NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2019to May 31, 2020)*

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   S.B.H.S.M.Khalsa College of Education, Mahilpur

- Name of the Head of the institution :   Dr.Harvider Dogra

- Designation: Officiating Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:   01884-246572

- Mobile no.: 9463674879

- Registered e-mail: sbhsmkceiqac@outlook.com

- Alternate e-mail : sbhsmkce@rediffmail.com

- Address   : Jaijjon Road, Mahilpur

- City/Town   : Mahilpur

- State/UT   : Punjab

- Pin Code   : 146105

2. Institutional status:

- Affiliated / Constituent: PanjabUniversity,Chandigarh
- Type of Institution: Co-education/Men/Women : Co-education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
  (please specify): Self financing

- Name of the Affiliating University: Panjab University, Chandigarh
- Name of the IQAC Co-ordinator : Dr.Kusum
- Phone no. : 01884-246572

  Alternate phone no.

- Mobile: 9418891707

- IQAC e-mail address: sbhsmkceiqac@outlook.com

- Alternate Email address: sbhsmkce@rediffmail.com

3. Website address: sbhsmkce.org

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

4. Whether Academic Calendar prepared during the year?Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.42	2012	from: 2012 to: 2017
2nd				
3rd				
4th				
5th				

6. Date of Establishment of IQAC: DD/MM/YYYY: 16th January 2011

7**.** Internal Quality Assurance System

7.1Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Workshop on Preparation of Teaching	Organised on	**120**

Aids	27/07/2019	**85**
Mehendi Designing Competition	Organised on 01/08/2019	96
Teej Celebration	Celebrated on 03/08/19 with Staff and Students	
Orientation of B.EdSem 1 and Teachers' Day Celebration	Organised on 05/09/2019	76
Blood Donation Camp	On 24/10/2019	85
Oath taking ceremony and Slogan Writing Competition	31/10/2019	89
Constitution Day Celebration	26/11/2019	80
World Aids Day Celebration	02/12/2019	90
Quiz Competition	14/01/2020	120
National Youth Day celebration	15/01/2020	110
Cycle Rally on 'Fit India Fit Youth' Movement	18/01/2020 or 24/01/2020 (?)	52
National Voters' Day	25/01/2020	120

8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

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

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

10. No. of IQAC meetings held during the year: 2

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No : Yes

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

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

* Prepare Academic Calendar

* Organize remedialClasses

* Orientation sessions highlighting the all major aspects of B.Ed. Curriculum.

 * Participation in Youth Festival and Skill in Teaching

* Cycle Rally organised

*Zonal Skill in Teaching and on the Spot model preparation held

* National voter's day celebration

* Republic day celebration

*Inter zonal skill in teaching and on the spot teaching aid competition Institute 1o5 National seminar on 'educational empowerment and teacher's sustainability'

*Exhibition of teaching models and paintings.

* Preparation for Online Teaching

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Mentoring	
Workshop on Preparation of Teaching Aids	Organised on 27/07/2019
Mehendi Designing Competition	Organised on 01/08/2019
Teej Celebration	Celebrated on 03/08/19 with Staff and Students
Orientation of B.EdSem 1 and Teachers' Day Celebration	Organised on 05/09/2019
Blood Donation Camp	On 24/10/2019
Oath taking ceremony and Slogan Writing Competition	31/10/2019
Constitution Day Celebration	26/11/2019
World Aids Day Celebration	02/12/2019
Quiz Competition	14/01/2020
National Youth Day celebration	15/01/2020
Cycle Rally on 'Fit India Fit Youth' Movement	18/01/2020 or 24/01/2020 (?)
National Voters' Day	25/01/2020

14. Whether the AQAR was placed before statutory body?   Yes /No: Yes

Name of the Statutory body: Management   Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
No

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year:2012   Date of Submission: 30[th]September ????

17. Does the Institution have Management Information System?
   Yes

If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

Part-B

CRITERION I - CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

We adopt the curriculum overview provided by the Panjab University, Chandigarh. The institution has developed structured and effective implementation of the curriculum. All faculty members given their inputs to prepare years plan of teaching in an academic year. The college Staff put in extra effort to conduct extra classes (if needs be) to complete the course syllabus and also give the guidelines about the nature of examination. Staff meetings are held and detailed discussions are carried regarding the effective implementation of the curriculum and co-curricular activities. Various committees are also formed to carry various responsibilities. Academic Calendar is performed as per the Panjab University, Chandigarh for the effective implementation of the curriculum. Meeting the vision and mission of the College conducive environment for teaching, learning with the use of Modern Methods and Technology are adopted. For effective academic delivery, the faculty members modify the classroom environment in response to the needs of students by making use of interactive boards, computers and LCD Projectors. The aspect of learning of students is also given due weightage. Not confined to conventional learning methods, the quality of learning is enhanced by encouraging students to participate in group discussion, presentation in the class and preparing assignments. Teachers evaluate assignments, take regular tests and give useful tips to students from examination point of view. To give clear idea of course to be covered month-wise tentative allocation of periods is mentioned. Thus teaching-learning process is planned beforehand to make it effective and student centric. Formulation of teaching workload, identification of total number of teaching days, identifying ability level of students, developing performance based action plans and other teaching pedagogies are planned, implemented and enriched keeping in mind the objective of achieving academic excellence through the course plan. Thus, the teachers cover the curriculum well in time; ensure its effective delivery to suit the particular needs of students. Teachers adopt different procedures and policies for bridging the knowledge gap of weak students to enable them to cope with their relevant curricular programme. The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum

1.1.2 Certificate/Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
N.A.	N.A.	N.A.	N.A.	N.A.

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
N.A.	**N.A.**	**N.A.**	**N.A.**

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS/Elective Course System	UG	PG

	N.A.	N.A.		N.A.	N.A.
Alreadyadopted(mentiontheyear)					

1.2.3StudentsenrolledinCertificate/DiplomaCoursesintroducedduringtheyear

	Certificate	DiplomaCourses
NoofStudents	N.A.	N.A.

1.3CurriculumEnrichment

1.3.1Value-addedcoursesimpartingtransferableandlifeskillsofferedduringtheyear

Valueadded courses	Dateofintroduction	Numberofstudentsenrolled
SIKHDHARMAABHIYAN (Correspondencecourse)	8thOctober,2019	18

1.3.2FieldProjects/Internshipsundertakenduringtheyear

Project/ProgrammeTitle	No.ofstudentsenrolledforFieldProjects/Internships
B.Ed. (Internship)	**68**

1.4FeedbackSystem

1.4.1Whetherstructuredfeedbackreceivedfrom allthestakeholders.

1)Students	2)Teachers	3)Employers	4)Alumni	5)Parents
Yes	Yes	Yes	Yes	Yes

1.4.2How thefeedbackobtainedisbeinganalyzedandutilizedforoveralldevelopmentoftheinstitution?(maximum500 words)

S.B.H.S.M. Khalsa College of Education is committed to highest standard of education and other provisions for itsstudents,andencouragesitsstakeholderstoprovidetheinstitutewiththoughtful andconstructivefeedback.Though S.B.H.S.M. Khalsa College of Education, Mahilpur is scaling new heights of academic excellence everyyear yet we strongly believe that there is always scope for further improvements. To make an assessment ofteachinglearningprocess,evaluationsystem,student supportservicesandotherfacilitiesgiventostudents,feedbackproformasareprovidedtostudents.Structuredfeedbackis collectedanonymouslyfromstudentsthroughaplannedquestionnaire whichincludes (i)Courses (ii)Teachers(iii)Overall evaluationofProgrammeandTeaching(iv)Overallrating.Analysisismadeonthebasisofremarksgiven.Thefindingsarequit epositivetilldate as majority of students appreciates the overall ambiance of the institution. Many responses indicated thatstudents felt their lecturers are knowledgeable, skilled, enthusiastic, committed and prepared. Other stakeholdersalso give their valuable views in both formal and informal ways. Feedback from employers and teachers is gatheredduring the meetings and discussions .Due importance is given to the feedback gathered from alumni of the college.This is done through periodic meetigs with the elected representatives. The planning of infrastructure development,student related facilities and curricular as well as co curricular activities, is done keeping in view the feedbackobtained from the teachers, students, parents and other stakeholders. Informal feedback is obtained from the classrepresentatives. This interaction gives an insight into the drawbacks of teaching methods as well as problems in thedepartmentalaswellaslibraryinfrastructure.Theclassrepresentativesalsoprovideimportantsuggestionsregarding co curricular activities. The cultural and sports committees are benefitted from these feedbacks. Theimprovementofofficefacilities,canteenfacilitiesandlibraryfacilitiesarealsodonekeepinginviewthesuggestionsobta ined fromstructured feedbackfollowed by theIQAC

CRITERION II -TEACHING-LEARNING AND EVALUATION
2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Ed	100+100	75	73

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	148	NIL	16	NIL	NIL

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
16	16	Projectors,Computers,SmartBoard, OverheadProjector,Portable Projectors	06	01	YoutubeLessons,Etext, Vieo lectures

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

S.B.H.S.M Khalsa College of Education is committed to the idea that it is the student teachers responsibility to create a setting that is so encouraging and nurturing that it enables each and every student to blossom to the fullest extent of his or her potential. In order to achieve this goal, the institution places a strong emphasis on providing students with guidance in the form of mentoring. The students are officially informed about the mentoring system during the orientation program that is run at the beginning of each new session by the Principal of the institute. The mentees are familiar with the organization, its purposes and objectives, the facilities that are available, as well as the policies and procedures. The total number of students is then subdivided into smaller groups, each of which is led by a member of the teaching staff. Mentor groups consisting of fifteen to twenty-five students each with a designated mentor are created. As a result, the mentors take responsibility for their mentees. During the mentor group meetings, the staff members and the student teachers get together to have an informal discussion about the student teachers' successes, failures, and difficulties. Mentor groups get together during the house meeting times on a weekly basis to talk about their experiences and to offer help to one another whenever they are having personal or academic issues. This information is then disseminated to the teaching staff as well as the principal. Student teachers are able to better manage the stress of their academic workload and address personal issues as a result of the meetings with their mentors. When student teachers know they have a friend; within the institution who can provide all of the necessary emotional and moral support, it is much simpler for them to navigate the challenges of a course through the use of these collaborations.

Number of students enrolled in the institution	Number of full time teachers	Mentor: Mentee Ratio
148	16	1:9

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	16	Nil	Nil	03
2.4.2 Honours and recognitions received by teachers *(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)*				
Year of award	*Name of full time teachers receiving awards from state level, national level, international level*		*Designation*	*Name of the award, fellowship, received from Government or recognized bodies*

2019	Nil		_____	_____

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.Ed	_____	4th(2017-19) 1st (2018-20) 2nd (2018-20) 3rd(2018-20)	31/05/2019 28/12/2018 31/05/2019	01 August,2019 02 May,2019 03October,2019 05 June,2020

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College is required to use the guidelines provided by the Panjab University for evaluating both the continuous internal evaluation systems as well as the exams given at the end of each semester. In order to keep a close eye on students overall academic progress, the institution uses a two-tiered system of internal evaluation that is communicated to them in advance. Examinations at the midpoint of each semester are administered, and students who have not met the minimum eligibility requirements are given a second opportunity to do so in the form of a conditional test. There is a provision for the continuous evaluation of the student's progress, which is monitored by keeping records of the performance of each student in each activity. This evaluation of the student's progress can be found in this provision. Class attendance, participation of the student in class discussion, written assignments, general behavior, regular class tests, house examinations, student seminars, PowerPoint presentations, participation in various competitions, assignments, and so on are all factors that go into the 10 mark internal evaluation that is included in each theory paper and methodology paper. This evaluation is based on the student's overall performance throughout the semester. The top students are chosen based on their academic performance, as well as their participation in extracurricular activities and sports. They are recognized at the annual event for prize distribution, which serves to motivate other students as well.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar for the following year is drafted at the beginning of each year by the college in consultation with all of the faculty members. This is done to ensure that all activities that are going to be carried out during the year are included. After that, the academic calendar is thoroughly discussed at the staff meeting, and then it is given the go-ahead to be implemented. The college admissions brochure and website both provide students with information on how to access the academic calendar. The annual schedule of the college is included in the academic calendar. This includes the list of holidays, the admission schedule, the schedule of the college examinations, the tentative schedule of academic activities (Seminars/Workshops), the schedule of Festivals celebrated by the institute (National, cultural, and religious Festivals), and the tentative dates of extension activities, cultural programs, college sports, and so on. The academic calendar also includes information regarding the tentative dates of extension activities, cultural programs and annual sports meet.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the weblink)

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION   (2016-17)

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the	Total grant	Amount received during the

		funding Agency	sanctioned	Academic year
Major projects	N.A	N.A	N.A	N.A
Minor Projects	N.A	N.A	N.A	N.A
Interdisciplinary Projects	N.A	N.A	N.A	N.A
Industry sponsored Projects	N.A	N.A	N.A	N.A
Projects sponsored by the University/ College	N.A	N.A	N.A	N.A
Students Research Projects *(other than compulsory by the College)*	N.A	N.A	N.A	N.A
International Projects	N.A	N.A	N.A	N.A
Any other(Specify)	N.A	N.A	N.A	N.A
Total	N.A	N.A	N.A	N.A

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
	Education	

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
N.A	N.A	N.A	N.A	**N.A**

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
N.A	N.A	N.A

Name of the Start-up	Nature of Start-up	Date of commencement
N.A	N.A	N.A

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
N.A	N.A

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	N.A	N.A	**N.A**
Inter	N.A	N.A	N.A

natio nal			

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Education	NA

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
N.A	N.A	N.A	N.A	N.A	N.A	N.A

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the pape r	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
N.A	N.A	N.A	N.A	N.A	N.A	N.A

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	Nil	Nil	Nil	Nil
Presented papers	Nil	Nil	Nil	Nil
Resource Persons	Nil	Nil	Nil	Nil

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activiti es	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
	N.A	**N.A**	**N.A**

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
N.A	**N.A**	**N.A**	**N.A**

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
N.A	**N.A**	N.A	N.A

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
N.A	N.A	N.A	N.A	N.A

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
N.A	N.A	N.A	N.A

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES		
4.1 Physical Facilities		
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year		

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
	8590.69

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	40663.40sqft	40663.40sqft
Class rooms	10	10
Laboratories	05	05
Seminar Halls	-	-
Classrooms with LCD facilities	01	01
Classrooms with Wi-Fi/ LAN	01	01

Seminar halls with ICT facilities	-	-
Video Centre	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-
Others	-	-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Bibliosoft	Yearly renew	------	

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						----
Reference Books						-
e-Books	-		-	-		-
Journals			10	-		-
e-Journals	-		-	-		-
Digital Database	-		-	-		-
CD & Video	-		-	-		-
Library automation	-		-	-		-
Weeding (Hard & Soft)	-		-	-		-
Others(specify)magazines			08	12606		-
Newspapers			12	10382		

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing		01				03			
Added									
Total	-	01	-	-	-	03	-	-	-

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

…………………. MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
NIL	NIL	NIL	NIL

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
--	2618971.62	---	---

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sportscomplex,computers,classrooms etc. *(maximum 500 words)*   (information to be available in institutional Website, provide link)

Effective institutional maintenance protects capital investment, ensures the health and safety of students and supports educational performance. Procedures and policies for maintaining and utilizing physical, academic and support facilities the college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. Laboratory- Record of maintenance account is maintained by lab technicians and supervised by subject faculties of the concerned departments. Other measures to maintain laboratories are as follows:
The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises and record of maintenance is maintained by lab technicians .The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment.

With the help of the one full time sweeper cleanliness of class rooms is maintained. He is well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner. Students as well as faculty can convey their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation by Careful use of electricity in classrooms. There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of Classrooms and related infrastructure. Library- The requirement and list of books is taken from the concerned departments and Principal is involved in the process. The finalized list of required books is duly approved and signed by the Principal. Every year in the beginning of session, students are motivated to register themselves in library, library card is issued. Provision of suggestion box is also available. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The students of B.Ed. and D.El.Ed. are provided Book Bank facility where D.El.Ed. students and B.Ed. students avail this facility every year.Other facilities Periodical servicing of facilities like Water filters, A.C.s, Fire extinguishers, etc. are done as per the academic calendar. All classrooms washroom upkeep is regularly carried out by special supportingstaff, the supervision of which is done by the committee in charge. Regular building maintenance is carried out at periodic intervals. Classrooms are wide and spacious, well-lit, and ventilated. The classrooms are dusted and swept regularly after the completion of all the lectures at the end of the day by the cleaning staff. Repairs and maintenance of the furniture as well as electrical appliances is been done as and when the need arises.The physical and health department of thecollege is very active and encourages students to participate in variousactivities such as Yoga, Aerobics, Sports items, etc.

CRITERIONV-STUDENTSUPPORTANDPROGRESSION

5.1Student Support

5.1.1ScholarshipsandFinancialSupport

	Name/Titleofthescheme	Numberof students	AmountinRupees
Financialsupport frominstitution	_____	_____	_____
Financialsupportfromothersources			
a)National	PMS	24	NIL
b)International			

5.1.2NumberofcapabilityenhancementanddevelopmentschemessuchasSoftskill development,Remedialcoaching,Languagelab,Bridgecourses,Yoga,Meditation,PersonalCounsellingandMentoringetc.,

Nameofthecapabilityenhancementscheme	Date ofimplementation	Numberofstudents enrolled	Agenciesinvolved
Workshopon preparationof TeachingAids	27July 2019	68	ArtTeacher
Mentoring	9Sept2019	149	Faculty
Participation inZonal youth&heritage Festival	3-6Oct2019	149	membersPunjab
Cyclerallyon'Fit Indiafityouth'	18Jan 2020	149	University
MusicTherapy-ExtensionLecture	31Jan 2020	149	
zonalskillinteaching andonthespot preparationof Teachingaid	7-12Feb2020	68	RedRibbenClubD rMalvinderSingh
RemedialTeaching	5May 2020	149	Punjab UniversityChandi garh
			Facultymembers

5.1.3Studentsbenefitedbyguidanceforcompetitive examinationsand careercounsellingofferedby theinstitution duringtheyear

Year	Nameofthe scheme	Numberofbenefited studentsbyGuidance forCompetitive examination	Numberof benefitedstudents byCareer Counselling activities	Numberofstudents whohavepassedin thecompetitive exam	Number of students placed
2017-19	PSTET,CTET	161	161	16	2 STUDENTS IN GOVERNMENT JOB.

5.1.4Institutionalmechanismfortransparency,timelyredressalofstudentgrievances,Prevention of sexualharassmentandraggingcasesduringtheyear

Totalgrievancesreceived	No.ofgrievancesredressed	Averagenumberofdaysfor grievanceredressal
Nil	Nil	Nil

5.2StudentProgression

5.2.1Detailsofcampusplacementduringtheyear

On campus			Off Campus		
Nameof OrganizationsVisited	Number of Students Participated	Number of Students Placed	Nameof Organizations Visited	NumberofStudents Participated	Numberof Students Placed
--	NIL		- -	--	NIL

5.2.2Studentprogressiontohighereducationinpercentageduringtheyear

Year	Numberofstudents enrolling intohigher ed*ucation*	Programme graduatedfrom	Department graduatedfrom	Nameof institution joined	Nameof Programme admitted to

5.2.3Studentsqualifyinginstate/national/ internationallevelexaminationsduring theyear(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/CivilServices/StateGovernment Services)

Items	No.ofStudentsselected/ qualifying	Registrationnumber/rollnumber fortheexam
NET	-	
SET	-	
SLET	-	
GATE	-	
GMAT	-	
CAT	-	
GRE	-	
TOFEL	-	
CivilServices	-	
StateGovernmentServices	-	
AnyOther(PSTET,CTET)	Bed-09,ETT-01,CTET-01	

5.2.4Sportsandculturalactivities/ competitionsorganisedat theinstitutionlevelduringtheyear   2016.

Activity	Level	Participants
-	-	-

5.3.1Numberofawards/medalsforoutstandingperformance insports/culturalactivitiesatnational/internationallevel(award forateameventshouldbecountedas one)

Year	Nameoftheaward/ medal	National/ International	Sports	Cultural	StudentID number	Nameofthe student
2016 -17	Nil	Nil	Nil	Nil	Nil	Nil

5.3.2ActivityofStudentCouncil&representationofstudentsonacademic&administrativebodies /committees of theinstitution (maximum500words)

The institution has a student council whose members are elected by the students through mutual consent or by voting for a period of one academic year. In members of student council, we are having class representatives according to different sections and

representatives of different houses. The elected students work with IQAC and administration of the institution and discuss the issues related to students with the members of IQAC and IQAC discusses these issues with the administrative body of the college as per necessity. The members of student council arrange morning assembly daily and duties of prayers ,thought of the day, topic of the day, general knowledge questions, stage secretary etc are assigned to other students (Nothern house, Southern house, Eastern house, Western house). The members of student council always take initiative to celebrate different occasions and days of National and International significance in the institution under the guidance of cultural committee and IQAC. Meetings about students welfare, safety, security, grievances, development of institution etc are arranged by members of student council with Principal, administration and management ,IQAC and grievance cell of the college. The student council maintain healthy rapport between the student community and the institution administration which is visible in the outstanding performance of the students in the curricular and non-curricular activities. overall ,the students take initiative and responsibility for the successful completion of the programs planned and organized by the institution.

5.3AlumniEngagement

5.3.1Whether theinstitutionhasregisteredAlumni Association? Yes/No,ifyesgivedetails(maximum 500 words):

NO	
5.3.2No.of~~registered~~enrolledAlumni:	
350	
5.3.3Alumnicontributionduringtheyear(inRupees)**:**	
NIL	
5.3.4Meetings/activitiesorganizedbyAlumniAssociation**:**	
The College alumni association is about 10 years old. College maintains the relationship withalumnithroughtheirformalsessionwise whatsAppgroups.Timetotimeinformationregardingvarious job vacancies, competitive exams (NET, PSTET, and CTET) is being shared with thealumni. If they have any query they discuss with the teachers in their respective what's appgroups.Differentupdatesregardingtheirhigher education,jobsetc.Isalsoreceivedfromthem throughthesegroupswhichhelptheinstitutionalotin updatingtheirrecords.	

CRITERIONVI–GOVERNANCE,LEADERSHIPANDMANAGEMENT
6.1–InstitutionalVision andLeadership
6.1.1 – Mention two practices of decentralization and participativemanagement duringthe lastyear(maximum500 words)
The College has a practice of participative management. The management providesthe better opportunity to all the participating in the decision making process, thecollege administrative and academic structure is in a manner to make the decisionby participative arrangement. Chairman is the administrative head and is academichead, followed by vice principal, teaching and non teaching staff. The collegefollows all such norms laid down by the Government of Punjab and The PanjabUni. CHD and UGC in Academic and administrative Aspects. Institution focuseskeen on decentralization by intending equal opportunity (equal role to participate isthefunctioningoftheInstitutionmanagementcomprisesofmanagementcommittee , college governing council and each committee has been provided withspecific functions cater to the needs of institution for the ongoing progress anddevelopment of the Institution. Management committee takes care of infrastructurefacilities which fulfill the quality and the required needs of the higher educationbodies to reach the set goals or bench –marks of the Institution. It also extends alltheamenitiesfortheteachingandnon-teachingfacultyandstudents.CollegeGoverning Council takes care of financial management and the implementation offacilities for the institution with the cries to upgrade the standard of amenitieswhich supports effectively the teaching learning and research aspects. It guides andarticulatestheavailableresourcesandprovidesfreehandtotheheadoftheInstituti on to carry out the activities in order to reach the expected maximumstandardinturntomotivatetheteachingandnonteachingfacultytoworkacc ording to the goal set. Teacher guardian committee is available in college takingcare of students from first year of student's admission. The Principal, Heads of thedepartments, teaching and non teaching faculty along with student union members,classstudentrepresentativestogetherconcentrateonfosteringtheprogres sofinstitutionby sharing the responsibilities andparticipate growthof institution andtoactaccordingto theaims and objectives ofthe Institution.
6.1.2–DoestheinstitutionhaveaManagement InformationSystem(MIS)?
Yes
6.2–StrategyDevelopmentandDeployment
6.2.1– Qualityimprovementstrategiesadoptedbytheinstitutionforeachofthefollowing(with

in 100 words each):

StrategyType	Details
TeachingandLearning	• Provisionof computerandwi-fi

	facilityforthestudentsfor Researchpurpose
ResearchandDevelopment	TeachinginSmartClassrooms • Wi-Fifacilityforselflearning
Library, ICT and PhysicalInfrastructure/Instrum entation	OnlineInquiriesareReceivedforA dmissions • OnlineRegistrations facilityforAdmissions
IndustryInteraction/Collaboration	morecollaborationswithother institutions and NGOs for qualityenhancementandpersonaldevel opment
AdmissionofStudents	• EnhancementofLibraryResources• TeachingthroughSmart Classrooms

6.2.2–Implementation ofe-governanceinareasofoperations:

E-governace area	Details
Finance andAccounts	• Provision for Online submission ofFeesforthestudentsbyUsingOnline Transactions.
Administration	Online information about College andcourses
StudentAdmissionandSupport	Online Admission Inquiry throughPortal • Counselling to new comers •OnlineRegistration•OnlineAdmission Process
Examination	• subject-wise course plans andquestion bank

6.3–FacultyEmpowermentStrategies

6.3.1 – Teachers provided with financial support to attend conferences /workshops and towards membership fee of professional bodies during theyear.

Year	Name of Teacher	Name of conference/Workshopa ttended for whichfinan cial support provided	Name of theprof essionalbodyfo rwhich membershipfe eisprovided	Amount of support
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA

6.3.2Numberofprofessionaldevelopment/administrativetrainingprogrammesorganizedbytheCollegeforteachingandnonteachingstaffduringtheyear

Year	Titleoftheprofessionaldevelopmentprogramme organisedforteachingstaff	Title of theadministrativetrainingprogrammeorganisedfor non-teachingstaff	From date	To Date	Number ofparticipants(Teaching staff)	Number ofparticipants(non-teachingstaff)
2019-2020	_____	_____				

6.3.3No.ofteachersattendingprofessionaldevelopmentprogrammes,viz.,Orientation Programme,RefresherCourse,ShortTermCourse,FacultyDevelopmentProgrammesduringthe year.

Title of theprofessionaldevelopmentprogramme	Numberofteacherswhoattended	FromDate	Todate	Duration
NA	NA	NA	NA	NA

6.3.4–FacultyandStaff recruitment (no.forpermanentrecruitment):

Teaching	No.	Non teaching	No.
NA	NA	NA	NA

6.3.5 – Welfareschemesfor

6.3.1–Teachersprovidedwithfinancialsupport toattendconferences/workshops andtowardsmembershipfeeofprofessionalbodiesduringtheyear

NA	NA	NA	NA	NA

6.3.5 – Welfareschemesfor

Teaching	Nonteaching	students
PF •Provisions andfacilities forprofessi onalgrowth •Annualinc rements •Transpor tFacility	• PF • Conveyance •Provisions andfacilities for professionalgro wth •Transpor tFacility	• Fee Concessions foreconomicallyweak er • Feeconcessionsfor parentlessstudents • Fee Concessions forFatherlessstudent s • Fee Concessions for girlchild • FeeConcessions forSiblings • Full Fee Concessions for NeedyStudents

6.4–FinancialManagement andResourceMobilization

6.4.1–**Institutionconductsinternalandexternalfinancialauditsregularly(within100 words each)**
Institution conducts internal and external audits regularly. It has a full-time Treasurerand Accounts Department since inception to ensure maintenance of annual accountsand audits. 1.Thefollowingagenciesconductregularfinancial audit in the Institute: External Audit: External Audit is conducted by thefollowing: (a) CAGthroughAuditorGeneral(AG) (b) CharteredAccountantoftheInstituteInternalAudit:InternalAuditisconductedbyan InternalAuditor. 2. AG, conducts statutory audit covering all financial and accountingactivitiesoftheInstitute.Thisincludesscrutinyofthefollowing: (a) allreceiptsfromfee,donations,grants,contributions,interestearnedandreturnson investments (b) Allpaymentstostaff,vendors,contractors,studentsandotherserviceproviders. 3. All observations/objections of AG are communicated through their report. TheseobjectionsareexaminedbyseparatecommitteesoftheinstituteconsistingofAssistant Registrar (Accounts), Internal Auditor, concerned Head of the DepartmentandanyothermembernominatedbytheDirector.Draftreportissubmittedto Treasurer and Director, (if necessary) for finalizing compliance report of the Institute.AG'sauditforthepreviousyearshavebeencompletedandreplieshavebeensub mitted to their satisfaction. It is pointed out that no serious objection/irregularity isoutstanding.NoDraft Parahasever beenissuedagainst theInstitutebyAG. 4.CharteredAccountantoftheInstituteconductsregularaccountsauditandcertifiesitsAn nualFinancialStatements. 5. Work ofInternalAuditoftheInstitutehasbeen entrustedto the InternalAuditorof theInstitute.
6.4.2–**Funds/Grantsreceivedfrommanagement,non-government bodies, individuals,philanthropies duringtheyear(notcoveredinCriterionIII)**

Nameofthe nongovernment fundingagencies /individuals	Funds/Grantsr eceivedinRs.	Purpose
NA	NA	NA
6.4.3– **Totalcorpus fundgenerated**		

6.5–InternalQualityAssuranceSystem					
6.5.1–Whether AcademicandAdministrativeAudit(AAA)hasbeendone?					
	External		**Internal**		
AuditType	Yes/No	Agency	Yes/No	Authority	
Academic	Yes				
Administrative	yes				

6.5.2 – Activities and support from the Parent – Teacher Association (at leastthree)

1. Parent-Teacher meetingtodiscussaboutQualityimprovementsof Institution.
2. Suggestions regarding academic and administrative reforms are heartily welcomedand implemented.
 3. Parentsarealways extenttheirsupportivehands.
4.Regular parent -teacher meet to discuss about the educational progress of theStudents.

6.5.3–Developmentprogrammes forsupportstaff (atleastthree)

Toimprovethe qualitycollege authoritysupport thestaff infollowingways-
1. Refreshercourseandorientationcourse
2. Researchorientatedpublication andseminar
3. SelfstudyPrograms
4. Participationsinseminarsandworkshops

6.5.4–PostAccreditationinitiative(s)(mentionatleastthree)

1. Teachersare encouragedto engagedthemselvesin various researchorientedactivities.
 2. StudentsareengagedinmoreArtisticandcreativeactivities.
3. WholeadministrativeprocesshasbeenComputerized.
 4. Moreadvanced waysforteaching andlearning
 5. Moreparticipationseminarsandworkshops

6.5.5–Internal QualityAssuranceSystemDetails

a)Submission of Data for AISHEportal	01/02/2019
b)ParticipationinNIRF	
c)ISOcertification	
d)NBAoranyotherqualityaudit	

6.5.6–Numberof QualityInitiativesundertakenduringtheyear

Year	Nameof	Dateof	Duratio	DurationTo	Numberof

	qualityinitiative byIQAC	conducting	nFrom		participants
2019-2020	Workshop on Preparation of Teaching Aids	Organised on 27/07/2019			120
	Mehendi Designing Competition	Organised on 01/08/2019			85
	Teej Celebration	Celebrated on 03/08/19 with Staff and Students			96
	Orientation of B.EdSem 1 and Teachers' Day Celebration	Organised on 05/09/2019			76
	Blood Donation Camp	On 24/10/2019			85
	Oath taking ceremony and Slogan Writing Competition	31/10/2019			89
	Constitution Day Celebration	26/11/2019			80
	World Aids Day Celebration	02/12/2019			90
	Quiz Competition	14/01/2020			120
	National Youth Day celebration	15/01/2020			110
	Cycle Rally on 'Fit India Fit Youth' Movement	18/01/2020			52

	National Voters' Day	25/01/2020			

CRITERIONVII –INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period **(from-to)**	Participants
NIL	Nil	Nil

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

1. Use of CFL bulbs.
2. Rooms are airy and well ventilated, spacious and well furnished with sufficient provision of fans and tube lights
3. Special program is organised for tree plantation every year where 20- 30 trees are planted in the campus, teaching practice schools and surrounding areas.
4. Minimum use of papers.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Rest Rooms	Yes	Nil

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019	1	1	23-10-2019	Exhibition by J.S.S Ashakiran special school childrens	Help special Children	20
2019	1	1	24-10-2019	Blood Donation Camp		85
2020	1	1	18-01-2020	Cycle Rally On Fit India Fit Youth Movement	Fit India Movement	52

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Code of Conduct in Prospectus	Session 2019-20	Code of conduct, rules and regulations, rules for admission, procedure for applying leave, library rules, general discipline, rules and

		regulation for prevention and prohibition of Ragging and attendance dress code, academic calendar,dos and donts are published in the prospectus booklet and also put on website.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Teachers Day celebration	05-09-2019	68
Celebrated World Aids Day	02-12-2019	132
Celebrated National Youth Day	15-01-2020	110
Celebrated Republic Day	24-01-2020	130
Celebrated National Voter's Day	25-01-2020	122
Extension Lecture On Moral Values	19-02-2020	140

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plant more and more trees in college garden.
2. Use energy efficient lights, bulbs (CFL).
3. Reduce paper consumption.
4. Celebrated Environment Day every year at college campus.
5. Started Science and Environment Clubs.

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

1. Enhacement in Academic Quality through Seminar and Extension Lectures.
2. Conducted Workshops every year on Preparation of Teaching- Aids

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

Sikh Education Council Mahilpur was established in the year 1946 with the objective of providing quality education to the youth of Mahilpur and its surrounding area. Making people intellectually learned and spiritually rich, proving and creating resources for quality education in the area of Mahilpur. The Council was established under the guidance of Sant Baba Hari Singh jiKaharpuri. He was of the opinion to provide quality education, to create a pool of quality teachers. So in the year 2006, Sant Baba Hari Singh Memorial Khalsa College of Education was established to create teacher educators. This institution is the pioneering institution with the vision to produce pool of quality teachers by combining global trends with value based education. The college is striving hard to help the prospective teachers to explore their potential to the best of their capacity so that they may transform their hidden potentials to develop a holistic personality with productive thinking and may become effective facilitators for the better future of the country. The faculty practices diversity of instructions by using varied methods of teaching

styles is required in different situations. The diversity of instructions is insured through varied classroom techniques, use of electronic gadgets in the classroom teaching, use of digital learning methods and materials, open (online) source learning programs, case studies and writing assignments etc. Students are given instructions for practical and field work by optimum utilisation of technologically well equipped laboratories like ET laboratory, computer laboratory. The students are encouraged to adopt these technologies in their practice teaching sessions, student seminars and presentations. The institution has introduced the concept of simulated learning/peer learning/micro learning. In addition the staffs also engages in E-content development broadband with the unlimited internet connection.

8. Future Plans of action for next academic year (500 words)

- To upgrade the Library by adding more books :- We are going to extend reference section with dictionaries, encyclopaedias and General knowledge Books
- College provide resource material to students for competitve exam like PSTET, CTET, etc.
- instititution will organize curricular and co-curricular activities so that students can develop physically , Mentally, emotionally. Our institioun will also organize co-curricular activites according to the interest of the students.
- Campus Placement of Students in collaboration with more innovative schools.
- Organize National Seminar/ Workshops for students as well as for faculty development.
- Institiution will promote the research activites for faculty development
- Fully automation of library and office