought-out to look after students and staffs complaints. The cells functioning are controlled by the Principal. The different cells are students Grievance Redressal cell, Staff and Teachers Grievance Redressal cell, Anti Ragging cell etc. Different societies are formed in order to maintain the discipline amongst the students. Another important characteristic of the Organogram is its stakeholders like the students, parents guardians, alumnae etc. **File Description** • Paste link for additional information • Link to Organogram of the Institution webpage • Upload any additional information

6.2.3.	*Implementation of e-governance in areas of operation*
	    1.Administration
	    2. Finance and Accounts
	    3. Student Admission and Support
	    4.Examination
	
	Options: N.A
	
	    A. All of the above
	    B. Any 3 of the above
	    C. Any 2 of the above
	    D. Any 1 of the above
	    ✓ None of the above
	
	Data Requirements: (As per Data Template)
	    • Areas of e-governance
	      Administration
	      Finance and Accounts
	      Student Admission and Support
	    Examination
	    • Name of the Vendor with contact details
	    • Year of implementation
	File Description (Upload)
	    • ERP (Enterprise Resource Planning)Document
	
	    • Screen shots of user interfaces
	
	    • Any additional information
	    • Details of implementation of e-governance in areas of operation, Administration etc(Data Template)

Key Indicator- 6.3 Faculty Empowerment Strategies

Metric No.	
6.3.1	*The institution has effective welfare measures for teaching and non- teaching staff*
	The institution has effective welfare measures for teaching and non-teaching staff • The institution provides yearly increment, the salary of the teaching and non-teaching staff as per the norms set by university. • Whenever the university organizes a training program, seminars, conferences, workshops etc. the institution not only deputes its faculty members for participation but also provides travelling allowances to the teachers for such program. • CP fund facility is provided to the staff. • The teaching and non-teaching staff can avail the transport facility without any charge. • Advance salary is given to the needy staff members. • Provision of concession admission for the wards of the teaching and non-teaching staff exists. • Separate rest/staff room has been provided to female staff members. • Teaching and non-teaching staff is felicitated on teachers day and some staff members are awarded for their best contribution • Grievance cell also exists for teaching and non-teaching staff. Paste link for additional information Upload any additional information
6.3.2	*Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year*
	<table><tr><td>**Year**</td><td>__</td></tr><tr><td>**Number**</td><td>__</td></tr></table> Data requirement for year: **N.A** • Name of the teacher • Name of conference/ workshop attended for which financial support is provided • Name of the professional body for which membership fee is provided **File Description: N.A** • Upload any additional information • Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)
6.3.3	*Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year*
	<table><tr><td>**Year**</td><td>2017-18</td></tr><tr><td>**Number**</td><td>01</td></tr></table> Data requirement for year: (As per Data Template) • Title of the professional development Program organized for teaching staff: One day capacity building programme • Title of the administrative training Program organized for non- teaching staff: None • Date: 28th March **File Description (Upload):** • Reports of the Human Resource Development Centres (UGCASC or other relevant cent

6.3.4	*Number of teachers undergoing online/face-to-face Faculty development Programs (FDP) during the year*
	<table><tr><td>**Year**</td><td>__</td></tr><tr><td>**Number**</td><td>__</td></tr></table> Data requirement for year: **N.A** • Number of teachers • Title of the Program 6.3.4.2. Duration (From–to) **File Description: N.A** • IQAC report summary • Reports of the Human Resource Development Centres (UGCASC or other relevant centers). • Upload any additional information • Details of teachers attending professional development program during the year (DVata Template)
6.3.5	*Institutions Performance Appraisal System for teaching and non- teaching staff* The institution has performance based appraisal system for teaching and non- teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic research and other extra-curricular activities. It is also based upon his/her relation with the students, colleagues and administration. The institution has an inbuilt evaluative system in place to monitor the performance of faculty members. Feedback from students is collected by organizing informal interactions and filling up of questionnaires devised by IQAC cell. CCTV is also in place to keep an eye on punctuality, regularity and ensure that optimum is given to teaching learning process by teaching staff and trainees. Apart from this regular inspection is done by the Principal and Chairman in the classes to access the performance of teachers. The performance of each faculty member is assessed according to the Annual Self Assessement for the Performance Based Appraisal System(PBAS). The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. The institute accords appropriate weightage for these contributions in their overall assessment. All non teaching staff are also assessed through annual confidential reports. The various parameters for staff members are assessed under different categories i.e. character and habits, capacity to do hard work, discipline, reliability etc. **File Description** • Paste link for additional information • Upload any additional information

Key Indicator- 6.4 Financial Management and Resource Mobilization

Metric sNo.	
6.4.1	***Institution conducts internal and external financial audits regularly*** Our institution has its own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure of the institute each year. Our institution is self financed institution depending on fees and donations by the trustees which is well monitored by a team of accounts assistants under the supervision of abled administrative officer maintaining record of Income and Expenditure around the year. The institutional accounts are audited regularly by both internal and external audits. The book of accounts maintained for this Income and Expenditure are put forth before the chartered accountant on every closing of financial year for verification and preparation of balance sheet who issues a certificate after scrutning our books of accounts for onwards submission to our governing bodies. So far there have been no major findings/objections. Minor errors of omissions when pointed out by the audit team are immediately corrected and precautionary steps are taken to avoid recurrence of such errors in future. **File Description** • Paste link for additional information • Upload any additional information
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): **N.A** | Year	__
INR in Lakhs	__ | Data requirement for year: **N.A** • Name of the non-government bodies, individuals, Philanthropers: • Funds / Grants received: **N.A** **File Description** • Annual statements of accounts • Any additional information • Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)

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

	The institution does not get any financial support from Government, UGC or any other organization. Tuition fee is the only source of revenue affixed by the regulatory body (University of Kashmir) at the time of admission. The tuition fee is the only source of income to the institution by which all requirements are fulfilled to provide quality programs. The administrative officer and management body make proper planning for the utilization of funds in right direction. For the smooth working of our institution, the management body makes proper assessment of different areas where funds are to be utilized by proper planning and audit annually. Every year a particular portion of income is invested on purchase of books and apparatus in lab. Besides this, every year some portion of income is invested on increment of salary, up gradation of physical infrastructure like maintenance of buildings, laboratory, purchase of buses, implementation of ICT. Recently the institution has developed **Atal Tinkering** lab where the students prove their creativity. The institution always organizes workshops, seminars, training programs for which a particular portion of income is invested. Besides this, institution also organizes free medical camp. The yearly financial audit is made by management body, IQAC and chartered accountant.
	
	File Description
	    • Paste link for additional information
	    • Upload any additional information

Key Indicator- 6.5 Internal Quality Assurance System

Metric No.	
6.5.1	*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes* • The IQAC of the college revives the library resources regularly in terms of access to library material, relevance of the library material to the program. The automation of library is completed. The library automation will include accessing and cataloguing and circulation of documentation. • The IQAC regularly takes the feedback from students regarding the quality education through proper method. Questionnaire is framed by IQAC in which many areas are covered like teachers performance, use of ICT by teachers, availability of physical infrastructure etc. After taking the feedback, the IQAC revives these questionnaires and accordingly assess the areas of improvement. The report is submitted to the chairman for information and financial support. • The institute coordinates with all stake holders for their opinions and advices for quality improvement and analysis about the feedback received from all stakeholders and informs the concerned about its outcome for correction. • Institute appreciates, encourages and provides support for quality improvement in teaching and administration. • Collection, maintenance and analyzed documents are prepared and maintained. • Planning and support effective implementation for total quality management, curricular development, teaching learning and evaluation and extension activities for all stakeholders. Lastly, preparation of Academic Audit as per the guidelines. **File Description** • Paste link for additional information • Upload any additional information
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* Institute highlights on learner-centric education approach which organizes variety of different types of techniques that shifts the role of the teachers from contributors of information to facilitating student learning through appropriate practices like curricular and extracurricular activities, assignments, academic calendar, seminars, debates, lectures by experts from other institutes. **Student Training Program**: The IQAC reviews the academic progress at the end of the semester and one of the initiatives suggested by the IQAC is 'Students Training Program'. Students training program is organized by the institution to cultivate multidimensional abilities in the students and to enhance the qualities within students. This program is designed to provide the professional skill sets with the goal of enhancing opportunities. The program involves various activities which help to boost employability through group discussion, current awareness quiz, subject domain specific quiz etc. **Students Feedback:** The student feedback is taken from each faculty member to improve their teaching and professional development of the faculty. Teaching and learning initiative offered by the IQAC typically causes professional development for faculty, particularly to help them improve their teaching and professional careers and reviewed by IQAC to find out the areas of improvement in teaching-learning progress and the same will be

	communicated to faculty members.
	    • Paste link for additional information
	    • Upload any additional information

6.5.3	**Quality assurance initiatives of the institution include:**
	
	  1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements
	  2. *Collaborative quality initiatives with other institution(s)*
	  3. Participation in NIRF
	  4. *any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)*
	  Options:
	  A. All of the above
	  B. Any 3 of the above
	  C. Any 2 of the above
	✓ Any 1 of the above
	  D. None of the above
	
	Data requirement for year: (As per Data Template)
	
	Quality initiatives
	  • AQARs prepared/submitted
	  • Collaborative quality initiatives with other institution(s)
	  • Participation in NIRF
	  • Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)
	File Description
	  • Paste web link of Annual reports of Institution
	  • Upload e-copies of the accreditations and certifications
	  • Upload any additional information
	  • Upload details of Quality assurance initiatives of the institution(Data Template)

Criterion 7 – Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metric No.	Gender Equity

7.1.1	***Measures initiated by the Institution for the promotion of gender equity during the year***
	
	Gender inequality is a long term problem in our society and females are discriminated in many ways in the social context of India , although legally women have equal rights. Thus there is great need to sensitize the society on gender issues. Women empowerment through gender sensitization is one of the key criteria to unlock the potential of women. Institution shows gender sensitivity in providing various facilities. Gender sensitivity is an inherent value in the cultural ethos of the institute as is evident by the following facilities.
	
	• Strict implementation of Anti-Ragging, Anti-Smoking and mobile free campus
	
	• Awareness campaign on women safety and gender sensitivity
	
	• The institute is the preferred destination of parents for education of their female wards as evidenced by the stakeholder feedback.
	
	• Gender sensitization programs on women's rights, gender justice, gender equality, gender sensitization workshops etc.
	Provide Web link to:
	• Annual gender sensitization action plan
	• 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

7.1.2	***The Institution has facilities for alternate sources of energy and energy conservation measures*** 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation ✓ Use of LED bulbs/ power efficient equipment **Options:** A. 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above ***Upload:*** • Geo tagged Photographs

7.1.3	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)* **Solid waste management:** Routine waste is daily collected in dustbins which are emptied in movable containers and carts, segregated into different types of bio and non- bio degradable waste and then dumped into the dumping hole. **Liquid waste management:** Liquid waste generated in the institute is treated in septic tanks and disposed into soak pits. • Biomedical waste management **N.A** • E-waste management **N.A** • Waste recycling system **N.A** • Hazardous chemicals and radioactive waste management **N.A** **Provide web link to** • Relevant documents like agreements/MoUs with Government and other approved agencies • Geo tagged photographs of the facilities • Any other relevant information
7.1.4	*Water conservation facilities available in the Institution:* 1. Rain water harvesting ✓ Bore well /Open well recharge 2. Construction of tanks and bunds 3. Waste water recycling 4. Maintenance of water bodies and distribution system in the campus **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above Upload : • Geo tagged photographs / videos of the facilities • Any other relevant information **(Note: Data template is not applicable to this metric)**

7.1.5	*Green campus initiatives include*
	1. Restricted entry of automobiles
	2. Use of Bicycles/ Battery powered vehicles
	3. Pedestrian Friendly pathways
	    ✓ Ban on use of Plastic
	    ✓ landscaping with trees and plants
	Options:
	A. Any 4 or All of the above
	B. Any 3 of the above
	C. Any 2 of the above
	D. Any 1 of the above
	E. None of the above
	
	Upload
	• Geo tagged photos / videos of the facilities
	• Any other relevant documents

	(Note: Data template is not applicable to this metric)
7.1.6	*Quality audits on environment and energy are regularly undertaken by the institution* 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above Upload: - Reports on environment and energy audits submitted by the auditing agency - Certification by the auditing agency - Certificates of the awards received - Any other relevant information **(Note: Data template is not applicable to this metric)**
7.1.7	*The Institution has disabled-friendly, barrier free environment* 1. Built environment with ramps/lifts for easy access to classrooms. 2. Disabled-friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. 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 **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Upload: - Geo tagged photographs / videos of the facilities - Policy documents and information brochures on the support to be provided - Details of the Software procured for providing the assistance - Any other relevant information **(Note: Data template is not applicable to this metric)**
	Inclusion and Situatedness
7.1.8	*Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities* Efforts have been made by the institution in providing an inclusive environment which promotes harmony and tolerance towards cultural, regional, linguistic, communal

	socioeconomic and other diversities among students. This establishes positive interaction among people of different racial and cultural backgrounds. Right from the enrollment there is no biasness as the enrollment is purely transparent and is merit based. Moreover, institute provides equal opportunities to the students in various activities conducted throughout the session irrespective of their caste, creed and religion. Our institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion are studying in the institution without any discrimination. There is no segregation of students on the basis of their lingual or communal background. Students are safe and secure at the institute, not because of locks and security guards, but because they know the institution has physical, emotional and spiritual safety. Anti-ragging cell acts as a key factor in maintaining tolerance and harmony among students. . Grievances addressal committee is also constituted to address the grievances among the students to maintain harmony in the institute. ***Provide Web link to:*** • Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) • Any other relevant information.
	Human Values and Professional Ethics
7.1.9	***Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens*** Sensitization of students and employees of any institution to the constitutional obligations is truly important and makes them to realize their prime responsibilities. . Therefore, it is very important for the institutions to imbibe a basic sense of social responsibility and sensitize students to social cause and issues so that they may become efficient in the class and in the society. The institute provides positive environment to the students to understand issues concerning the society with the result the students feel productive and confident when they walk into work each day. Our institution also encourages group volunteerism through seminars aiming at developing students personality and undertaken various activities from time to time to spread social awareness about issues like communal harmony, drug abuse, health and hygiene , disaster management etc. Institutes Principal interacts with the students on the very first working day every year, where in the students are made aware of their fundamental duties and responsibilities as citizen as well as of being a student of the institute. Also a direct interaction is held by the statutory bodies under the chairmanship regarding the constitutional obligations and social virtues in the beginning of the academic year. The institute is a unique integration of quality education and all round development of students that empower them to become confident, competent and responsible global citizens who value education as a life long process. **Provide web link to :** • Details of activities that inculcate values; necessary to render students in to responsible citizens • Any other relevant information

7.1.10	*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard.* 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programs for students, teachers, administrators and other staff 4. Annual awareness programs on Code of Conduct are organized **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above **Upload:** • Code of ethics policy document • Details of the monitoring committee composition and minutes of the committee meeting, number of programs organized, reports on the various programs etc., in support of the claims. • Any other relevant information
7.1.11	*Institution celebrates / organizes national and international commemorative days, events and festivals* Our institute is committed to promote ethics and values amongst students and faculty to encourage the same. Our institute celebrates national and international days and organizes events as well. Our students are on a mission towards better approach by breaking the different boundaries. Thoughts of great Indian personalities sowed into the young minds through the exhibitions and programs conducted on these days. The institution practices pluralistic approach towards all religion functions and encourages the students and faculty to showcase the same. Every year our institute organizes the national festivals and birth/death anniversaries of the great Indian personalities. Staff and students get to know the importance of national integrity in the country in general and their role in it in particular. Some of the days celebrated are Teachers day, women's day, World Environmental day, World health day etc **Provide we blink to :** • Annual report of the celebrations and commemorative events for the last (During the year) • Geo tagged photographs of some of the events • Any other relevant information

Key Indicator - 7.2 Best Practices

Metric No.	

7.2.1	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**
	Best Practice 1
	Title of the Practice:
	Financial Aid to the deserving students by the institution
	Objectives of the Practice
	It has been obtained from the profile of students of the institution that there are many students coming from low economic background. There parents are unable to provide them a sustained financial support because agriculture, being a gamble is not a source of assured income. Moreover, Kashmir being the epicenter of unrest due to frequent hartals and curfews does not only have other impacts but also makes society economically weak. Due to the continuous losses in Kashmir, people have lost their capacity to fulfill their commitments with many business establishments having closed down or on contemplating closure. Last year's clampdown had hit farming, horticulture that contribute most to Kashmir export-oriented economy. So, the noble objectives of the practice are
	   • To extend financial aid to the poor students to save them from discontinuation of their studies owing to poverty
	   • To support financially all the deserving poor students without any discrimination
	   • To promote the 'equality' among the students
	The expected outcome is that the students should be able to complete their studies with good marks. The beneficiaries should treat the needy with the principle of 'lend a helping hand' without discrimination.
	The Context
	   • The noble objective had its teething as well as challenging troubles in its designing and implementation.
	   • After many awareness sittings with all the concerned, staff and others it was decided to extend the benefit to all the poor students who do not have the advantage of government or endowment scholarships.
	The Practice
	There has been a long history of frequent hartals(shutdowns) in the Kashmir valley which have ravaged the people into miserable conditions of abject poverty. In a situation of such dire poverty, whatever mearge resources available were used primarily to make both ends meet. So, sending their children for education becomes almost impossibility for poor parents. So, it is evident that without financial support from an external source, the students cannot hope to successfully complete their studies.
	Evidence of success
	To cite one of the many success stories of the noble practice, the college fee of some the deserving students were cut to half during 2017-18 batch
	Problems Encountered and Resources Required
	   • In the beginning of designing the best practice, some groups of the students opposed the idea that the welfare scholarship holders too should be given the opportunity
	   • Some even blamed that the idea of endowment scholarship is not based on social justice
	   • The institute had to overcome many of these impediments to persuade the alumini in favour of instituting the endowment scholarships to encourage more students to develop a keen spirit of competition.

Best Practice 2

Title of the Practice:

Medical Camp organized in the institution for mass awareness

Objectives of the Practice

- Free medical camp was set up at the institution with a sacred aim to bring awareness amongst students, staff and community at large to make them aware about the basic healthcare services or knowledge about the diseases.
- The purpose was two-fold; to orientate students towards health needs at primary care level and to bring awareness to communities that have less assess to basic health care
- Our aim was to provide free medical advice, medicine and refer for specialization whenever it is required. These camps were to make sure people are getting the healthcare at the right time, and seeing a doctor early enough before a small health problem turns serious
- We engaged students to assist in the programmes like planning, teamwork, empathy, compromise, leadership quality etc to benefit students in the long go which was held on…………………………..
- The aim of this medical camp was to assess the health status and to bring health awareness to the community about lifestyle diseases at large

The context

Organizing a free medical camp isn't an easy task. However, if done correctly, it can potentially help a lot of people to get healthcare free of cost. Before organizing the medical camp one should decide what kind of medical camp you are setting up. It can be diagnostic, treatment or both. Before organizing the medical camp there were many sittings with the concerned authorities and only after their consultation institute decided to do a survey first to give an estimate of things and quantity that were needed.

The Practice

Planning is the primary phase of conducting a health camp. This phase includes mapping out the overall aspect of medical camp including financial planning with proper planning monitoring and supervision in between the camp. Medical camps should always be conducted during weekends so as to allow maximum number of participants in the camp. Venue should be accessible preferably in schools or colleges where there are adequate waiting area. Organizers need to collaborate with the interested stakeholders so as to ensure adequate budget for conducting the camp. Local students, societies, health professionals should be encouraged to volunteer in the camp. It also provides them a bond of community participation and a learning opportunity. The active participation of the community also makes a medical camp more fruitful.

Evidence of Success

Problems Encountered and Resources Required

There were a range of different issues and challenges that needed to be addressed for successful programme implementation. Some of the common challenges are described below.

- Funding resources were limited, it was particularly difficult to generate enough start up funds to sustain the programme but having a network of stakeholders proved beneficial for providing resources and support for a programme
- A number of challenges to programme success arised out of uniqe cultural and social norms that influence the expectation about the programme and its likelihood of success. Examples of these types of issues include;
- Lack of trust for medical professionals and outsiders
- Social beliefs around certain behaviors

It was critical for programme implementers to make a conscious effort to recognize and understand the population their programme will serve, so the institute developed certain

	strategies that involved members from community, participation of stakeholders in this process to achieve cultural competency, encourage participation and reduce social stigmas. Implementers may also need to adapt materials such as information packets to ensure all programme materials. **Provide web link to:** • Best practices in the Institutional web site • Any other relevant information

Key Indicator - 7.3 Institutional Distinctiveness

Metric No.	
7.3.1	*Portray the performance of the Institution in one area distinctive to its priority* In keeping with the vision of the institution as set forth in its statement, the institution has sought to not merely impart examination oriented rote-learning, but to provide the students with ideas of social justice and self reliance rooted in a sense of morality as well as freedom. This is done through a series of regular measures so that tradition and modernity are attempted to be blended, emphasizing women's power and rights. The teaching and the extra-curricular activities are oriented in such a way that the mental health, physical disability, skill development related requirements do not take a back seat. To make students aware of the wider social context in which they live, they are encouraged to participate in regular programmes organized by the institution, including community service and gender and environmental awareness. The institution stresses on outreach programmes and inculcates in its students an awareness of the value of a holistic education and an empathy for the less privileged sections of the society. The institution aims at creating a hatching ground for the students to develop their hobbies and achieve success in life. The two centres are step towards facilitating the students with the required knowledge, experience and exposure to pursue their dreams with gainful employment. With the skills gained, the student becomes more determined and confident in facing the future. **Provide web link to:** • Appropriate web in the Institutional website • Any other relevant information

Future Plans of action for next academic year (200 words)

Future plans of the institute are primarily aiming at scaling the intellectual environment of the institute. This includes aiming at including a better quality of students, faculty and intellectual output. Sanctorum College of Education possesses certain faculty resources who are dedicated to their respective fields. The institution strongly believes that academic research can strongly contribute to corporate decision making. The institution plans to organize seminar on the eve of International Women's Day and a general orientation in respect of course study will be organized. The academic session will be introductory for faculty members and students too. College profile will be highlighted. Disciplinary concept with regard to strict attendance, adherence to rules and regulations will be emphasized upon students. Plantation drive will be held within and outside college campus. Internship programme for B.aed students as per the course of study will be notified and college will arrange demonstration lessons in respect of micro-teaching. Internal assessment will be conducted and the achievement of the trainees will be recorded. Workshops will be organized with the intention of familiarising individuals with latest development, thereby aiming at increasing the intellectual output of the institution. As institution pursues distinctiveness as a way of focusing on intellectual energy and using limited resources wisely. Our effort to be distinctive is in harmony with the vision of the institution to inculcate holistic development.

Name _____   *Name*_____

_____   _____

Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC

_____ *** _____