YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	VIVEKANANDA COLLEGE OF EDUCATION
• Name of the Head of the institution	DR. ABHA SHARMA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Alternate phone No.	05712523132
• Mobile No:	9837054588
• Registered e-mail ID (Principal)	vcealigarh@gmail.com
• Alternate Email ID	sudha.saraswat8@gmail.com
• Address	GONDA ROAD MATHURA BYE PASS
• City/Town	ALIGARH
• State/UT	UP
• Pin Code	202001
2.Institutional status	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**	
• Name of the Affiliating University	**DR. BHIM RAO AMBEDKAR UNIVERSITY AGRA**	
• Name of the IQAC Co-ordinator/Director	**DR. SHELJA SINGH**	
• Phone No.	**7037779026**	
• Alternate phone No.(IQAC)	**8077159712**	
• Mobile (IQAC)	**7037779026**	
• IQAC e-mail address	**osvctmaligarh@gmail.com**	
• Alternate e-mail address (IQAC)	**osvctmaligarh@gmail.com**	

3.Website address	http://www.vcealigarh.in/
• Web-link of the AQAR: (Previous Academic Year)	http://www.vcealigarh.in/AQAR_2021.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.vcealigarh.in/Academic_Calendar_2021_22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.20**	**2011**	**27/03/2011**	**26/03/2016**

6.Date of Establishment of IQAC	**25/07/2011**

7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNMTT etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NONE	**NA**	**NA**	**Nil**	**NIL**

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

9.No. of IQAC meetings held during the year	`4`
• 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)

`WORKSHOP: Workshop was organized on the Topic "Modification of in the behavior of teachers by using various techniques of teaching" on 7th- 8th June 2022. Coordinator of this workshop was Dr. Sarita Rani. The resource person for the workshop was Dr. Surendra Pal Singh (Assistant Professor, B.Ed Department, D.S. College, Aligarh).`

`GUEST LECTURE: A guest lecture was organised on 4th March 2022 on the topic "Status of Primary Education in UP doing for B.Ed. and D.El.Ed students. The Guest speaker was Dr.Neelima Joshi, Assistant Teacher in Basic Education Department, Aligarh`

`WEBINAR: A webinar was conducted by Vivekananda college of Education on the topic "Effect of Pandemic on the Physical and Mental Health of Learner" on 20th August 2021. The guest speaker was Mr. Rakesh Chandra Chaturvedi (Ex NCERT Member)`

`HINDI WEEK CELEBRATION: Hindi week was celebrated from 15th September to 18th September 2021.Various competitions were organised like poem, antyakshari and debate.`

`INTERNSHIP: B.Ed. I yr was sent on internship for 28 days in different schools of Aligarh from 16/12/21 to 20/01/2021.B.ed. II YR students were sent for school teaching from 16/12/21 to 05/01/2021.Internship of M.Ed. students was conducted from 22/03/2022 to 05/04/2022 . They were sent to B.Ed colleges.`

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
INDEPENDENCE DAY	Independence Day was celebrated with great zeal and fervour. The chairman hoisted the National Flag. All faculty members and 2nd year students were present on the event.
WEBINAR	A webinar was conducted by Vivekananda college of Education on the topic "Effect of Pandemic on the Physical and Mental Health of Learner" on 20th August 2021. The guest speaker was Mr. Rakesh Chandra Chaturvedi (Ex NCERT Member)
TEACHERS DAY	M.Ed. students celebrated Teachers Day this year.
HINDI WEEK	Hindi week was celebrated from 15th September to 18th September 2021.Various competitions were organised like poem, antyakshari and debate.
TEACHER ORIENTATION PROGRAM	Teachers Orientation Program was conducted on the topic "Research Paper Writing" on 28th September 2021.The guest speaker was Dr. Ajay Mahaur, Sr Faculty, VCTM.
SCHOOL INTERNSHIP	B.Ed. I yr was sent on internship for 28 days in different schools of Aligarh from 16/12/21 to 20/01/2021.B.ed. II YR students were sent for school teaching from 16/12/21 to 05/01/2021. Internship of M.Ed. students was conducted from 22/03/2022 to 05/04/2022 . They were sent to B.Ed colleges.

GUIDANCE PROGRAM	Group Guidance Program was organised on 12th December 2021 by Dr Shelja Singh.
RANGOLI COMPETITION	Rangoli competition and diya making activity was organised on 2nd November 2021. An exhibition was al;so organised of the craft works of students.
MEHNDI COMPETITION	It was organised on 23rd October 2021.
SPORTS WEEK	Sports Week was organised from 8th -11th December 2021. Students took part in all the sports events wholeheartedly with full enthusiasm.
COUNSELLING SESSION	Counselling session was organised on 20th October 2021 by Dr. Shelja Singh.
REPUBLIC DAY	Republic Day was organised on 26th Jan, 2022. The National Flag was unfurled by the college Chairman Advt. Mr. Anil Saraswat
SCOUT GUIDE CAMP	Scout Guide camp was organised for B.Ed. students from 22nd Feb. -26th Feb. 2022. Scout Masters Mr. Kuldeep and Ms. Jyoti instruct the students in the camp.
YOGA CAMP	Yoga camp was organised for B.Ed. (II yr) students from 14-18 Feb. 2022. Yoga Guru Sh. Vikas Upadhyay and Smt . from Yuva Bharat Patanjali guided students to do
GUEST LECTURE	A guest lecture was organised on 4th March 2022 on the topic "Status of Primary Education in UP doing for B.Ed. and D.El.Ed students. The Guest speaker was Dr.Neelima Joshi, Assistant

	Teacher in Basic Education Department, Aligarh
WOMENS DAY	Women's Day was celebrated on 8th March.
EDUCATIONAL TOUR	Students of B.Ed. and D.El.Ed. were taken to New Delhi and 1st April 2022. The Sites visited were Qutub Minar and Lotus Temple
SESSIONALS	Sessionals were conducted from 18- 26th April 2022.
TREE PLANTATION	The plantation was done in the college campus on 9th June 2022
WORKSHOP	Workshop was organized on the Topic "Modification of in the behavior of teachers by using various techniques of teaching" on 7th- 8th June 2022. Coordinator of this workshop was Dr. Sarita Yajnik. The resource person for the workshop was Dr. Surendra Pal Singh (Assistant Professor, B.Ed Department, D.S. College, Aligarh).
SUPW CAMP	SUPW camp was organised on 8- 10th December 2021 by Mrs. Shalini Bharadwaj. Students made masks and bags.

13.Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	

Name of the statutory body	Date of meeting(s)
COLLEGE MANAGEMENT	01/04/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	02/02/2022

15.Multidisciplinary / interdisciplinary

The institution encourages interdisciplinary approach for maintaining diversity and integrity of thesystem. Interdisciplinary curriculum involves using the knowledge and curricular approach that consciously applies methodology in more than one theme and related issues and problems of teaching-learning process. In education, addressing the psychological issues and problems of the child is must.Philosophy of education, social problems of Indian society, language and curricular issue etc. are basic interdisciplinary subject which create Integrity in diversity.

16.Academic bank of credits (ABC):

17.Skill development:

Life skill based education is a form of education that focuses on implementation of personal life skillslike – accountability, responsibility, honesty, problem solving, thinking, reasoning obedience etc. Inmodern scenario, educationists are playing an important role in developing skills in the studentsdifferent curricular and co-curricular activities improve these skills effectively in the studentteaches. They also learn co-operation, co-ordination, empathy and kindness, etc.

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

The National Education Policy 2020 aims to restructure the education system of India on the framework of ancient Indian system. With this it emphasises on Indian languages and culture. We promote Indian knowledge system through curricular and co-curricular activities. There are different subjects whichpromote Indian knowledge system in the students of B.Ed. D.El.Ed & M.Ed. In cultural activities we encourage regional songs and folk dances, classes runs through bilingual system. Our teacher explain subject matter in Hindi as well as in English.

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

The whole curriculum planned in the academic calendar is based on Outcome based education. VCE aims to nurture its students so that we give the society such teachers who are equipped with latest

knowledge of subject and teaching, who are also abreast with life skills like cooperation, empathy, communication, problem solving, stress management etc.

20.Distance education/online education:
The faculty in VCE used blended mode of teaching in this session so as to combine both omline and traditional methods of teaching.

Extended Profile

2.Student

2.1 Number of students on roll during the year	**350**

File Description	Documents
Data Template	[View File]

2.2 Number of seats sanctioned during the year	**300**

File Description	Documents
Data Template	[View File]

2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**150**

File Description	Documents
Data Template	[View File]

2.4 Number of outgoing / final year students during the year:	**87**

File Description	Documents
Data Template	[View File]

2.5Number of graduating students during the year	**82**

File Description	Documents
Data Template	[View File](#)

2.6	**228**
Number of students enrolled during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1	**13.29**
Total expenditure, excluding salary, during the year (INR in Lakhs):	

4.2	**36**
Total number of computers on campus for academic purposes	

5.Teacher

5.1	**44**
Number of full-time teachers during the year:	

File Description	Documents
Data Template	[View File](#)
Data Template	[View File](#)

5.2	**1**
Number of sanctioned posts for the year:	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Planning

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

Planning, Reviewing, Revising the Curriculum & adapting it to local

context The institution has IQAC that conducts quarterly meetings to plan all the curricular and co-curricularactivities of the students. The cell conducts meeting in the beginning of a trimester in which activitiesare plan according to the academic calendar. Incharge of each activityis deputed and each incharge alongwith the committee members executes the plan activities in that quarter and submits the report to the principal.If any activitycould not be executed due to unexpected and unavoidable situation it is planned in the next quarter. Following committees are constituted for the distribution of work and activities. 1. Discipline Committee 2. Admission Committee 3. Time Table Academic Calendar Committee 4. Examination Committee 5. School Internship Committee 6. Social Activities Committee 7. Literary Activities Committee 8. Cultural Committee 9. Science and Mathematics Resource Committee 10. Psychology Resource Committee 11. ICT Committee 12. Art and Craft Committee 13. Magazine Committee 14. Women's Cell 15. Seminar/ Workshop Committee 16. Sports and Camp Committee 17. Alumni Meet Committee 18. Tour Committee 19. Library Advisory Committee 20. Guidance Counseling Cell

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

1.1.2 - At the institution level, the curriculum planning and adoption are a collaborative effort; Indicate the persons involved in the curriculum planning process during the year Faculty of the institution Head/Principal of the institution Schools including practice teaching schools Employers Experts Students Alumni	C. Any 3 of the above

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

1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers	A. All of the Above

File Description	Documents
Data as per Data Template	View File
URL to the page on website where the PLOs and CLOs are listed	http://www.vcealigarh.in/Program_Outcomes_and_Programme_Specific_Outcomes.pdf
Prospectus for the academic year	View File
Report and photographs with caption and date of student induction programmes	View File
Report and photographs with caption and date of teacher orientation programmes	View File
Any other relevant information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives

including pedagogy courses for which teachers are available

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

1. B.ED I YR-- 11 PEDAGOGY B.ED IIYR

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

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

0

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

1

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

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

0

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

0

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

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

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

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

0

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

1

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.

A fundamental and coherent understanding of the field of teacher education is imparted by the teachers of Vivekanada College of Education. The teacher educatorsuse various conventional and latest teaching methods that include discussions, quizzes,demonstrations, debates, power-point presentations etc. Teachers have been trained to use online education mode and they effectively use blended learning technique to equip students will knowledge ofunderstanding of the course content. Various skills and competencies like critical thinking, communication, collaboration and emotional intelligence are been developed in the students through various activities and competitions organized bythe IQAC throughout the session. Some of the activities are listed below 1.Sports 2.Scout Guide Camp 3.Yoga Camp 4.Voting Awareness Rally 5.Tree Plantation 6.SUPW Camp 7.Gender Sensitisation Programme Women Day 8.Educational Tour 9.Carrier Guidance programme

File Description	Documents
List of activities conducted in support of each of the above	View File
Documentary evidence in support of the claim	**No File Uploaded**
Any other relevant information	**No File Uploaded**
Photographs indicating the participation of students, if any	View File

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

Teacher education institutions prepare students for teaching in schools. For this, internships are organized in the I and II year of the program. In the I year, students are sent to schools for 4 weeks to understand the working environment of schools including time table, office work, maintenance of registers and records, assessment system, library, laboratories etc.For this, student are first oriented by the teachers about the Indian school system and functioning of different Boards of Education in India. This familiarizes student-teachers with the diversity in the school system in India and helps them to complete the internship with understanding and effectiveness.

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

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

> To make pupil teachers ready for the professional field and to develop understanding of various learning engagements, II year students are sent for teaching in various schools of Aligarh. Students are provided with knowledge of skills of teaching through skill teaching classes before sending them to schools.Various skills used are introduction skills, skills of probing question, enforcement using black board,stimulus varication, illustration, explanation etc. They use these skills in their teaching. Students are assigned subjects and periods and they are supervised by the teachers during the period of practice teaching in schools.

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

1.4 - Feedback System

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

File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	View File

1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following	Feedback collected, analyzed, action taken and available on website

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	View File
Action taken report of the institution with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of students during the year

350

2.1.1.1 - Number of students enrolled during the year

199

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

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

93

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

93

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

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

0

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

00

File Description	Documents
Data as per Data Template	View File
Certificate of EWS and Divyangjan	No File Uploaded
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.

Vivekananda College of Education in affiliated to Dr. BR Ambedkar University Agra . The assessment process at entry level in done by the university through common entrance test that evaluates the teaching aptitude of the students. The selected students thenchoose the college at the time of counselling. The selected students are prepared for teaching through various activities and academec support planned in the academic calendar of the college.

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

2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the	Six/Five of the above

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

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

2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity

Three of the above

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	[View File](#)
Reports with seal and signature of the Principal	[View File](#)
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

1:7

2.2.4.1 - Number of mentors in the Institution

44

File Description	Documents
Data as per Data Template	View File
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 teaching learing process is enriched with the help of many technique including powerpoint presenatation, online teaching, blended learing, group discussion, experimental learing , assignments, sessionals, class room seminars,brain stroming etc. Teachers make use of blended teaching technique by sending the content online and then disussing in the class and vice versa.Students are also encourged to discuss various topics in groups and individually through presentations and peer teachings. The course wise academic calendar prepared at the beginning of the session is properly implemented by the IQAC in the college.

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

44

File Description	Documents
Data as per Data Template	**No File Uploaded**
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

350

File Description	Documents
Data as per Data Template	[View File](#)
Programme wise list of students using ICT support	[View File](#)
Documentary evidence in support of the claim	**No File Uploaded**
Landing page of the Gateway to the LMS used	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports	**One of the above**

File Description	Documents
Data as per Data Template	[View File](#)
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	[View File](#)
Geo-tagged photographs wherever applicable	**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 recently introduced mentor-mentee system has been proved a goodmechanism that provides for personalised and continuous support to students. The mentors help the students to cope with the academic and co curricular activities during the session and during examinations.They guide the mentees while working in teams and developing cooperativeness and leadership quality . The mentors also help them out to cope up with stess by conselling them. Mentees are also exposed to the recent developments and policies in the field of education through group talks and discussions.

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

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

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

2.3.7 - Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills,

empathy, life skills etc. among students

The curriculum followed in VCE is student centric and participative.Students are given ample opportunities to develop creativity, innovation, life skills, thoghtfulness and empathy during the courses. The activities like Scout Guide camp, SUPW camp, TLM workshops,College magazine and art and aesthetics paper.

Innovation is developedLesson plan preparation Based on Models of Teaching,Innovative Lesson plans,ICT Oriented Lessons andActivity Oriented Classes.

Intellectual and Thinking Skills are developed through M.Ed. dissertation, College magazine, Practical works,Seminars, Assignments,Brain storming sessions,Debates on topic of social and conceptual importance,Gender issue awareness and workshop.

Empathy is developed through Social marchs,Group Discussions,Working with Community,Remedial classes to weak students, scout-guide camp ect.

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

2.4 - Competency and Skill Development

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

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

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

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

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	All of the above

situations Participating in institutional activities as 'anchor', 'discussant' or 'rapporteur' Classroom teaching learning situations along with teacher and peer feedback

File Description	Documents
Data as per Data Template	View File
Details of the activities carried out during the academic year in respect of each response indicated	View File
Any other relevant information	View File

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

Four of the above

File Description	Documents
Data as per Data Template	View File
Samples prepared by students for each indicated assessment tool	View File
Documents showing the different activities for evolving indicated assessment tools	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/ developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations

Four of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of each response selected	View File
Sample evidence showing the tasks carried out for each of the selected response	View File
Any other relevant information	No File Uploaded

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 ofcommunity related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event	All of the above

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

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

File Description	Documents
Data as per Data Template	View File
Samples of assessed assignments for theory courses of different programmes	View File
Any other relevant information	View File

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

The IQAC works extensively on the internships to be organised by the institution. The process involved is as follows:

1. Appointing incharge of every internship to be organised it the particular quarter of the session in the IQAC meeting.

2. Preparing the list of schools and contacting the Principal of the school/college.

3. Getting the permission letters signed by the respective school/college principal.

4. Preparation the time table for each school and informing the students their respective classes and periods.

5. Orientation of students towards internship criteria.

6. Preparation of roaster for supervision.

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

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

2.4.9.1 - Number of final year students during the academic year

87

File Description	Documents
Data as per Data Template	View File
Plan of teacher engagement in school internship	View File
Any other relevant information	No File Uploaded

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

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

During internship pupil-teachers of B.Ed II yr. are thoroughly supervised by the teacher educators and the principal of the institution on the points already discussed during the skill teaching classes before going to internship. The teachers of the respective schools also guide the pupil teachers regarding the syllabus of the classes they are teaching and handling the mischievous students. The subject teachers go to schools according

to the roster prepared by the principal and discuss the intricacies of teaching with their students.

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

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

Two of the above

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

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

Five of the above

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

2.5 - Teacher Profile and Quality

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

47

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

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

14

File Description	Documents
Data as per Data Template	View File
Certificates of Doctoral Degree (Ph.D) of the faculty	View File
Any other relevant information	**No File Uploaded**

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

20

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

20

File Description	Documents
Copy of the appointment letters of the fulltime teachers	View File
Any other relevant information	**No File Uploaded**

2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words 1.   In house discussions on current developments and issues in education 2.   Share information with

colleagues and with other institutions on policies and regulations

The teachers in VCE keep themselves abreast with the latest developments in the field of education. They publish their papers in journals and participate in workshops and seminars. The institution organises teacher orientation program every year.

File Description	Documents
Documentary evidence to support the claim	[View File](#)
Any other relevant information	[View File](#)

2.6 - Evaluation Process

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

The institute has taken great effort for planned or continuous internal evaluation. One of the most essential components in our internal evaluation is that we assess student's whole personality through curricular and co-curricular activities. In B. Ed., we do internal evaluation in six domains - 1. Weakly classroom assessment- Classroom discussions are arranged by the teachers on the topics which are already taught in the class and current issues. 2. Sessional – Two sessionals are held during the course according to the university norms. 3. Assignments- To assess student's abilities we give two assignments in a session. These assignments prove their individuality. 4. Attendance/Punctuality- As per the university guideline, 70 to 75 attendance is mandatory for students. 5. Participation in Activities- Students participation in these activities are also considered during internal assessment. 6. Discipline- Students behavior discipline is also considered in internal evaluation.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	[View File](#)
Any other relevant information	**No File Uploaded**

2.6.2 - Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal	**Four of the above**

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	View File
Annual Institutional plan of action for internal evaluation	View File
Details of provisions for improvement and bi-lingual answering	**No File Uploaded**
Documentary evidence for remedial support provided	View File
Any other relevant information	**No File Uploaded**

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

Grievance redressal related to examinations is done in the university,

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

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

The institution adheres to the academic calendar for continuous internal assessment and for arrangement of theory and practical classes. Transparency, security technology are effectively and appropriately used during these all process. The institute strongly believes in honesty in its functioning. It has well structured operating process to develop the academic teaching plans and we aim to follow this well planned academic calendar. The academic calendar committee prepares the academic calendar by understanding each and every detail so that the activities are planned accordingly.

Because, we believe that academic calendar lays down basic foundation of the academic delivery. It represents the institution's mission and vision. The academic calendar shows the beginning and end of every year encompassing all the curricular co curricular, internship etc. activities to be conducted, the internal evaluation schedule and the tentative schedule of external evaluation. Each paper and their respective teacher follows the pattern of theory classes and internal assessment on the basis of practical's, presentations, assignments and other related activities. The IQAC ensures the implementation of the academic calendar by monitoring the progress.

The internal evaluation is based on all the activities planned throughout the session.

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.

Nil

File Description	Documents
Documentary evidence in support of the claim	View File
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	View File
Result sheet for each year received from the Affiliating University	View File
Certified report from the Head of the Institution indicating pass percentage of students program-wise	View File
Any other relevant information	No File Uploaded

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

Vivekananda College of Education assesses the students in accordance with the PLOs and CLOs regularly through various methods that include- activities planned in the academic calendar, teaching, internships, group discussions, results of written tests ans oral tests, assignments, regularity , punctuality etc. All these are done regularly through teacher observation and discussions throughout the session. The students are continuously assessed and informed by the mentors so that they make necessary changes for their holistic development as teachers.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	[View File](#)
Any other relevant information	**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

87

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	[View File](#)
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	[View File](#)
Any other relevant information	**No File Uploaded**

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

Initial learning reflects in their final assessment that is mostly average and good performance. Slow learners gain average performance in comparison to bright students but over all the result is good.

Many activities such as Scout-guide camp, Sports week, SUPW camp,

competitions etc.,that were planned to develop cooperativeness and leadership in students were fruitful and the students learned to work as a team

The Internship was planned to develop teaching competencies in the student-teachers. The students came out with flying colours by using teaching skills in the schools allotted to them.

File Description	Documents
Documentary evidence in respect to claim	[View File](#)
Any other relevant information	**No File Uploaded**

2.8 - Student Satisfaction Survey

2.8.1 - Online student satisfaction survey regarding teaching learning process

https://forms.gle/Y5tm4pPAkSjRKrxM9

RESEARCH AND OUTREACH ACTIVITIES

3.1 - Resource Mobilization for Research

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

0

File Description	Documents
Data as per Data Template	**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)

0

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	**No File Uploaded**
Institutional Policy document detailing scheme of incentives	**No File Uploaded**
Sanction letters of award of incentives	**No File Uploaded**
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	**No File Uploaded**
Documentary evidence for each of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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

Nil

File Description	Documents
Data as per Data Template	<u>View File</u>
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

0

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

4

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

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

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

350

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

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

350

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

350

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the claim along with photographs with caption and date	View File
Any other relevant information	View File

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.

Outreach programs conducted by vivekananda college of educationsensitized students towards their duties and responsibilities within the society and community. They also serve the citizenship training goal ofeducationthrough the development of various skills like cooperation, leadership skills, and team-building skills.

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

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

0

File Description	Documents
Data as per Data Template	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

Nil

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

File Description	Documents
Data as per Data Template	No File Uploaded
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

Nil

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	**Three/Four of the above**

File Description	Documents
Data as per Data Template	<u>View File</u>
Report of each activities with seal and signature of the Principal	<u>View File</u>
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

Vivekananda College of Education is committed to excellent teaching and preparing gre teachers for the advancement of the country. For this the college management has prov adequate facilities on teaching learning process. This list of all physical & academi support facilities are following :

1. ICT enabled classrooms 2. Well ventilated and well lit rooms 3. Auditorium 4. Seminar room 5. Discussion rooms 6. ICT lab 7.

Psychology resource Centre 8. Health and Physical Education Resource center 9. Science and Mathematics Resource Center 10. Art and Craft Resource Center 11. Library cum Reading Room 12. Play Field 13. Wi-fi and Internet Facility 14. Separate toilets for boys and girls 15. Common Rooms 16. Sick Room 17. RO Drinking Water

File Description	Documents
List of physical facilities available for teaching learning	View File
Geo-tagged photographs	View File
Any other relevant information	**No File Uploaded**

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

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

2

File Description	Documents
Data as per Data Template	View File
Geo-tagged photographs	View File
Link to relevant page on the Institutional website	https://www.vcealigarh.in/ict_enabled_class_room
Any other relevant information	**No File Uploaded**

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

13.29

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	View File
Any other relevant information	View File

4.2 - Library as a Learning Resource

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

The library is semi computerized. Software Techlib is used for issuing books and maintaining records. The key words used for the effective retrieval of books in libra are author, title and publisher. The library has four distinct sections-acquisition, cataloguing circulators, issue and return. Functions of Techlib are-

Acquisition- Entry of total no. of books. Circulation- Issue and returns the books Member- Entry and quick return Reports - daily circulation Online - use of internet Serial - periodical and newspaper OPAC- Search book by title, publisher, author, different type ISBN, SSBN etc The college library has computer and internet facilities. Students and teachers use library frequently as they require. Teachers and students use computer and internet i different areas of innovation in the field of classroom interaction, teaching aids, effective use of audio-visual teaching aids etc. Teachers and students can compare th efficiency with the other countries in the field of research. It provides a huge supp the students and teachers.

File Description	Documents
Bill for augmentation of library signed by the Principal	[View File](#)
Web-link to library facilities, if available	http://www.vcealigarh.in/library.html
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

Nil

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)

0.025

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

525

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	<u>View File</u>
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	<u>http://www.vcealigarh.in/library_register.pdf</u>
Any other relevant information	<u>View File</u>

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

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

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

4.3.1 - Institution updates its ICT facilities including Wi fi every year

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	**No File Uploaded**
Any other relevant information	[View File](#)

4.3.2 - Student – Computer ratio during the academic year

1:2

File Description	Documents
Data as per data template	[View File](#)
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	[View File](#)
Any other relevant information	**No File Uploaded**

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

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)

`7.12`

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View File
Any other relevant information	No File Uploaded

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

The infrastructure pertaining to physical, academic and support facilities in college are regularly maintained to ensure that they are of maximum benefit to the students as well as teaching and nonteaching staff. Staff members are deputed to ensure maintenance of the campus. There are various committees like Library. Sports. Website Development. Gardening, Cafeteria, etc to ensure proper maintenance and upkeep. Lectures are delivered in classrooms through face to face teaching and through Power Point presentations. The college has Technical Assistants and Lab Assistants and Lib Attendants to ensure proper upkeep of the various labs including computer center. The College has a well equipped library. The campus also offers facilities such as Cafeteria. Common Room and Gymnasium. A dispensary with doctor and nurse is available in the campus for first aid. There is an Auditorium where different programs are performed. Both the Library and administration section of the college have undergone computerization. A library committee works regularly to oversee the functioning of the library and various other committees coordinate with each other to enable the students to get maximum exposure and participation.

File Description	Documents
Appropriate link(s) on the institutional website	http://www.vcealigarh.in/PROCEDURES_AND_POLICIES.pdf
Any other relevant information	No File Uploaded

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

5.1.3 - The Institution has a transparent mechanism for timely redressal of student	C. Any 2 of the above

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

File Description	Documents
Data as per Data Template for the applicable options	**No File Uploaded**
Institutional guidelines for students' grievance redressal	<u>View File</u>
Composition of the student grievance redressal committee including sexual harassment and ragging	<u>View File</u>
Samples of grievance submitted offline	<u>View File</u>
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
2	**82**

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

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

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

6

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

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

18

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

5.3 - Student Participation and Activities

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

Student Council is elected by the students of VCE and plays an active role in the college in conducting all activities throughout the session. It is also responsible to conveythe student grievances to the administration and management of the institution.

File Description	Documents
Copy of constitution of student council signed by the Principal	View File
List of students represented on different bodies of the Institution signed by the Principal	View File
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

10

File Description	Documents
Data as per Data Template	View File
Reports of the events along with the photographs with captions and dates	View File
Copy of circular / brochure indicating such kind of events	View File
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

The alumni association of VCE is not registered but is functional. The association plays an important role in guiding new students towards teaching and takes part in the professional guidance of current year students.

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

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

File Description	Documents
Documentary evidence for the selected claim	**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	**No File Uploaded**
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	[View File](#)
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

The alumni association of VCE is not registered but is functional. The association plays an important role in guiding new students towards teaching and takes part in the professional guidance of current year students.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
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.

The governance of the institution is reflected of an effective leadership and participative mechanism in tune with the vision and mission. Vision: To promote the Indian culture, morals, value and future education through quality education among students. Mission: To facilitate professional consultancy, advisory and networking for development through strategies, planning, research, training, monitoring and evaluation. The administration and governance of the Institute is exercised with the participation of all the staff deputed in different committees under the leadership of the principal. Every member of the committees is assigned certain responsibilities. Each committee submits its report timely to the

principal. Some of the committees in the college are –

1. Discipline Committee 2. Admission Committee 3. Time Table and Academic Calendar Committee 4. Examination Committee 5. School Internship Committee

Although the power of decision making is delegated to the head of the institution, the faculties of the college are highly encouraged for participation in institutional activities. Faculty members through several committees in coordination with fellow faculty fraternity carry out different activities and report to the principal.

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

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

The institution practices decentralization and participative management. The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Following committees are constituted for the distribution of work and activities.

1. Discipline Committee 2. Admission Committee 3. Time Table Academic Calendar Committee 4. Examination Committee 5. School Internship Committee 6. Social Activities Committee 7. Literary Activities Committee 8. Cultural Committee 9. Science and Mathematics Resource Committee 10. Psychology Resource Committee 11. ICT Committee 12. Art and Craft Committee 13. Magazine Committee 14. Women's Cell 15. Seminar/ Workshop Committee 16. Sports and Camp Committee 17. Alumni Meet Committee 18. Tour Committee 19. Library Advisory Committee 20. Guidance Counseling Cell

File Description	Documents
Relevant documents to indicate decentralization and participative management	View File
Any other relevant information	View File

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

The institution maintains its website www.vcealigarh.in, in which faculty details, photographs, annual reports, IQAC minutes of meeting information, financial balance sheet etc. are displayed. In the way the institution maintain transparency in its financial, academic and administration functions.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	View File
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 INSTITUITIONAL STRATEGIC PLAN IS TO DEVELOP STUDENT TEACHERS INTO BEST TEACHERS. FOR THIS MANY ACTIVITIES ARE PLANNED TO DEVELOP BEST TEACHING SKILLS IN THEM. ONE OF THE PLAN SUCCESSFULLY IMPLEMENTED THIS YEAR WAS INTERNSHIO AND PRACTICE TEACHING OF STUDENTS OF B.ED AND M.ED.IN SCHOOLS THAT COULD NOT BE DONE IN 2020-21 DUE TO THE PANDEMIC.B.Ed.B.ED. I YR WAS SENT ON INTERNSHIP FOR 28 DAYS IN DIFFERENT SCHOOLS OF ALIGARH FROM 16/12/21 TO 05/01/2021.B.ED. II YR STUDENTS WERE SENT FOR SCHOOL TEACHING FROM 16/12/21 TO 05/01/2021 AND IN APRIL 2022.INTERNSHIP OF M.ED. STUDENTS WAS CONDUCTED FROM 22/03/2022 TO 05/04/2022 . THEY WERE SENT TO B.ED COLLEGES.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	http://www.vcealigarh.in/MOM_2021-22_ANNUAL_REPORT.pdf
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 vision with which Vivekananda College of Education (VCE) was stated clearly during its layout planning,The management, the Principal, the teaching faculty, the administrative staff and rest of the non-teaching staff i.e. Karamcharies work in the coordination of each other leading to the efficiency in teaching and non-teaching responsibilities. The management is not only cooperative but highly considerate towards students, staff members (Teaching and Non-Teaching) including even the safai karamchari. For smooth functioning of the college there are 30 committees responsible. Every committee consists of its committee head and members. they together plan activities. IQAC: The academic calendar prepared by time table and academic calendar committee is effectively implemented by the I.Q.A.C. (Internal Quality Assurance Cell). Effective strategic plan of this cell can help in completion of work on time. Sports Committee: This committee organize sports on different occasions. Medical: Medical check up health issues suddenly occur in the college are handled by this committee. Cultural Activities: Committee planned cultural programmes for different occasions celebrate in Vivekananda College of Education. Guest Lecture Committee: All the guest lectures through reputed member of the society are arranged through this committee. Sessional: Sessional f are planned and organisedregularly by this committee.

File Description	Documents
Link to organogram on the institutional website	http://vcealigarh.in/ORGANOBED.pdf
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

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

File Description	Documents
Data as per Data Template	No File Uploaded
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 activities planned in the academic calendar in the beginning of the session are planned conducted and implement by the IQAC. IQAC meeting are held quarterly, and activation for that trimester are planned and in-charge of each activity is deputed. One such activity of was organisation of WEBINAR planned in I IQAC meeting(dated-05/07/2021). The WEBINAR was successfully organized om 20 August 2021. Report is attached.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	[View File](#)
Action taken report with seal and signature of the Principal	[View File](#)
Any other relevant information	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

welfare measures for teachers

1. Tranport Facilities for female staff

2. Free firstaid

3. casual leaves

4. Canteen

5. Reprographic Facilities

6. Wi- fI

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

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

0

File Description	Documents
Data as per Data Template	**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.

1

File Description	Documents
Data as per Data Template	<u>View File</u>
Brochures / Reports along with Photographs with date and caption	<u>View File</u>
List of participants of each programme	<u>View File</u>
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

0

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

Yes, the institute conducts financial Audits regulaly.

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

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

0

File Description	Documents
Data as per Data Template	**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.

NONE

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

In IQAC meetings, decisions related to the conduction of curricular activities are taken by the members for the coming months. Members of IQAC review the academic calendar, which is planned in the beginning of the session, and plan furthers activities. If any activity could not be conducted due to some unexpected reason, it is planned for a new convenient date. MOM and plan of action is prepared by the IQAC for the proper implementation of curricular and co-curricular activities.

27-04-2023 02:19:53

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	[View File](#)
Any other relevant information	**No File Uploaded**

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

The INTERNAL QUALITY ASSURANCE CELL ensures the implementation of the academic calendar and the teaching learning process by monitoring the progress after every 3 months in the IQAC meeting.

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

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

30

File Description	Documents
Data as per Data Template	[View File](#)
Report of the work done by IQAC or other quality mechanisms	[View File](#)
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	[View File](#)
Any other relevant information	[View File](#)

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	**Two of the above**

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

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	http://www.vcealigarh.in/MOM_2021-22_ANNUAL_REPORT.pdf
Link to Annual Quality Assurance Reports (AQAR) of IQAC	http://www.vcealigarh.in/AQAR_20_21.pdf
Consolidated report of Academic Administrative Audit (AAA)	**No File Uploaded**
e-Copies of the accreditations and certifications	View File
• Supporting document of participation in NIRF	**No File Uploaded**
Feedback analysis report	View File
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

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.

Vivekananda College of Education is committed to energy conservation. The staff, students and all theemployees are instructed to reduce the consumption of energy by using least and only required amount ofenergy service. energy conservation is a part of the concept of eco sufficiency which is also taught inthe paper of environmental education. all faculty meekness and students keep a vigil on light and fanswitches while living classes and labourites. A full time peon is alsodeployed for regularly checking thebuilding power supply and water taps. Full time plumberand electrician have also been appointed by theinstitute for checking any leakage and faults. * all the instructions regarding energy conservation are being documented in the institute code ofconduct . The institute is planning to further reduce the energy consumption by installing solar panels in near future.

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

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

Awareness about pollution due to waste and method of disposal is spread through talks on environmentconservation and students are encouraged to create less waste and are instructed for proper disposal. Theinstitution takes initiatives for the management of waste which is generated within its campus. A number of dustbins have been installed at different points in the college campus for collecting thesolid waste. All the student and teachers and other are instructed to throw the waste material in greenand blue dustbins. Waste from dustbins is taken away regularly by the waste collection agency of themunicipal body. The biodegradable waste is dumped in pits for decomposition. During autumn season a largequantity of dry leaves are collected and dumped to decompose into vermicompost. Other solid waste like newspaper, used papers are collected at the end of the year and disposed of toscrap venders. All the instructions are been given in the college code of conduct and are time to time repeated by thediscipline committee of the

institution.

File Description	Documents
Documentary evidence in support of the claim	View File
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	View File
Income Expenditure statement highlighting the specific components	No File Uploaded
Any other relevant information	No File Uploaded

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

Two of the above

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

Institutions is committed to maintain a green and clean environment. For this a number of trees andplants are being planted in the lawns of the college campus. Tree plantation is a compulsory activityorganized in the institution regularly every year. For the maintenance of the green cover in the collegeadequate staff is appointed. The campus is kept clean and tidy by the sweepers and all the employees andstudents are asked to adhere to the college code of conduct regarding cleanliness inside the campus. Theparking is situated out side the campus and pedestrian friendly roads are provided in side the collegecampus. The students are strictly advised to minimize the use to plastic and use green and blue dustbinaccordingly.

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

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

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	[View File](#)
Circulars and relevant policy papers for the claims made	**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)

00

File Description	Documents
Data as per Data Template	**No File Uploaded**
Income Expenditure statement on green initiatives, energy and waste management	**No File Uploaded**
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 institute provides an inclusive environment for every one with tolerance and harmony towardscultural, regional, linguistic, communal, socio-economic and other diversities. Different cultural andsports activities are organized in the college to promote harmony towards each other. All studentsregardless of their religion, caste, language etc learn to cooperate and work in teams through activitieslike scout- guide camp, SUPW camp, sports week etc. Commemorative days like Women's day, World Environment day along with many festivals and National festivals are celebrated together to inculcate the values of brotherhood and patriotism among students.Students are also sensitized towards gender equalities, environmental consciousness for developing a harmonious society.

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

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

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	[View File](#)
Web-Link to the Code of Conduct displayed on the institution's website	[View File](#)
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	[View File](#)
Details of the Monitoring Committee, Professional ethics programmes, if any	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice –One 1. Title of the Practice: Counseling Cell 2. Objective : The goal of counseling is to facilitate positive behavior changes, improve students´ ability to establishsocial relationships, promote their decision making process, help students to understand their potentialand cope effectively will the problems they face. 3. The Content: Counselor helps the clients to identify problem and find potential solution to problem. It includesdevelopment of self-esteem and copying skills in the clients. 4. The Practice: The institution has a separate counseling cell with certified counselor who continuously observesstudents in their daily activities and find out students having emotional or social problems. Best Practice –Two 1. Title of the Practice: Morning Assembly 2. Objective: The aim is to begin the daily process of learning through a spiritual development through Morning Prayer. 3. The Context: It helps students gather their energy and prepare them for the fresh day. 4. The Practice: The morning assembly is practiced in the college for 15 minutes before the classes begin. It includes theprayer of the Goddess of Wisdom, followed by the thought for the day, a brief current events programending with National Anthem 5. Evidence of Success: The success of this practice is evident from the fact that it has continued since the beginning ofinstitution without any break.

File Description	Documents
Photos related to two best practices of the Institution	[View File](#)
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 vision, mission and objectives of Vivekananda College of Education clearly points towards quality teaching without any discrimination. The aim of the institution is to produce educationally sound and morally strong future teachers. It is pledge bound to provide effective environment for learning. For this purpose, the institution recruits highly qualified and skillful teachers, who have good academic record and communication skills who are knowledgeable and are dedicated to teaching. Teachers provide clear explanation through face-to-face traditional method of teaching and through the use of PowerPoint, internet, projector etc. We also emphasize pupil-teachers to use activity-based teaching techniques in their teaching and use working models, games, storytelling and appropriate teaching aids in teaching. For this the college management has provided adequate facilities on teaching learning process. This list of all physical & academic support facilities are following 1. ICT enabled classrooms 2. Well ventilated and well lit rooms 3. Auditorium 4. Seminar room 5. Discussion rooms 6. ICT lab 7. Psychology resource Centre 8. Health and Physical Education Resource center 9. Science and Mathematics Resource Center 10. Art and Craft Resource Center 11. Library cum Reading Room 12. Play Field 13. Wi-fi and Internet Facility 14. Separate toilets for boys and girls 15. Common Rooms 16. Sick Room 17. RO Drinking Water

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	[View File](#)
Any other relevant information	**No File Uploaded**