



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**Kautilya Women Teachers Training College**

- Name of the Head of the institution **Dr. Mahendra Kumar Upadhyaya**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Alternate phone No. **074432470786**
- Mobile No: **9602055950**
- Registered e-mail ID (Principal) **kautilyattcollege@rediffmail.com**
- Alternate Email ID **drmahendra42@gmail.com**
- Address **NH - 27, Bypass Rawatbhata Road, Nayagaon**
- City/Town **Kota**
- State/UT **Rajasthan**
- Pin Code **324010**

##### **2.Institutional status**

- Teacher Education/ Special Education/Physical Education: **Teacher Education**
- Type of Institution **Women**

- Location **Urban**
- Financial Status **Self-financing**
- Name of the Affiliating University **Kota University, Kota**
- Name of the IQAC Co-ordinator/Director **Brijesh Kumar**
- Phone No. **07442470786**
- Alternate phone No.(IQAC) **8426832359**
- Mobile (IQAC) **9602055950**
- IQAC e-mail address **kautilyattcollege@rediffmail.com**
- Alternate e-mail address (IQAC) **drmahendra42@gmail.com**

**3.Website address**<http://kautilyacollege.com>

- Web-link of the AQAR: (Previous Academic Year) <https://www.kautilyacollege.com/uploads/topics/16905346917637.pdf>

**4.Whether Academic Calendar prepared during the year?****No**

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

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C</b>	<b>1.88</b>	<b>2012</b>	<b>05/07/2012</b>	<b>04/07/2017</b>

**6.Date of Establishment of IQAC****11/08/2011****7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.**

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>Nil</b>	<b>00</b>

**8.Whether composition of IQAC as per latest** **Yes**

## NAAC guidelines

- Upload latest notification of formation of IQAC [View File](#)

### 9.No. of IQAC meetings held during the year 3

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

- (Please upload, minutes of meetings and action taken report) [View File](#)

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

- If yes, mention the amount

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

National Seminar organized in the campus.

Organization of Open Air Session.

Concept of Wall Magazine continued.

Orientation and Talent search programme and workshop for ICT training organized in the campus.

To make student teachers self-sufficient for their safety, the activity Self Defence workshop "APARAJITA" continued in association with Rajasthan Police Department.

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

Plan of Action	Achievements/Outcomes
Orientation program and Talent search program for students to be conducted as per the Academic calendar of the Institution	Both programs conducted at the start of the session
National Seminar be organized in the campus	Organized successfully
Social activities like camps, nukkad natak and guest lectures were planned to be organized	Organized successfully
Motivated the faculty members and student teachers to actively participate in all cocurricular, social activities organized by the institution	Faculty members and student teachers actively participated in cocurricular activities through their respective houses and in social activities organized by the institution.
To make student teachers self sufficient for their safety, the institution introduced four days Self Defense workshop	Organized successfully
Concept of Wall Magazine continued in the institution.	Wall Magazine continued
Plantation Programme to be organized in the nearby village	Program conducted successfully

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Management Committee of the Institution	04/07/2023

14. Whether institutional data submitted to AISHE

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	Kautilya Women Teachers Training College
• Name of the Head of the institution	Dr. Mahendra Kumar Upadhyaya
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Alternate phone No.	074432470786
• Mobile No:	9602055950
• Registered e-mail ID (Principal)	kautilyattcollege@rediffmail.com
• Alternate Email ID	drmahendra42@gmail.com
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• City/Town	Kota
• State/UT	Rajasthan
• Pin Code	324010
<b>2.Institutional status</b>	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Women
• Location	Urban
• Financial Status	Self-financing

• Name of the Affiliating University	Kota University, Kota				
• Name of the IQAC Co-ordinator/Director	Brijesh Kumar				
• Phone No.	07442470786				
• Alternate phone No.(IQAC)	8426832359				
• Mobile (IQAC)	9602055950				
• IQAC e-mail address	kautilyattcollege@rediffmail.com				
• Alternate e-mail address (IQAC)	drmahendra42@gmail.com				
<b>3.Website address</b>	<a href="http://kautilyacollege.com">http://kautilyacollege.com</a>				
• Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.kautilyacollege.com/uploads/topics/16905346917637.pdf">https://www.kautilyacollege.com/uploads/topics/16905346917637.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.88	2012	05/07/2012	04/07/2017
<b>6.Date of Establishment of IQAC</b>			11/08/2011		
<b>7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.</b>					
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
NIL	NIL	NIL	Nil	00	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>(Please upload, minutes of meetings and action taken report)</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
National Seminar organized in the campus.		
Organization of Open Air Session.		
Concept of Wall Magazine continued.		
Orientation and Talent search programme and workshop for ICT training organized in the campus.		
To make student teachers self-sufficient for their safety, the activity Self Defence workshop "APARAJITA" continued in association with Rajasthan Police Department.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).</b>		

Plan of Action	Achievements/Outcomes
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To make student teachers self sufficient for their safety, the institution introduced four days Self Defense workshop	Organized successfully
Concept of Wall Magazine continued in the institution.	Wall Magazine continued
Plantation Programme to be organized in the nearby village	Program conducted successfully
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name of the statutory body	Date of meeting(s)
Management Committee of the Institution	04/07/2023
<b>14. Whether institutional data submitted to AISHE</b>	



Year	Date of Submission
December, 2020	31/12/2020

### 15.Multidisciplinary / interdisciplinary

This college of education is imparting education in the field of commerce, humanities and science subjects. From session 2018-19 the institution has introduced B. Sc./ B. A. B. Ed. integrated courses in the campus.

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

### 17.Skill development:

The institution organizes 3 days ICT workshop every year for the newly admitted students and newly recruited faculty members. Students are motivated to learn basics of the computer. In computer laboratory students learn use of MS word, preparation of power point slides, preparation of slides for over head projector. The student teachers also learn about imparting education online . Student teachers learn about preparation of videos which they will be able to forward or send to others. This will help the student teachers in future as the country is moving towards more use of ICT based education. The institution tries its best to make the student teachers competent in their field.

Every student teacher has to give 3 simulating teaching lessons before they proceed for internship. Student teachers learn preparation of class room lesson planning under supervision of faculty members. Black board writing skill is developed in them. Student teachers participate in language laboratory. This practice is mandatory for the student teachers taking admission in I Year class in this institution. The institution has observed that this practice helps the student teachers a lot in removing their stage fear and hesitation in expressing themselves. Communication skill is developed which is essential for their job nature.

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

Students admitted to this institution are resident of different parts of the Rajasthan. Rajasthan has been divided into five regions. All regions have some difference in language and culture. The institution identifies students coming from

different parts and probes them to introduce the cultural activities of their region. In this way students of other regions also come to know about the cultural values of other regions of Rajasthan.

The institution has developed proper language laboratory in the campus. Group of student teachers attend the classes assigned to them by teacher-in-charge. Faculty members of English, Hindi and Sanskrit take these classes. Student teachers are given training for these languages. The faculty members generally teach in Hindi language.

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

The institution certainly focuses on outcome based education. For the betterment of the outcome, the institution holds term examination twice a year. The examination paper is set by the faculty members as per the university examination paper. Marks of one of the term exam are forwarded to the affiliating university and these marks are included in the final result declared by the affiliating university. Therefore the marks of this term exam are not disclosed to the student teachers. The answer sheets of other term exam are handed over to the student teachers so that they may review before going for final university exams. This practice help them in securing better marks in the final examination.

For the overall development of student teachers, the institution conducts sports and cultural activities in the campus. Open Air Session is the most popular activity among the student teachers.

#### 20.Distance education/online education:

NIL

### Extended Profile

#### 1.Student

2.1

633

Number of students on roll during the year

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

2.2

300

Number of seats sanctioned during the year

File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	146
File Description	Documents
Data Template	<a href="#">View File</a>
2.4 Number of outgoing / final year students during the year:	199
File Description	Documents
Data Template	<a href="#">View File</a>
2.5 Number of graduating students during the year	199
File Description	Documents
Data Template	<a href="#">View File</a>
2.6 Number of students enrolled during the year	300
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Institution</b>	
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	21.62
4.2 Total number of computers on campus for academic purposes	53
<b>3.Teacher</b>	
5.1	57

Number of full-time teachers during the year:		
File Description	Documents	
Data Template	<a href="#">View File</a>	
Data Template	<a href="#">View File</a>	
5.2	57	
Number of sanctioned posts for the year:		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curriculum Planning</b>		
1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words		
<p>The institution is affiliated to Kota University, Kota. It has to follow the curriculum provided by the affiliating university. However the institution has a well-planned mechanism to deliver the contents of the curriculum to all its student teachers. The institution prepares its calendar indicating all curricular and co-curricular activities. This calendar is prepared under the supervision of the IQAC of the institution.</p> <p>The calendar prepared is circulated among all student teachers by displaying on the notice board and on the website of the institution. Therefore all students are well aware of the academic activities of the campus at the start of the session. Duration for Block teaching, micro teaching, preparation of lessons, procedure for selection of contents, workshop for preparation of OHP/ power point slides etc. are clearly demarcated in the calendar as academic part. An orientation programme is arranged by the IQAC for the newly admitted students. In the orientation programme all activities to be organized in the campus are explained in detail to all students.</p>		

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	<a href="#">View File</a>
Plan developed for the academic year	No File Uploaded
Plans for mid- course correction wherever needed for the academic year	No File Uploaded
Any other relevant information	No File Uploaded

**1.1.2 - At the institution level, the curriculum planning and adoption are a collaborative effort; Indicate the persons involved in the curriculum planning process during the year Faculty of the institution Head/Principal of the institution Schools including practice teaching schools Employers Experts Students Alumni**

**B. Any 5 of the above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
List of persons who participated in the process of in-house curriculum planning	<a href="#">View File</a>
Meeting notice and minutes of the meeting for in-house curriculum planning	<a href="#">View File</a>
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which**

**B. Any 3 of the Above**

**are stated and communicated to teachers and students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
URL to the page on website where the PLOs and CLOs are listed	Nil
Prospectus for the academic year	<a href="#">View File</a>
Report and photographs with caption and date of student induction programmes	<a href="#">View File</a>
Report and photographs with caption and date of teacher orientation programmes	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available**

**1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year**

**2**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	<a href="#">View File</a>
Academic calendar showing time allotted for optional / electives / pedagogy courses	No File Uploaded
Any other relevant information	Nil

<b>1.2.2 - Number of value-added courses offered during the year</b>	
0	
<b>1.2.2.1 - Number of value-added courses offered during the year</b>	
0	
File Description	Documents
Data as per Data Template	No File Uploaded
Brochure and Course content along with CLOs of value-added courses	No File Uploaded
Any other relevant information	No File Uploaded
<b>1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year</b>	
0	
<b>1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year</b>	
0	
File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	No File Uploaded
Course completion certificates	No File Uploaded
Any other relevant information	No File Uploaded
<b>1.2.4 - Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through Provision in the Time Table Facilities in the Library Computer lab facilities Academic Advice/Guidance</b>	Three of the above

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

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

0

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

0

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

### 1.3 - Curriculum Enrichment

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



The student teachers of part I of B. Ed., BA B.Ed. and BSc. B.Ed programmes are engaged in language laboratory for developing communication skill in them. Each student is given a slot of 5 days in batches. In language laboratory student teachers learn about communication skills. During these days the teachers try to remove their hesitation in expressing themselves. Institution tries to make the student teachers coming from rural areas or from remote areas comfortable in the campus.

The institution organizes house tournaments in the campus which helps in developing coordination among student teachers. Student teachers learn to work in groups, feel affinity towards each other. This activity develops values and healthy attitude in student teachers. When student teachers participate in sports, a decision making power is developed in them as they have to take decision on the spot while in field.

The curriculum provides an opportunity to choose the subject specific to their choice which they can pursue at higher level.

File Description	Documents
List of activities conducted in support of each of the above	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	<a href="#">View File</a>
Photographs indicating the participation of students, if any	No File Uploaded

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

School observation structure, working, work completed by them, records, observation of Principal, staff and students.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	No File Uploaded
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

1.3.3 - Students derive professionally relevant understandings and consolidate these into their professional acumen from the wide range of curricular experiences provided during Teacher Education Programme Describe the efforts made by the institution to enable students to develop understanding of the interconnectedness of the various learning engagements and to make them ready for the professional field in not more than 100-200 words

The institution conducts simulating teaching, microteaching, lesson plans, map charting, ICT aware etc. All these efforts make the student teachers ready for professional field.

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

#### 1.4 - Feedback System

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

Four of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Feedback collected, analyzed, action taken and available on website

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	<a href="#">View File</a>
Action taken report of the institution with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

300

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

300

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

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

148

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

239

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

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

11

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

11

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificate of EWS and Divyangjan	<a href="#">View File</a>
List of students enrolled from EWS and Divyangjan	No File Uploaded
Any other relevant information	No File Uploaded

## 2.2 - Honoring Student Diversity

2.2.1 - Assessment process is in place at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students Describe the assessment process at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students, in not more than 100-200 words.

The institution organizes a orientation programme and talent search programme for newly admitted student teachers in the campus. During these programmes teachers monitors the students and participation of students is observed in various activities

organized during the session. Student teachers also fill up the feedback form in which they mention their field of interest. On these basis the institution judges the capability and readiness of newly admitted student teacher.

During class teaching teachers identify slow and fast learners. Slow learners identified by the teachers are given extra attention and they are motivated to participate in all academic activities.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Documents showing the performance of students at the entry level	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic Counselling Peer Feedback / Tutoring Remedial Learning Engagement Learning Enhancement / Enrichment inputs Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs**

Four/Three of the above

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

**2.2.3 - There are institutional provisions for catering to differential student needs;**

Three of the above

**Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity**

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	<a href="#">View File</a>
Reports with seal and signature of the Principal	No File Uploaded
Photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

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

**1:13**

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

**50**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents of mentor-mentee activities with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

#### 2.3 - Teaching- Learning Process

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

**The institution provides multiple mode approach. The teachers of this institution give emphasis and also ask the student teachers to**

use models, charts wherever it is possible. Group discussions are arranged, brain-storming session is conducted. Student teachers are given some problems from their curriculum and they solve it. The practice provides an opportunity to student teachers to develop reasoning aptitude in them. The faculty members in the institution are experienced and they are able to groom student teachers using their vast experience. Class room seminars, seminars by faculty members are conducted in the campus which keep the student teachers and teachers updated in all fields. Student teachers participate in various activities organized in the campus which inculcate the habit to work in coordination with the group and cooperative attitude is developed.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

57

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to LMS	Nil
Any other relevant information	No File Uploaded

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

633

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

<b>2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports</b>	Three of the above
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File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	No File Uploaded
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	Nil
Any other relevant information	No File Uploaded

2.3.5 - Continual mentoring is provided by teachers for developing professional attributes in students Describe in not more than 100-200 words the nature of mentoring efforts in the institution with respect to working in teams dealing with student diversity conduct of self with colleagues and authorities balancing home and work stress keeping oneself abreast with recent developments in education and life
The institution is organizeshouse tournament which develops a working in team ability in student teachers. All student teachers work together and manage the event under supervision of teachers and committee members.Through mentoring system adopted by the institution all student teachers remainin contact with each other. It is observed that student teachers discusstheir mattrers within



their group very freely. Through mentoring system all activities of all student teachers remain in close watch.

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

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

Two of the above

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

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

There is always a diversity in the class room. All students do not have equal learning aptitude. Therefore while explaining topics they should try to explain taking different examples and using different tools like models, charts, experiments to explain. It is seen that the matter explained with the help of pictures -audio-visual aids is also a good approach to explain which has a lasting impression on their minds.

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded
<b>2.4 - Competency and Skill Development</b>	
<b>2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include</b> <b>Organizing Learning (lesson plan)</b> <b>Developing Teaching Competencies</b> <b>Assessment of Learning Technology Use and Integration</b> <b>Organizing Field Visits</b> <b>Conducting Outreach/ Out of Classroom Activities</b> <b>Community Engagement</b> <b>Facilitating Inclusive Education</b> <b>Preparing Individualized Educational Plan(IEP)</b>	Five/Six of the above
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the selected response/s	No File Uploaded
Reports of activities with video graphic support wherever possibl	No File Uploaded
Any other relevant information	No File Uploaded
<b>2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning</b>	Eight /Nine of the above

<b>Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement</b>	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports and photographs / videos of the activities	<a href="#">View File</a>
Attendance sheets of the workshops / activities with seal and signature of the Principal	No File Uploaded
Documentary evidence in support of each selected activity	No File Uploaded
Any other relevant information	No File Uploaded
<b>2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as 'anchor', 'discussant' or 'rapporteur' Classroom teaching learning situations along with teacher and peer feedback</b>	Three of the above
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Details of the activities carried out during the academic year in respect of each response indicated	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group</b>	Four of the above

<b>activities Performance tests Oral assessment Rating Scales</b>	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples prepared by students for each indicated assessment tool	No File Uploaded
Documents showing the different activities for evolving indicated assessment tools	No File Uploaded
Any other relevant information	No File Uploaded
<b>2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations</b>	<b>Four of the above</b>
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of each response selected	No File Uploaded
Sample evidence showing the tasks carried out for each of the selected response	No File Uploaded
Any other relevant information	No File Uploaded
<b>2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement</b>	<b>Four of the above</b>

**in preparatory arrangements**  
**Executing/conducting the event**

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

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

Three of the above

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

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

As per the State Government policy, schools for intership are identified and allotted by them. The institution prepares and trainsthe student teachers for intership through simulating teaching, preparation of lesson plans, mapping of content, identification of text material etc. The institution holds collective session of student teachers before they go for intership. Each student teacher is provided with a set of diaries. Student teachers report their academic activities in these diaries and this is checked by the teacher concerned. After the session is

over, these diaries are sent to the affiliating university.

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

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

##### 2.4.9.1 - Number of final year students during the academic year

196

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Plan of teacher engagement in school internship	No File Uploaded
Any other relevant information	No File Uploaded

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

Seven/Eight of the above

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

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

Student teachers are sent to different Government schools by the State Government. The internship letter is received by the student teachers. The institution relieves the student teachers for internship. After the internship is completed, the student teachers are relieved by the school and they report back to the institution. The institution does not have any direct contact with the school authorities. The faculty members go through the diaries and rephanded over to student teachers along with the relieving letter and assess the student teachers' performance during internship.

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

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

One of the above

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

**2.4.13 - Comprehensive appraisal of interns' performance is in place. The criteria used for assessment include Effectiveness in class room teaching Competency acquired in**

**evaluation process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness**

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

**2.5 - Teacher Profile and Quality**

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

57

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

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

7

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificates of Doctoral Degree (Ph.D) of the faculty	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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



<b>Nil</b>	
<b>2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year</b>	
File Description	Documents
Copy of the appointment letters of the fulltime teachers	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>
2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words 1. In house discussions on current developments and issues in education 2. Share information with colleagues and with other institutions on policies and regulations	
<p>The institution arranges guest lectures in the campus. The faculty members frequently talkabout the information or news related to changes in syllabus, government policy or declarations whenever announced. Under faculty exchange program the institution has tie-up with three other local instirtutions of education. Every year 3 faculty members and 15 student teachers participate in exchange programmefor 5 days. During their stay in the institution faculty members discusson different topics and views are exchaned. While taking classes faculty also comes across new ideas adopted by them.</p>	
File Description	Documents
Documentary evidence to support the claim	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>2.6 - Evaluation Process</b>	
2.6.1 - Continuous Internal Evaluation (CIE) of student learning is in place in the institution Describe details of the Continuous Internal Evaluation in the institution highlighting its major components in not more than 100-200 words	
<p>For the Continuous Internal Evaluation of the student teachers, the institution uses mentoring system and extra-curricular activities organized in the campus. For watching regular activities and performance of the student teacher admitted to this institution, institutional mentoring system helps a lot. Each student teacher remains in contact with the teacher-in-charge. Through regular monthly meeting, all activities of the students</p>	

remain in the knowledge of all faculty members and the Principal. At the start of the academic session, College calendar is released. Along with the release of the calendar, student teachers are simultaneously allotted their houses. In the campus all student teachers participate through their respective houses. In the calendar prepared by the IQAC cell all academic activities are clearly indicated. This year these internal examinations were not conducted due to Covid-19 pandemic.

Since all co-curricular activities are also conducted as per the schedule indicated in the calendar, each student participates in the activity of her interest. The House captain and vice-captain are the senior student teachers to whom student teachers contact to participate in the activities. These House captains and vice-captains remain in contact with the teacher-in-charge of the house. This system helps the institution in continuous internal evaluation.

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

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

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

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

The affiliating university has a provision of revaluation. If any student teacher has grievance regarding evaluation, they contact the affiliating university, submit their form stating their grievance. After examining their case the affiliating university conveys them their revalued result.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

2.6.4 - The institution adheres to academic calendar for the conduct of Internal Evaluation Describe the mechanism of adhering to academic calendar for the conduct of Internal Evaluation in the institution in not more than 100-200 words.

In the academic calendar of the institution all dates are declared after consulting the concerned committees. Similarly the dates for term examinations are also declared after consulting examination committee. Uptill last year the institution has maintained the schedule announced in the academic calendar. This year due to covid19 pandemic situation, the state government announced lock down, thereafter only 50 percent of students were allowed to report. The institution abided by the instructions issued by the government and department. Therefore only one term exam was conducted and awards were sent to the affiliating university.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 2.7 - Student Performance and Learning Outcomes

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

The institution is of the view that after completion of a programme the student teachers must be an asset to the nation. The institution tries its best to involve student teachers in various academic, sports & cultural and social activities. For academic activities, the institution conducts lesson planning, simulating teaching, use of language laboratory, class room seminars, seminars by faculty members, ICT workshop for updation of technology, wall magazine etc. These activities help in grooming their academic skills. Open air session is organized in the campus for house tournaments and cultural activities. All these activities are managed by the committee members, captains, vice captains of each house. Student teachers learn anchoring, coordination and managerial skills by organizing the event. IQAC organizes some social activities like rallies, nukkad natak, guest lectures etc. By active participation in these activities moral values, responsibilities towards society, skills to express themselves, communicate in a better and effective manner are developed in them. Student teachers choose subject of their choice so they are able to pursue their higher studies.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 2.7.2 - Pass percentage of Students during the year

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

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

Every student teacher is given opportunity of 3 simulating lessons. If required, the teacher-in-charge gives more opportunity to identified student teachers. During language lab participation student teachers' skill of communication is assessed. If needed, more opportunity is given to the identified student teachers. Participation in social, sports & cultural activities and performance in term examination is observed. Participation in class room seminars is taken into consideration. All activities of student teachers are observed through mentoring system developed in the campus. Whenever needed personal counselling of student teachers is done by the faculty members.

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

**2.7.4 - Performance of outgoing students in internal assessment**

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

199

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

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

When newly selected student teachers are admitted, the institution assesses the student teachers on the basis of initial performance in class, behaviour with the co-student teachers, attitude with others, previous academic record, their activities through student mentors, field of interest as they declared during talent search programme. Thereafter the teachers decide if more number of simulating teaching sessions are required or not, whether student teachers need some extra guidance, they need to be counselled. All these factors work very well and positive results are seen in the student teachers. Many student teachers feel shy in expressing or participating in activities. After taking classes in language laboratory and counselling, a noticeable change in them was observed. Their attitude, way of working was changed.

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

## 2.8 - Student Satisfaction Survey

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

This year the institution has introduced taking online satisfaction from the student teachers.

## RESEARCH AND OUTREACH ACTIVITIES

### 3.1 - Resource Mobilization for Research

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

00

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

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

00

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

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

One of the above

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

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

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

## **3.2 - Research Publications**

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

00



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

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

00

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

### 3.3 - Outreach Activities

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

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

7

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

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

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

496

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	No File Uploaded
Report of each outreach activity with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

### 3.3.3 - Number of student participation in national priority programmes such as Swachh Bharat, AIDs awareness, Gender sensitivity, Yoga, Digital India, National Water Mission during the year

496

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

496

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the claim along with photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution has vision and mission to inculcate social values in the student teachers. The institution organizes various social activities in rural areas, guest lectures are organized to make them aware. All student teachers are motivated to participate and to visit the villages so that they personally feel connected. Nukkad natak on Adult education was played in nearby village where student teachers came in contact with elderly persons. Plantation was carried out in nearby colony.

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

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

00

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

**3.4 - Collaboration and Linkages**

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

3

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

3

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

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

0

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

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

None of the above

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

The institution is running B. Ed., BA/BSc. B.Ed. and D. El. Ed. courses and grant of recognition has been received from NCTE and affiliation from University of Kota and Government of Rajasthan..

As per norms of the NCTE physical infrastructure required for these courses is as follows: Class Rooms: 25, Seminar Hall 1, Library with reading room facility 1, Principal office 1, Office 1, Staff room,ET Laboratory 1, Science Laboraory 1, Psychology Laboratory 1, Computer laboratory 1, SUPW room 1, separate Botany lab 1, Chemistry Lab 1, Mathematics lab 1, Physics Lab 1 and Zoology lab 1, Language Laboratory 1, Indoor sports room 1, facility for out door sports, Girls common room.

Presently the institution hasClass Rooms: 40, Smart class room 2, Seminar Halls 2, Library with reading room facility 1,Principal office 1, Office 1, Staff room 1, ET Laboratory 1, Science Laboraory 1, Psychology Laboratory 1, Computer laboratory 1, SUPW room 1, separate Botany lab 1, Chemistry Lab 1, Mathematics lab 1, Physics Lab 1 and Zoology lab 1, Home Science Lab 1, Geography Lab 1, Language Laboratory 1, Indoor sports room 1, facility for out door sports, Wash room facilities on each floor, Generator Room 1, Pantry 1, Chairman office 1, MD room 1, Reception 1, Girls common room

File Description	Documents
List of physical facilities available for teaching learning	<a href="#">View File</a>
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

**4.1.2 - Number of classrooms and seminar hall(s) with ICT- enabled facilities such as smart classroom, LMS, video and sound systems etc. during the year.**

**4.1.2.1 - Number of classrooms and seminar hall(s) with ICT facilities**

3

File Description	Documents
Data as per Data Template	No File Uploaded
Geo-tagged photographs	No File Uploaded
Link to relevant page on the Institutional website	Nil
Any other relevant information	No File Uploaded

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

00

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

#### 4.2 - Library as a Learning Resource

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

Library Management System was purchased by the institution in the year 2017. The library is partially automated. The institution is planning to make the library fully automated. Till date only issuing and deposits of books is done with this system.

File Description	Documents
Bill for augmentation of library signed by the Principal	No File Uploaded
Web-link to library facilities, if available	Nil
Any other relevant information	No File Uploaded

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

more than 100 - 200 words

**The institution does not have remote access to library.**

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

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

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

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

00

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

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

**4.2.5.1 - Number of teachers and students using library for Month one (not less than 20 working days) during the academic year****300**

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	<b>No File Uploaded</b>
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	<b>Nil</b>
Any other relevant information	<b>No File Uploaded</b>

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

**None of the above**

File Description	Documents
Data as per Data Template	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**4.3 - ICT Infrastructure**

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

**The institution procure computers, laptops, white board etc as the time table and infrastructure committees recommend to IQAC. The Wi-**



**Fi- facility is regularly updated. Last updation was done on**

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

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

**13:1**

File Description	Documents
Data as per data template	<a href="#">View File</a>
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	No File Uploaded
Any other relevant information	No File Uploaded

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

**E. < 50 MBPS**

File Description	Documents
Receipt for connection indicating bandwidth	No File Uploaded
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	No File Uploaded
Any other relevant Information	No File Uploaded

#### 4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit

File Description	Documents
Data as per Data Template	No File Uploaded
Link to videos of the e-content development facilities	Nil
List the equipment purchased for claimed facilities along with the relevant bills	No File Uploaded
Link to the e-content developed by the faculty of the institution	Nil
Any other relevant information	No File Uploaded

#### 4.4 - Maintenance of Campus and Infrastructure

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

3.58

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	No File Uploaded
Any other relevant information	No File Uploaded

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

The head of the institution constitutes various committees like maintenance, infrastructure, and purchase committees.

After the completion of academic session, all departmental heads inform regarding any equipment maintenance work, plumber and electrician related work required in their departments.

Maintenance committee members visit all class rooms, library, laboratories etc. to finalize if any repairing work is needed.

All proposals are submitted to the IQAC .

The infrastructure committee is informed by the IQAC regarding maintenance work required in the campus. The infrastructure committee obtains the estimate for it and a proposal is submitted to the head of the institution.

The head of the institution discusses the matter with the management committee and obtains the financial approval.

After obtaining the financial approval, the work is completed under supervision of the committees.

For maintaining the equipment the dealer from whom it was purchased is contacted. The institution prefers to get the equipment repaired by the company/ supplier.

For maintaining computers local computer distributors are contacted by the maintenance committee and get it repaired.

File Description	Documents
Appropriate link(s) on the institutional website	<a href="https://www.kautilyacollege.com/uploads/img/Procedure-and-Policies-for-maintaing-facilities.pdf">https://www.kautilyacollege.com/uploads/img/Procedure-and-Policies-for-maintaing-facilities.pdf</a>
Any other relevant information	No File Uploaded

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

Four of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	No File Uploaded
Sample feedback sheets from the students participating in each of the initiative	No File Uploaded
Photographs with date and caption for each initiative	No File Uploaded
Any other relevant information	No File Uploaded

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

Seven/Eight of the above

File Description	Documents
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

E. None of the above

File Description	Documents
Data as per Data Template for the applicable options	No File Uploaded
Institutional guidelines for students' grievance redressal	No File Uploaded
Composition of the student grievance redressal committee including sexual harassment and ragging	No File Uploaded
Samples of grievance submitted offline	No File Uploaded
Any other relevant information	No File Uploaded

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

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

## 5.2 - Student Progression

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

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

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

### 5.2.2 - Number of student progression to higher education during the academic year

#### 5.2.2.1 - Number of outgoing students progressing from Bachelor to PG (A1).

**00**

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

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

**Nil**

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

### 5.3 - Student Participation and Activities

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

The student council is by nomination. Meritorious students are nominated for various posts by the head of the institution. The institution has adopted this practice with the view that the students having good academic background will certainly help the institution in raising academic environment in the campus. This practice has given really appreciable results. Such student council involves itself in all college activities with a positive approach. The institution also has adopted the practice of decentralizing its power by the involvement of student teachers in various administrative committees. Involvement of student teachers in these committees provides an opportunity to them to learn about the working of various committees. It increases the decision making power of these students and makes them responsible towards their duties. The student teachers learn about the working in the institution, organizing of different activities, value of cooperative behaviour, how to get the work done from juniors/ seniors/ non-teaching staff etc. In these committees students are given opportunity to participate as active members. This practice helps in overall development of student teachers. Many of the student teachers after joining their jobs in various schools realized the same and have also expressed their experiences.

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

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

18

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

#### 5.4 - Alumni Engagement

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

**Non registered Alumni Association. Members of the association help the institution at the time of social activity in rural area.**

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

**5.4.2 - Alumni has an active role in the regular institutional functioning such as  
Motivating the freshly enrolled students  
Involvement in the in-house curriculum development  
Organization of various activities other than class room activities  
Support to curriculum delivery  
Student mentoring  
Financial contribution  
Placement advice and support**

One/Two of the above



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

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

1

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	No File Uploaded
Any other relevant information	No File Uploaded

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

**Members of the association help the institution at the time of social activity in rural area.**

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

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission Describe the vision and mission statement of the

institution on the nature of governance, perspective plans and participation of the teachers, students and non-teaching staffs in its decision making bodies of the institution in not more than 100 - 200 words.

One of the visions and missions of the institution is to inculcate administrative and leadership qualities in student teachers. The institution is of the view that these qualities will help student teachers to be efficient, independent and self-confident in the field of education. To achieve the goal the head of the institution nominates student teachers in various committees. This provides an opportunity to the student teachers to become a part of decision making process. Decision making quality is also enhanced through the participation of student teachers in house tournaments in the campus. The event of house tournament is organized and managed by the student teachers under the supervision of teachers and the committee constituted for it.

All activities in the campus take place in the supervision of teachers. By this the managerial quality is developed in the teachers. Newly selected teachers are also given a chance to learn management of the events. When teachers, student teachers and other staff members work together they understand each other and a cooperative attitude is developed in them.

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

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

The head of the institution constitutes various committees so that the work responsibilities may be distributed among faculty members. These committees work independently under his supervision. Whenever the committee feels need of any assistance, they contact the head of the institution. The teacher in charge of

the committee is called convener and in every committee (except in examination committee) there is participation of student teachers admitted in this institution.

These constituted committees and clubs work independently and coordinate with other committees to know about the requirements. At the end of the session they submit their reports to the head of the institution. After compiling the reports of all committees, the head of the institution prepares his annual report. This report is forwarded to the Secretary/ President of the managing committee to place before the management committee in the meeting. In all committees except examination committees, student teachers are nominated. They also participate in the functioning of the institution. This also helps the institution in making student teachers understand about the working of the institution and in developing decision making skill among them.

File Description	Documents
Relevant documents to indicate decentralization and participative management	No File Uploaded
Any other relevant information	No File Uploaded

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

In the institution work is distributed and organized through various committees, which are given freedom to work independently. In financial matters the committees like purchase, infrastructure, maintenance etc obtain estimates and put forward a proposal. The financial approval is taken and then the work starts. The time table committee prepares the academic calendar and time table for the session making optimum use of the infrastructure. Examination committee takes the decision to organize two term exams and get the examination material etc. ready in time. These dates are communicated to the IQAC for inclusion in academic calendar. The calendar is discussed in the meeting of IQAC and then finalized. The administrative committees like discipline, parking committee, all work independently. They are responsible for maintaining discipline in the campus. Sports committee independently proposes the dates of house tournament to IQAC. These dates are incorporated in academic calendar so the

student teachers are aware of the duration of events well in advance. Open Air Session committee in cooperation with sports committee decides the dates for cultural programmes and other events. All social activities are decided by the IQAC.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 6.2 - Strategy Development and Deployment

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

The management committee of the institution has developed a mechanism for the smooth working in the institution. The head of the institution, Principal reports directly to the President of the management committee. The Principal constitutes some internal committees. These committees report their working to the IQAC. In this way all powers and duties are distributed in the channel. The institution is planning to start new academic courses in the coming years. For this it has prepared the required infrastructural facilities in the campus. In academic session 2021-22 first batch of integrated course will pass out. The institution shall apply for post graduate course in 2022-23. By that time the requirement of integrated course will be over. Infrastructural facilities for post graduate course is complete. Before the inspection of post graduate course institution shall procure library facilities like books, journals, magazines etc.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	Nil
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

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

The management committee has decentralized its power to different administrative bodies. These bodies work under supervision of the principal. The decisions related to policy are taken by the management committee. All appointments are made by the management committee. It follows the prescribed rules of the NCTE and affiliating university. The financial approvals are granted by the management committee. The management committee has given standing instructions that the circular, instructions, orders issued by the affiliating university, Government department be followed. Administrative set up is clearly shown in the organogram.

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

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

Five/Six of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Screen shots of user interfaces of each module	No File Uploaded
Annual e-governance report	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

The IQAC every year decides to hold open air session in the campus. The open air session is one of the most favourite

activities in the campus. Through this event students participate in various co-curricular activities. Sports and cultural activities are parts of this activity. The institution plans this activity for one week. Three days are for sports activity and two days are for cultural activities. Last day is for prize distribution. Student teachers enthusiastically wait for this activity. This activity is managed and completed by student teachers under supervision of the teachers and committee constituted by the Principal. This event being event of the students is completed with great success.

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

### 6.3 - Faculty Empowerment Strategies

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

Nil

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

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

00

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

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

2

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Brochures / Reports along with Photographs with date and caption	No File Uploaded
List of participants of each programme	No File Uploaded
Any other relevant information	No File Uploaded

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

00

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

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

**NIL**

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

#### **6.4 - Financial Management and Resource Mobilization**

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

Financial auditing is a regular process in this institution. For internal audit a committee is constituted which comprises of three faculty members, one accounts department representative. They audit the accounts every year and submit their report to the Principal of the institution. This report is placed before the Chairman of the managing committee. For external audit, auditors are appointed by the management committee. After finalization of accounts, statutory financial audit report is submitted to the management committee every year.



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

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

00

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

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

The head of the institution constitutes various committees like maintenance, infrastructure, and purchase committees.

After the completion of academic session, all departmental heads inform regarding any equipment maintenance work, plumber and electrician related work required in their departments.

Maintenance committee members visit all class rooms, library, laboratories etc. to finalize if any repairing work is needed.

All proposals are submitted to the IQAC.

The infrastructure committee is informed by the IQAC regarding maintenance work required in the campus. The infrastructure

committee obtains the estimate for it and a proposal is submitted to the head of the institution.

The head of the institution discusses the matter with the management committee and obtains the financial approval.

After obtaining the financial approval, the work is completed under supervision of the committees.

For maintaining the equipment the dealer from whom it was purchased is contacted. The institution prefers to get the equipment repaired by the company/ supplier.

For maintaining computers local computer distributors are contacted by the maintenance committee and get it repaired.

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

## 6.5 - Internal Quality Assurance System

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

The IQAC has an immensely significant role for institutionalising the quality assurance strategies. The institution has adopted a process in which all committees constituted by the Principal of the institution report to the IQAC. The decisions related to academics, increase in infrastructure, procurement or policy are taken in the meeting of the IQAC. Academic calendar is finalized by the IQAC after submission of dates of events by other related committees. The committees submit their report to the IQAC on completion of the work assigned to them. When IQAC receives reports from all the committees, it prepares the annual report. This annual report is submitted to the management committee by the Principal. All financial approvals are obtained before starting the work. Concerned committees submit their financial proposal/estimate to the IQAC. Financial approval is obtained from the management committee.

The institution organized Guest lectures, nukkad natak, celebrated Republican Day, Basant Panchhami, Womes' Day etc during the session.

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

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

All committees constituted and working in the campus submit their reports after completion of the activity to the IQAC. Likewise the timetable committee, examination committee, discipline committee submit their reports. The IQAC goes through the reports and clears its query, if any. After receiving the reports from all the committees, the IQAC prepares annual report of the institution. This report is handed over to the Principal. The principal reviews this report and then submits it to the management committee. In this way the IQAC reviews the activities at regular intervals. Organization of Internal seminar by faculty members, guest lectures are taken care of by IQAC.

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

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

4

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

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

Two of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to the minutes of the meeting of IQAC	Nil
Link to Annual Quality Assurance Reports (AQAR) of IQAC	Nil
Consolidated report of Academic Administrative Audit (AAA)	No File Uploaded
e-Copies of the accreditations and certifications	No File Uploaded
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	No File Uploaded
Any other relevant information	No File Uploaded

6.5.5 - Institutions keeps track of the incremental improvements achieved in academic and

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

After the first accreditation of the institution, the institution has taken one step ahead in the field of ICT. Up till first cycle, the institutioun was more frequently using over head slides and power point presentations. Now the faculty members have been motivated to prepare the videos of their lectures. These videos are shared in the whatapp groups ofrespective classes. During covid 19 pandemic the institution was worried aboutproviding reading and text material to its student teachers. The faculty members of the institution started sharing PDF files of the text material along with videos to student teachers.

Anoither quality initiative taken by the IQAC is of wall magazine. The concept of wall magazine has beenintroduced in this institution from session 2019-20. The institution has now provided a platform to the student teachers where they can show their hidden talent. They can display their written short stories, poems, graphics, photographs, cartoons and even encouragingprinted stories from books, magazines and other literary material. The student teachers have very much appreciated this activity.

File Description	Documents
Relevant documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The institution has a policy to conserve energy. Rajasthan is a State where optimum use of solar energy can be made. The institution has a planto installsolar panels for this purpose. The State Government is also encouraging to install solar energy panels. The plan to get these panels has been delayed due tocovid 19 pandemic. Now the IQAC is obtaining the estimate for installing

solar panels. By the end of the year, the institution shall get the panels installed which will save a lot of energy.

File Description	Documents
Institution's energy policy document	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution is concerned with cleanliness in the campus. To remove dried shed leaves, other organic waste like paper etc. the institution has prepared a pit at the back of the building. All the waste material is put in there. The waste material slowly gets decomposed and manure is obtained. This manure is utilized in the flower beds in the campus.

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

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

Two of the above

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

**7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical**

None of the above

usage/ reduced wastage	
File Description	Documents
Income Expenditure statement highlighting the specific components	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment Describe the efforts of the institution towards maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment in not more than 100 - 200 words	
<p>The institution is committed to the maintenance of cleanliness. The institution has been awarded the All India Survey Non-residential College Swachhta Ranking 2018, AISHE, Ministry of HRD, New Delhi for maintaining cleanliness in the campus in the year 2018-19. For last many years the institution has put separate dustbins for dry and wet waste. The institution has a policy that in day to day working, all students, faculty members, staff members and employers have to clean their surroundings in last 5 minutes before leaving the campus. The institution is maintaining a lush green garden and a botanical garden in the campus. Polythene bags and plastic bottles are not allowed in the campus.</p>	
File Description	Documents
Documents and/or photographs in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded
7.1.6 - Institution is committed to encourage green practices that include Encouraging use of bicycles / E-vehicles Create pedestrian friendly roads in the campus Develop plastic-free campus Move towards paperless office Green landscaping with trees and plants	Two of the above

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

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

1.39

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statement on green initiatives, energy and waste management	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution emphasises to benefit the society and the surrounding areas of the institution. The institution organizes various social activities like rallies, camps, nukkad natak in nearby area. Activities like aids awareness, adult education awareness, anti girl child foeticide etc. are conducted.

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



<p><b>7.1.9 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized</b></p>	<p><b>E. None of the above</b></p>
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File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	<b>No File Uploaded</b>
Web-Link to the Code of Conduct displayed on the institution's website	<b>No File Uploaded</b>
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	<b>No File Uploaded</b>
Details of the Monitoring Committee, Professional ethics programmes, if any	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

## 7.2 - Best Practices

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

### First Practice

[https://www.kautilyacollege.com/uploads/img/First\\_Best\\_Practice.pdf](https://www.kautilyacollege.com/uploads/img/First_Best_Practice.pdf)

**Title: Cleanliness Drive of the Campus**

### Goal

**To inculcate healthy habits and generate good citizenship**

qualities in the student teachers.

The Context:

INSPIRATION from "SWACHH BHARAT ABHIYAN"

The institution is of the opinion that the students passing out this institution must learn to live a healthy and hygienic life. To develop this quality in the student teachers the institution has adopted the Swachh Bharat Abhiyan initiated by the central government.

Second Best Practice

[https://www.kautilyacollege.com/uploads/img/Second\\_Best\\_Practice.pdf](https://www.kautilyacollege.com/uploads/img/Second_Best_Practice.pdf)

Title: Development of disciplined student teachers having administrative and leadership qualities in them.

Goal

To inculcate administrative and leadership qualities in student teachers.

The Context

The institution has the vision to inculcate discipline, administrative and leadership qualities in the student teachers passing out. These qualities will help them in day to day working and establish them as efficient and self-confident teachers in the working field.

File Description	Documents
Photos related to two best practices of the Institution	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The institutional vision, priority and thrust is to produce student teachers who can compete globally. For this purpose the

institution is committed to provide best infrastructural facilities to the students admitted here. The institution gives exposure in the field of utilization of audio visual aids by conducting workshop in which they are taught about the use of OHP, LCD projectors, preparation of OHP sheets and power point slides, development of effective communication skills using language labs through Science, Hindi, English and Sanskrit clubs, through simulating teaching practice, inculcating administrative qualities by their participation in various committees, houses and house tournaments. The institution also emphasises on its responsibility towards the society. The student teachers are engaged in social activities by their participation in nukkad natak, bringing awareness in the society through rallies to remove societal evils like girl child foeticide, dowry, etc. The institution tries to imbibe cleanliness in the nature of student teachers by involving them to clean their surroundings at the end of the day and also motivate them to have a hygienic environment. Apart from the curriculum, the institution tries to produce student teachers having good citizenship qualities.

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