YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   TIKA RAM COLLEGE OF EDUCATION

- Name of the Head of the institution   Dr. SURENDER SINGH RANA

- Designation   PRINCIPAL

- Does the institution function from its own campus?   Yes

- Alternate phone No.   9416858300

- Mobile No: 9416858300

- Registered e-mail ID (Principal)   principaltrce@gmail.com

- Alternate Email ID   principaltrce1@gmail.com

- Address   West Ram Nagar, Sonepat

- City/Town   sonepat

- State/UT   Haryana

- Pin Code   131001

2.Institutional status

- Teacher Education/ Special Education/Physical Education: Teacher Education

- Type of Institution   Co-education

- Location   Urban

- Financial Status **Grants-in aid**

- Name of the Affiliating University **Deenbandhu Chhotu Ram University of Science and Technology**

- Name of the IQAC Co-ordinator/Director **Dr. Indu Rathee**

- Phone No. **9416234808**

- Alternate phone No.(IQAC) **8222840508**

- Mobile (IQAC) **9416234808**

- IQAC e-mail address **ratheeindu9@gmail.com**

- Alternate e-mail address (IQAC) **principaltrce1@gmail.com**

3.Website address

http://www.trcesonepat.org/

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

http://www.trcesonepat.org/wp-content/uploads/2022/04/AQAR-2020-21-FINAL-SUBMISSION.pdf

4.Whether Academic Calendar prepared during the year?

Yes

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

http://www.trcesonepat.org/wp-content/uploads/2022/04/Academic-calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**78.02**	**2004**	**08/01/2004**	**07/01/2009**
Cycle 2	**B**	**2.57**	**2014**	**21/02/2014**	**20/02/2019**

6.Date of Establishment of IQAC

01/03/2003

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
nil	**nil**	**nil**	**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 `5 meetings`

- 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)

`-Collection and analysis of data related to Students, Faculty and the various Curricular, Co-curricular and Extra Curricular clubs, committees and Cells for NAAC purpose.`

`-Development and application of quality parameters for various academic, co-curricular and administrative activities of the institution.`

`-Promote research culture in the College. The Research and Collaboration Club, which is a part of the IQAC work constantly towards this purpose.`

`-Assessment of overall activities of institution regarding academic transaction, students achievement and evaluation, teachers performance, teaching methods, research work and co-curricular activities etc.`

`-Promotion and execution of extension activities, seminars, workshops and training programs etc.`

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
1. Organization of Faculty Development Programme	1.Organised two days FDP on 10-12-2021and 11-12-2021
2. Intense counseling of students at the time of admission.	2. Successfully Done
3. Organigation of Induction/Academic Orientation programme of students	3. One week programme the beginning of session (10-09-2021to 15-09-2021)
4. Preparation of academic calendar	4. Prepared
5. Collection of feedback from students And stakeholders	5. Received feedback from students, practice school Teacher's heads, alumni and other stakeholders in the end of session
6. Regular updatation of Website	6. updated website time to time
7. Publishing of annual Magazine namely 'HARYANA SUMER'	7. Published in digital form

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 body	22/12/2022

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
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• Name of the Head of the institution	**Dr. SURENDER SINGH RANA**
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• Web-link of the AQAR: (Previous Academic Year)	http://www.trcesonepat.org/wp-content/uploads/2022/04/AQAR-2020-21-FINAL-SUBMISSION.pdf
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- Name of the statutory body

Name of the statutory body	Date of meeting(s)
college management body	22/12/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	27/12/2022

15.Multidisciplinary / interdisciplinary

Tika Ram College of Education is a Professional College. Apart from fundamental Educational courses, college also offers courses of pedagogy like pedagogy of Mathematics, pedagogy of Biological

Sciences, pedagogy of Economics, pedagogy of Commerce, pedagogy of Hindi, pedagogy of English, pedagogy of Computer Science etc. We follow the academic curriculum prescribed by the affiliated University. Students are encouraged to opt for papers of their choices in some courses. There are also professional capacity and Skill Enhancement Courses. With the NEP 2020, from the Academic year 2025-26, we are looking forward for integrated disciplines to Inculcate holistic education for our students to make them better prepared for real life Challenges.

16.Academic bank of credits (ABC):

College does not fulfill the requirements of ABC yet but the institute shall soon be starting with the process from the academic year 2023-24.

17.Skill development:

In order to make the students ready for their profession, they must have the required knowledge, skills, and abilities for both professional and social life. The College is yet to start any Skill Development Course but as college is a professional institution, so it continuously strives to create a skilled ecosystem through workshops, group discussions, presentations, interactive sessions etc.

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

The institute aims at integrating culture, values and language with education and a lot of importance is given to local culture also by celebrating local social festivals, organizing awareness programs, college fest etc. The College follows bilingual mode for classroom teaching and other activities. Primary medium of instruction is mother tongue but institution also facilitates the students to opt Sanskrit and English as a pedagogy subject. Tika Ram College of Education aims at inculcating a sense of pride and respect towards our nation and culture by celebrating different days like Hindi Divas, jayanti of famous personalities, social festivals etc and also by organizing tour and trips. Students are also encouraged to participate and represent the college in events of such nature that enhance integration of Indian Knowledge systems and values, organized by other colleges and institutions.

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

Prior to the Course being offered, the students are given an orientation on the course details. Apart from regular classroom

teaching, there are tutorial and remedial classes and the mentor-mentee system that gives emphasis on outcome- based education. Students are made aware of the course specific outcomes through classroom discussion, expert lectures and practicals.

20.Distance education/online education:
The college offers graduation and post-graduation program in Education only in regular mode under Deenbandhu Chottu Ram University of Science and Technology, Murthal, Sonipat. The pandemic has increased awareness and reach of online education. The Faculty of the College is also involved in creating E-Content, which can be accessed by the students. Online classes were held regularly during the Pandemic for the betterment of the students.

<div align="center">

Extended Profile

</div>

1.Student

2.1	**104**
Number of students on roll during the year	

File Description	Documents
Data Template	View File

2.2	**104**
Number of seats sanctioned during the year	

File Description	Documents
Data Template	View File

2.3	**50**
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	

File Description	Documents
Data Template	View File

2.4	**99**
Number of outgoing / final year students during the year:	

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

2.5Number of graduating students during the year	**99**

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

2.6 Number of students enrolled during the year	**104**

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

2.Institution

4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	**1175925.26**
4.2 Total number of computers on campus for academic purposes	**40**

3.Teacher

5.1 Number of full-time teachers during the year:	**12**

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

5.2 Number of sanctioned posts for the year:	**8**

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

The curriculum is planned, developed and recommended by the regulatory statuary bodies i.e. Deenbandhu Chhotu Ram University of Science and Technology, Murthal, Sonipat and NCTE. The adaptation made by these competent authorities is brought into the action. Hence the institution plays no direct role in process of curriculum development. However a committee of expert established by the institution to review and appraisal the present curriculum. The committee persuades the views and imputation about the existing curriculum of the course from faculty, students, and members of alumni association, teachers and heads of practice teaching schools, academic experts and members of management. After estimation and interpretation of feedback and suggestion from various stakeholders communicated through the Head of the Institution to the University for Modifications in the curriculum.

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	No File Uploaded
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	D. Any 2 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	**B. Any 3 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.trcesonepat.org/wp-content/uploads/2022/04/prospectus-combined.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	No File Uploaded
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

11

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

0

File Description	Documents
Data as per Data Template	No File Uploaded
Brochure and Course content along with CLOs of value-added courses	No File Uploaded
Any other relevant information	No File Uploaded

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	**All of the above**

File Description	Documents
Data as per Data Template	[View File](#)
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	[View File](#)
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

00

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

1.3 - Curriculum Enrichment

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

The teacher education Programme is Multidisciplinary in approach having various fields of specialization as Educational Psychology, Philosophy, ICT, and Sociology with so many different skills like use of smart classrooms, virtual classroom, E-Learning, and work experiences. The Institution believes application oriented programs The application oriented courses are imparted through internship, projects, field work etc The institute ensures ample importance in curriculum in Professional Ethics.

The Curriculum structure of B.Ed. Programme is based on compulsory papers, optional papers, practicum, community work and internship programme. IQAC of the institution prepares academic calendar which includes curricular, co-curricular & extracurricular activities. An induction programme is also organized to notify the students to understand the entire academic process of the college. Curriculum also provides an opportunity to the student teachers for developing various skills with the help of various subjects including theory and practical.

In the institution there is a provision of different activities to develop communication skills, ICT skills, Community orientation, Life skills and Social responsibility skills among the students as :

1. 1.Seminars
2. 2.Extension lectures
3. Community service
4. Celebration of different festivals
5. Use of Language Lab
6. Organization of different curricular and co-curricular activities.
7. Counseling Services

File Description	Documents
List of activities conducted in support of each of the above	View File
Documentary evidence in support of the claim	View File
Any other relevant information	View File
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

As B.Ed. course is a teacher training course, so development of professional competency through practice teaching is a very important component of this program. Every student teacher has to complete 15 days of pre-practice teaching and 40 days of practice teaching in first year and five months internship in schools in second year. Following are the steps which are adopted by the institution in this regard: 1. At primary level micro skills like introduction of lesson, narration, questioning, stimulus variation etc are practiced by the student-teachers through micro teaching lessons. 2. Demonstration lessons are delivered by the subject expert teacher in each subject. 3. 10 micro lessons, 10 simulated lessons, 40 real teaching lessons and 5 discussion lessons of two teaching subjects are prepared and delivered by each student teacher in first year of B.Ed. programme.

For school internship programmes, pre & post internship sessions are conducted to familiarize the students for development of school system and related aspects. During internship programme students interact with the school administrative staff and

teachers on regular basis and conduct various activities. Consequently they come to know about the assessment system, norms and standards of the school, state wise variations, etc.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	**No File Uploaded**
Documentary evidence in support of the claim	<u>View File</u>
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

Organizing and participating in morning and thematic assemblies, National and International days celebration, co- curricular activities, etc. to make students ready for the professional field.Sports activities inculcate discipline, punctuality,coordination,cooperation & team spirit among students. student'scommittees is prepare& membershold responsibilities for smooth conduction of different programmes &trained to use e-platforms like Zoom and Google meet to conduct meetings, presentations,examinations, creating google classrooms and google forms. Different opportunities are providedto the student teachers for developing skills like communication skills, teaching skills, writing skills, preparation of teaching aids, gardening, interior decoration & technical skills etc with the help of various subjects including theory and practical.As B.Ed. course is a teacher training course, so practice teaching is a very important component of this programme. Every student teacher has to complete 15 days of prepractice teaching and 40 days of practice teaching in first year.School Internship of 20 weeks is compulsory in the second year.pupil-teachers are required to organize morning assembly , maintain attendance records, make arrangement of man and material resource for learning, frame time table and get knowledge about school leaving certificate. They also learn about evaluation process.

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

1.4 - Feedback System

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

File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	No File Uploaded

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

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

104

2.1.1.1 - Number of students enrolled during the year

104

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	**No File Uploaded**
Any other relevant information	View File

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

26

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

26

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

2

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

2

File Description	Documents
Data as per Data Template	View File
Certificate of EWS and Divyangjan	View File
List of students enrolled from EWS and Divyangjan	View File
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.

Yes, the institution definitely has the assessment process to identify the learning needs and their readiness to undergo this professional educational program.

1. **At the time of admission, each student undergo through counselling by admission committee consisting three senior faculty members and principal of the institution.**

2. Each academic session begins with a six days orientation program organized by the institution. During this, student-teachers have the chance to learn about the programme's course materials, academic facilities and planned activities for the year and also they have the chance to voice their opinions about the program and different courses.

3. During orientation program, two days has been devoted for talent search of pupil teachers. It contains many sections including the student's introduction, interest area, student -teacher performance and interactions etc. This is an opportunity to gauge their readiness, knowledge, abilities and needs to undergo this professional educational program.

File Description	Documents
Documentary evidence in support of the claim	View File
Documents showing the performance of students at the entry level	View File
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 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	Two/One of the above

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	One 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	View File
Any other relevant information	View File

2.2.4 - Student-Mentor ratio for the academic year

1:18

2.2.4.1 - Number of mentors in the Institution

10

File Description	Documents
Data as per Data Template	View File
Relevant documents of mentor-mentee activities with seal and signature of the Principal	View File
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.

Learning is accomplished via student centered method like conversation, problem- solving method, computeraided instruction, and heuristic approach etc.

- **A series of events, talks, workshops, field trips, seminars, and discussions are organized to provide beyond the classroom exposure and hands-on experience to students for their holistic growth and overall development.**
- **Various interactions and peer-learning sessions are being organized by different academic Clubs witch involving**

presentation and discussion on various topics.
- Students are also encouraged to use different ICT support to enhance their knowledge and skills.

- Seminars on various compulsory papers are organized to develop desirable skills.
- Quiz contest, poster making essay writing competition etc are some of the activities which are organized by the institution to develop different skills among student-teachers.
- Students participated in co-curricular and outreach activities organized by various Committees of the college.

- Student- teachers are motivated to visit library regularly to keep them updated by reading newspapers, magazine, journals, periodicals etc.
- Student- teachers are motivated to use language lab and computer assist learning.

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

00

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

203

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	*View File*
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	**Three 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	*View File*
Link of resources used	*www.googlemeet.com www.Whatsapp.com*
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

Over all working environment of the institution support and enhance the effectiveness of the faculty in teaching and mentoring the students. The college arranges a variety of functions, workshops, extension lectures, faculty development program, and college level seminars witch provided conducive working environment for the development of the faculty as well as the

pupil teachers. . ? College constantly update and enhance the library – laboratory facilities and equipment, so that the faculty and students do not face any difficulty in the performance of their assigned tasks. ? Faculty guide, advice and support their students to develop personal and professional quality to meet the upcoming challenges of society.

? Faculty members provide academic help like self-prepared study material, specimen books, ICT support equipment through which learning made effective & efficient.

? Faculty also communicate with parents regarding personal issues of students . ? Institution arrange Lectures by specialists on psychological, personal , Social issues on regular basis. ? Faculty assist the peer help group activities in which students cite concerns of their peers It helps the students to work like a team. ? Experience of skill- in teaching program provides opportunities for the pupil-teachers to observe and excel their teaching skills.

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	Three 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	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution has engaged student -teachers in active learning with the help of various resources available in the institution.

The college campus environment provides a lot of opportunity to the student-teachers to develop their potential creativity and professional skills etc.

- Learning is made through student centered method as discussion method problem solving method, lecture com demonstration method etc.
- Teacher educators and students frequently use ICT support materials to strengthen the teaching learning process.
- Assignments and Project works are the regular feature in every course to increase creativity and individual thinking.
- Interaction within the peer groups and with teacher educators at the time of skill in teaching program, encourage student-teachers to develop different type of skills.
- To stay updated by reading newspapers, magazines, and journals, student -teachers are encouraged to visit the library frequently.
- Many of our students have qualified for NET, SLET, and STET during this year.
- For the benefit of the students, career counseling is offered.
- Information regarding the vacancies and different courses are provided by the institution by displaying on notice board.

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

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	No File Uploaded
Any other relevant information	No File Uploaded

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	Ten/All of the above

Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement	

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	**No File Uploaded**
Documentary evidence in support of each selected activity	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as 'anchor', 'discussant' or 'rapporteur' Classroom teaching learning situations along with teacher and peer feedback	**Three of the above**

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	**No File Uploaded**

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	**All of the above**

activities Performance tests Oral assessment Rating Scales

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

All 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	No File Uploaded
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

All of the above

in preparatory arrangements
Executing/conducting the event

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	No File Uploaded
Photographs with caption and date, wherever possible	No File Uploaded
Any other relevant information	No File Uploaded

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

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

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

- **Ten secondary/senior secondary government schools have been identified and selected for the purpose. Institution seeks proper permission from government official (District Education Officer, Sonipat) to conduct the internship programme in these schools.**
- **Students are divided into groups and school is assigned area-wise. Eight to twelve students assigned one school under the supervision of one mentor teacher educator.**
- **The internship programme is developed with co-operation of**

school staff as well as mentor teachers. School principal and teachers are consulted regarding distribution of the sections and classes to the pupil-teachers.
- Internship programme at the school lasts for 4.5 months in which student-teachers perform all the duties like regular teacher of a school. During internship, pupil-teachers are required to organize morning assembly, maintain attendance records, and make arrangement material resource for learning, frame time table and get involved in all the school activities. They also learn about evaluation process.
- Teacher-educators supervise the programme regularly and give feedback and suggestions to pupil-teachers to improve their performance.
- Feedback and suggestions are also given by school principal and teachers according to the need of the school.

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

99

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	Nine/All 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	**No File Uploaded**
Wherever the documents are in regional language, provide English translated version	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Teacher educators, school principal and school teachers collectively observe and evaluate entire internship programme in a well-defined manner.

Role of Teacher Educator

Role and responsibilities of teacher educators fall into following points-

- **Introduce the student teachers with school principal and staff.**
- **Consulted with School principal and teachers regarding, distribution of the sections and classes to the pupil teachers, syllabus to be covered, maintaining discipline during practice teaching and other school activities.**
- **Coordinate and dissolve any type of issues between student teachers and school principal/ staff.**
- **Fix times daily to discuss day to day problems that student teachers are facing in the class rooms and outside the class rooms.**
- **Give suggesting to the student teachers for improvement Help in developing good teaching and professional behavior.**

Role of school principal and teachers

- Welcome and Introduce pupil teachers to all the school staff and students.
- Provide work requirements like space for sitting table & chair etc.
- Explain school rules- regulations, policies for better understanding of school environment.
- Provide instructional materials to the student teacher.

Student teachers participate in different school activities like- lunch duty; examination duties, playground duties, etc. Peer group help each other to develop their professional efficiency.

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) | **Three of the above**

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	No File Uploaded
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' | **Three of the above**

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

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	**No File Uploaded**
Five filled in formats for each of the aspects claimed	<u>View File</u>
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

2

File Description	Documents
Data as per Data Template	<u>View File</u>
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	<u>View File</u>
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

0

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

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

32

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

32

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 faculties keep pace with the recent development in the field of education by getting information's through newspapers, national and international journals.
- Institution also organizes workshops, extension lectures, and seminars on recent developments in modern teaching methodologies so that student teachers as well as faculty members update themselves professionally.
- The Institution provides the opportunity to the faculty to attend and complete refresher and orientation courses.
- They also enhance their professional knowledge through discussion with faculty members, school staff and experts.
- The institution provides internet access facility to the teachers to explore more learning material.
- Institution encourages and facilitates the teacher to undertake and complete the various research programmes like writing and publishing of research papers, presentation of paper in national and international seminars, writing of books and articles etc.
- All the faculty members attend number of seminars, workshops and conference of state and national level and presented research papers at many times.
- Many research papers, written by faculty members have been published in national / international journals.

File Description	Documents
Documentary evidence to support the claim	View File
Any other relevant information	No File Uploaded

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

Students are evaluated on the basis of response in classroom, performance in group discussions, surprise tests, internal tests, unit tests, assignments and seminars.

Examination Committee coordinated all the internal evaluation also in the form of written examinations (mid-term & pre- university test) of the college.

The examination process included circulation of notice regarding commencement of examination with date sheet, setting of question papers, evaluation of answer sheets within a stipulated period of time, submission of marks. Evaluated answer sheets of both of the examinations were shown to the students with an aim of remedial follow-up programme.

Before commencement of the university examinations, college conducts the internal examinations of all the courses (20% of total marks) through presentation, and project work etc.But as this internal examination is a component of the university examination, the marks are not communicated to the students.

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	Three 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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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

All the maters of grievances with reference to internal college level evaluation are dissolving in a satisfactory manner by the college grievance and redressal cell and examination committee.

For university examinations, reviews of answer sheets are done as per the affiliating university norms.

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.

For the effective implementation of curricular, co-curriculum and extracurricular activities, the institution plansall the activities in its academic calendar of the session. At the starting of the session, academic calendar has been prepared by IQAC of the college with the consent of all the administrative coordinators. Internal evaluation is also an integral part of it.by college academic council and examination committee. Students are informed about the dates well in advance. Date sheethas been displayed on the notice board as well as in students WhatsApp group.

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

2.7 - Student Performance and Learning Outcomes

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

The institution is committed to prepare teachers with missionary spirit, a responsible citizen with the capacity of efficient leadership and critical thinking. Hence student are made to provide environment conducive to learning and development of the students.

Keeping in view the aim , institution organizes different activities:

Institution provides all the necessary infrastructural facilities to meet the Programme learning outcome (PLOs) and course learning outcome (CLOs) for all round development of students for example : Well-equipped class rooms, science lab, Psychology lab, technology lab, language lab, well equipped work experience room, a seminar hall with ultra-modern communication devices.

Learning is made through student centered method as discussion method, problem solving method, learning by doing method etc.Seminars on various compulsory papers are organized to develop

desirable skills. Student teachers and motivated to visit library regularly to keep them updated by reading newspapers, magazine, journals, periodicals etc. In B.Ed. course the sessional work selected to different projects and work experiences are prepared by student teachers under the guidance of concerned faculty members. Micro teaching, Mega teaching in simulation and real classroom teaching practice are conducted. Class tests, assignments unit test, half yearly and pre-university examinations are conducted during the academic session.

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

Students' performance regarding professional and personal attribute have been regularly monitored by teacher educators and also by academic council of the college. . Orientation course is conducted at the binning of the session to sensitize the students about the program learning outcomes and Course learning outcomes.Learning is made through student centered method and teachers completed the courses on the basis of course objectives.

They are continuously assessed and evaluated by teachers by way of day to day class room discussion, class tests, quizzes, internal tests, assignments, projects and seminars. Midterm (one unit and two units) and pre-university examinations are conducted during the academic session. Regular feedback has been given to the

students in order to improve their performance.

Micro teaching, Mega teaching in simulation and real classroom teaching practice are conducted under the supervision and guidance of teacher educators. Internship is taken care of by appointing teacher mentors in schools. Feedback has been given then and there.

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

203

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.

Student's performance is noted continuously on various activities like their regularity in classes, discipline in the college and the overall behavior.

Different course Outcomes are measured on the basis of performances of the students regarding theory, skill in teaching and practical subjects. These outcomes are depend upon the basis

of the their performance in the class,presentation on project works, performance in skill- in -teaching program,practical work, usage of ICT, assignments, internship records, performance in different

written examinations and their role in different college activities.Students' performancein the midterm(first one unit test in October and second two unit test in February) examinations provides the initial clue of their learning outcome. Micro teaching, mega teaching practice teaching and internship were conducted in pedagogy subjects before the Examinations to enable them to have through preparation of the subjects through their presentation.

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

2.8 - Student Satisfaction Survey

2.8.1 - Online student satisfaction survey regarding teaching learning process

https://trcesonepat.org/iqac/aqar/

RESEARCH AND OUTREACH ACTIVITIES

3.1 - Resource Mobilization for Research

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

00

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

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

00

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

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

File Description	Documents
Data as per Data Template	View File
Institutional Policy document detailing scheme of incentives	No File Uploaded
Sanction letters of award of incentives	View File
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	View File
Documentary evidence for each of the claims	View File
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	Three of the above

supports

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

3.2 - Research Publications

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

9

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	<u>View File</u>
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

01

File Description	Documents
Data as per Data Template	View File
• First page of the published book/chapter with seal and signature of the Principal	View File
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

1

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	**No File Uploaded**

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

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

153

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

203

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

203

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	**No File Uploaded**

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

The college has a number of committees to engage students in community oriented activities. Thecollege tries to take an active role in the upliftment of the nearby locality. Organization of blood donation camp, plantation, rallies on social issues, awareness programme for nearby schools regarding health and hygiene etc are some of the activities that are regularly adopted by the institution. The faculty and students regularly take careof the plants in a nearby ground. The college Extension Activates Committeemakes regular visits to a nearby old age home.

The college gives themevery opportunity to explore all ways of

helping the community. Many of our faculty and students are part of NGOs like Spread Smile Foundation, International Inner Wheel club etc.

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

00

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

3.4 - Collaboration and Linkages

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

04

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

04

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

`04`

File Description	Documents
Data as per Data Template	View File
Copies of the MoU's with institution / industry/ corporate houses	View File
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	`Five/Six of the above`

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has the physical infrastructure as per the statuary body that is NCTE norms.

The Institution provides well-furnished classrooms; well equipped laboratories and adequate libraryto meet the requirement of teaching learning process.The infrastructural facilities are also available for curricular and extra-curricular activities games and sports. Play ground having athletic track of national norms is available on sharing basis with sister institution. The institution is having the facility of multipurpose hall which has seating capacity of 250 students. It is well equipped with smart board, audio-visual facilities and with public address system.The institution has well equipped conference hall with capacity of students. It is equipped with LCD projector, OHP, LCD TV. Public address system with eye catching furniture.

Library and laboratory are furnished with adequate reading material, equipments and furniture to facilitate better teaching learning process. The hostel facility is also available for girls in the hostel of sister institution, Tika Ram Girls P.G College and for boys in the hostel of another sister institution, C.R.Z Senior Secondary School.

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

11

File Description	Documents
Data as per Data Template	View File
Geo-tagged photographs	View File
Link to relevant page on the Institutional website	www.trcesonepat.org
Any other relevant information	View File

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

255505

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	No File Uploaded

4.2 - Library as a Learning Resource

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

Library automation tools for housekeeping and information retrieval are being developed. Acquisition, serials control, cataloguing, circulation, and the Open public access catalogue are all functions that are managed by an semi automated library. The heart of an automated library system is library management software. We have Techlib software in our library. The software helps library personnel to do the accessing which includes issue and return of library books. Second importance is cataloging features through which the user can search their books according to their requirements. The following are some of the unique characteristics of library automation: -

It is an electronic-based activity that is carried out by humans.

It aids in the provision of library services.

Workplace accuracy Information is communicated quickly.

Avoid doing the same thing twice in the library.

Information accessibility.

It's a system that save time.

System that is simple to use

File Description	Documents
Bill for augmentation of library signed by the Principal	[View File](#)
Web-link to library facilities, if available	www.trcesonepat.org
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

Institution has no remote access to library resources.

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)

3669

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	View File

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

72

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	View File
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	Nil
Any other relevant information	No File Uploaded

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	Two of the above

as gifts to College

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

The institution has an advanced education Technology -cum-computer lab, which provides computing facilities. The lab comprises of 20 computers linked with wide range of software like MS office, Page maker, coral draw, Photoshop etc. including dictionary. Communication and print services are also available. The software setup has latest version of Windows. Broadband connection for Internet is there in the lab. Software in the form of CD's based upon various subjects like linguistic skills, children with special needs, information and communication technology, value education, environmental education, teaching and teacher behavior are available. Institution also has facility of video recording of micro teaching and real teaching practice lessons presented by the student teachers. This lab comprises of advanced educational technology equipments which contribute a lot in modern teaching - learning practices. The lab comprises of various equipments like LCD projectors, over-head projector, slide projector, epidiascope, television, video-cassette-Recorder ,tape recorder, camera, handy cam, radio and audio- video aids like charts, models, maps, globes, pictures, slides, Power Point Presentation and transparencies meant for effective teacher training.

They are also one well equipped language lab in the campus with ten computers and all related and required accessories. Complete campus is covered with internet throw Wi-Fi connection.

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	[View File](#)
Any other relevant information	[View File](#)

4.3.2 - Student – Computer ratio during the academic year

7:1

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:	D. 50 MBPS - 250MBPS

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

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

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

4.4 - Maintenance of Campus and Infrastructure

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

229012

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 institution ensures that the available infrastructure is optimally utilized. The institution has ICT lab, psychology laboratory, science laboratory and a well-equipped language laboratory. The teacher in charge of respective laboratories ensure the care and proper use of equipments of the laboratory. Proper funds are allocated and provided by the institution for enhancing the facilities and to ensure the maintenance of the equipments of the lab. The lab incharge takes care of the requirements of the lab and purchases equipments and other lab material according to the need and after discussing with the directorprincipal.The conference room as well as the seminar room are used for various curricular and co-curricular activities by the institution and by sister institutions and community members time to time. Infrastructure and academic facilities established in the college library and sports facilities are kept open to use by the students and faculty not only during working hours but extended hours are also provided whenever required. Institution provides its rooms and open area for the government official activities at the time of making of voting cards, elections and pension distribution as and when required.

The institution shares its facilities with the community also. Conference hall and seminars room are utilized by sister institutions for their academic and other purposes. The

institution plans regularly to meet the needs for augmenting of the infrastructure to keep pace with the academic growth.

File Description	Documents
Appropriate link(s) on the institutional website	**Nil**
Any other relevant information	[View File](#)

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	**Five fo 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	[View File](#)
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	**Nine or more of the above**

water Hostel Canteen Toilets for girls Indicate the one/s applicable

File Description	Documents
Geo-tagged photographs	View File
Any other relevant information	View File

5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above

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

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

File Description	Documents
Data as per Data template	View File
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	View File
Report of the Placement Cell	View File
Any other relevant information	View File

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
23	99

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

49

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	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
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)

30

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

There is no such elected student council in the institution but the institution provides an opportunity to all the students from being part of almost every activity. For this purpose, institution has students'council comprising representatives from students, teacher educators and principal. These committees representatives are consulted every time when any decision has to be taken for the students whether it is selection of different events or organizing educational tour or organizing any function of the institution etc.

The various committees, which have student's representative on it, are:

1. Academic Activities Committee
2. Discipline Committee

3. Eco club
4. Cultural Committee
5. Library/ Placement Committee
6. Women cell , Grievance & redressal committee
7. Sports, tour &excursions committee
8. Extension activities committee.
9. College Magazine Committee
10. Student Welfare Committee

File Description	Documents
Copy of constitution of student council signed by the Principal	**No File Uploaded**
List of students represented on different bodies of the Institution signed by the Principal	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

5

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

Institution does not have registered alumni association but still it provide huge support, assistance, timely advice to students as well as staffs for their better future. It is a team of various principals, professors and teachers of different institutions. Association gives their precious guidance regarding the institution and program to the fresher students. Prominent alumni members give their suggestions to enrich the different institutional activities time to time. Institutions always invite team members of association on all special occasions such as annual function, sports meet and college fest etc. Team members of the association provide advice and guidance to the students regarding placement, personality development, professional skills and professional behavior etc. according to their fields.

The institution organizes the Alumni meet every year in the end of each session, which brings former students together to maintain a connection with current students.

Because of post effect of COVID 19 institution does not conduct any formal alumni association meeting in the session.2021-22.

File Description	Documents
Details of office bearers and members of alumni association	[View File](#)
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	Five/Six 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	View File
Any other relevant information.	**No File Uploaded**

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

00

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

T.R College of Education has always valued the contribution made by its illustrious alumni spread over different parts of the globe. The Association is playing a pivotal role in keeping them connected. Major areas where alumni association give their support to the institution and students are as follows:

1. Assist in planning and organization of activities in the college.

2. Contribute Articles and Research Papers in Seminars/ Conferences conduted by the institution.

3. Provide placement assistance to students.

4. Assist in conducting Practice Teaching sessions in Schools

5. Provide guidance and suggestionsto the students for better internship.

6. Motivatestudents to participate in Inter CollegeCompetition organized by different colleges every year.

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers, students and non-teaching staffs in its decision making bodies of the institution in not more than 100 - 200 words.

Tika Ram College of Education was established in August 1975. The purpose of the institution is to give quality teacher education according to the aims of education to the urban and rural graduates of the surrounding areas. Institution aim is not only to transfer knowledge but to create, ethical, global and value based society for peace and harmony at international level also. The mission of the institute also includes the needs of the students, the school sector, education institution's traditions and value orientations.

Vision and Mission:

1. Quality teacher education.

2. Intellectual leadership

3. Social sensitivity and moral maturity

4. National and International integration through education.

5. Global Society.

6. Adaptability to development.

Vision, mission and values of the institution are made known to stakeholders through college website,organisation of co-curricular activities, meeting of Alumni, celebration of social and national festivals, meetings with the principals and staff of practicing schools, seminars, workshops etc.

The college has constituted various committees like Purchase, Timetable, Skill-in-teaching, examination, building construction/maintenance, UGC/NCTE/NAAC, extension activities, legal literacy, Red Ribbon etc. to acheive the mission ofintellectual leadership. Different type of educational, cultural, social and national festivals/programs are organised by the institution time to time to meet the institutional vision andmission as a whole

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The administration is decentralized by authorizing the various committees to take decision for smooth functioning of the administration of the institution in respective purposes for which they are meant. Governing body of the institution is constituted of elected office bearers of general body members, principal, staff representatives, representative of university & state government. The President is the head of the Management. The treasurer handles the responsibilities of maintaining accounts. The Management, Principal and the faculty members take care of the infrastructure and maintenance, financial support and creation of

assets of the institution. The institution has constituted various committees like Purchase, Timetable, Skill-in-teaching, Examination, Building construction/maintenance, UGC/NCTE/NAAC, Extension activities, Legal literacy, Red Ribbon club etc. These committees make decisions regarding academic arrangement, finance, infrastructure, research, extension and examination. Meetings of these committees are held periodically under the headship of Convener and Principal. The Principal coordinates all academic and other activities through the convener of the committees. In this way, all faculty members of the institution play a role in decision-making. The Management of the institution in consultation with the Principal provides leadership in all academic and other institutional practices.

File Description	Documents
Relevant documents to indicate decentralization and participative management	[View File](#)
Any other relevant information	**No File Uploaded**

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

All the data regarding admissions and examinations, attendance and fee records, committee meetings, academic and co-curricular activities, faculty members' record is properly maintained according to affiliating university and State government regulations. The strategy to maintain transparency in the institution's financial, academic, administrative and other functions is quite specific and action oriented. The college has an internal coordinating and monitoring system which functions through various administrative committees. These committees, under the headship of principal make decisions regarding different type of academic, administrative and financial functions of the institution. Any purchase is done by purchase committee after sanctioning the amount by the principal. The accounts are audited regularly internally as well as externally. The college maintains an IQAC that handles the academic and administrative aspects of the college. The institution has made a system to get information by faculty members/other stakeholder in different ways. Every notice/information from any related agency i.e. university/govt./NCTE/UGC etc is circulated among students and faculty members. These are displayed on notice boards also. Office orders of management (related) are given to faculty members.

Society and alumni are informed through personal communication, social media and newspapers whenever needed. All the information regarding financial affairs, academic and administrative functions are updatedon the institution website on regular basis.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	No File Uploaded
Any other relevant information	[View File](#)

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

In the beginning of the session, an academic calendar is prepared by the college staff council in consultation with the Principal. Academic Plans are also developed after examining the requirements of curriculum prescribed by the affiliating university i.e. DCRUST, Murthal, Sonepat. The academic plan is initially given shape, although in parts, by various committees. The procedure of developing academic plans includes staff meetings, assignment of duties to various committees, nomination of in-charges and conveners for preparing academic calendar along with the plan of action by College staff Council headed by the Principal. Faculty is given full freedom to discuss on all issues and similarly the administrative staff members are given opportunities to interact with everybody.

The primary focus of Tika Ram College of Education is given to the students. Thus, to meet the changing demands of the present scenario, the college has adopted a "student-centric approach". During the session of 2021-22, the institution implemented the use of ICT in teaching-learning process. In this regard, online classes were arranged from Oct-Dec, 2021 through Webex and Zoom platforms. Students were instructed to attend the classes from home and faculty members were instructed to deliver the online lecture from the college campus or their residences as per need of the students. Further, efforts were made to make students ICT enabled through smart boards and PPTs. Whatsapp groups were formed to keep students updated.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	**Nil**
Documentary evidence in support of the claim	View File
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.

GOVERNING BODY

As per the Constitution of the Tika Ram Education Society and Haryana Government Society Registration Act, 2012, the members of the Governing Body elect representatives of 105 collegiums. The collegiums members elect office bearers and executive members of Governing Body which is termed as the Governing Body of Tika Ram College of Education, Sonepat.

ADMINISTRATIVE SET UP

The Principal along with the IQAC Coordinator, the Teachers' Council, the Librarian as well as Conveners of various Committees coordinates mobilizes the entire work process of the college.

THE FUNCTIONS OF VARIOUS BODIES

There are the Teachers' and students' Committees headed by the Principal. Different Committees are set up with teacher Convenors as head who are responsible to carry out the functions of their respective fieldfor the smooth functioning of the institution and for the holistic development of the students.

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

The recruitment rules for the Teaching staff and Non-teaching staff are as per NCTE and DGHE Haryana, along with the eligibility criteria prescribed by the UGC. Service Rules and procedures are guided by the concern university ie.DeenbandhuChhotu Ram University of Science and Technology, Murthal, Sonipat , and the rules of the state government areamended from time to time in this

regard.

File Description	Documents
Link to organogram on the institutional website	https://www.trcesonepat.org/about/about-college/
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

Five/Six of the above

File Description	Documents
Data as per Data Template	View File
Screen shots of user interfaces of each module	View File
Annual e-governance report	View File
Geo-tagged photographs	**No File Uploaded**
Any other relevant information	View File

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 college has constituted various committees like Purchase, Timetable, Skill-in-teaching, examination, building construction/maintenance, UGC/NCTE/NAAC, extension activities, legal literacy, Red Ribbon etc.Different committees organize meetings at a particular interval in the institution throughout the academic session. Meetings of IQAC were held time to time during the session (2021-2022).

Meeting of IQAC were held time to time during the session (2021-22).

First meeting of IQAC committee was held on August 6, 2021 at 2:30 P.M. in Principal Office.

The main agenda of the meeting was about discussion on curriculum, preparation of academic calendar, preparation of time table, fixing of mentorship, Distribution of work for AQAR, and organization of FDP were discussed in the meeting. Preparation of academic calendar was one of the important agenda of the discussion. Important aspects regarding duration of terms, curricular and co - curricular activities, student- induction program and schedule of mid-term and pre -University examination. Etc. was discussed with all the faculty members.Academic calendar was prepared with the consideration of University calendar, vacations and govt. holidays.

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

Tika Ram College of Education undertakes various welfare activities for both the teaching as well as non-teaching staff. These are as follows:

Institution organizes free health checkups and awareness programs for stress management and well-being.

Institution maintains a conducive environment for enhancing the productivity at work.

EPF and ESI for teaching and non-teaching staff are applicable.

Casual leaves are readily sanctioned to the staff for personal work and academic leave to attending Refresher Course/ Orientation Program/seminars etc.

Faculty members are free to do different type of duties assigned by the concern university and other universities.

Faculty members are encouraged for research and publications for their career advancement. Free Wi-Fi facility is provided to teaching and non-teaching staff.

Faculty rooms are allotted to the staff members.

Separate parking is also provided for Staff.

The Management is easily approachable to the staff.

CCTVs ensure security of belongings of staff.

Separate washrooms for female staff on both the floors are available in the campus.

Play ground is available for multiple sport activities.

For non-teaching staff, institution has provided training like computer & accounts to improve efficiency.

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	View File
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

7

File Description	Documents
Data as per Data Template	View File
Institutional Policy document on providing financial support to teachers	View File
E-copy of letter/s indicating financial assistance to teachers	View File
Certificate of participation for the claim	View File
Certificate of membership	No File Uploaded
Income Expenditure statement highlighting the financial support to teachers	View File
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	View File
Brochures / Reports along with Photographs with date and caption	View File
List of participants of each programme	View File
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

01

File Description	Documents
Data as per Data Template	View File
Copy of Course completion certificates	View File
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.

Performance appraisal system for teaching staff at Tika Ram College of Education is followed by UGC-Career Advancement Scheme (CAS) guidelines. Teachers are to submit filled-in format for PBAS (Performance Based Appraisal System) namely as Annual Confidential Report to the Principal. Apart from that, Annual Performas are submitted by all the Teachers, Librarian, Office and all Committee in-charges to the principal. Every Teaching and non-teaching staff are to submit personal and departmental progress reports to Principal. Performance of Teachers is also assessed through Student feedback, taken at the end of every academic session. All feedback are scrutinized and assessed by the IQAC and Principal. The Principal further communicates the outcome to the management along with the staff members in a completely confidential manner. The observations are used to improve teaching, research and other services/aspects of the institution.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	[View File](#)
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	[View File](#)
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

The accounts are audited regularly internally as well as externally. A senior faculty member (designated as Bursar) is assigned duty of internal audit. Quarterly as well as yearly Internal Audit is conducted by CA firms appointed by the institution. External audit is done by the university and Director General Higher Education, Haryana, of salary and Amalgamated Fund. The Internal Audit is done with the aim of checking the sanction/ approvals, payments, compliance of rules and regulations (purchase procedures, compliance of rules etc). Deduction and deposit of

Income Tax are checked by internal auditors. The Internal Auditors also ensure timely and proper deposit of any type of dues, compliance of sanctions and approvals, check for any payment irregularity and also budgetary control, etc. Overall compliance and proper record keeping and compliance of accounting standards by the Institute is also finally checked by the auditor appointed by the Director General Higher Education, Haryana, each and every year. The Audit party checks whether accounting standards have been followed for utilization, true and fair disclosure of financial statements.

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	View File

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

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

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

The Institute is a government aided college, 95 percent funded by the Haryana Government and remaining 5 present is generated by the institution itself. As stated above 95 percent of staff salaries

are funded by Director General Higher Education , Haryana. The institution also receives financial support from UGC under various heads under 2(f) and 12(b). Institutional main sources of receipts are fees collected from students, grants from the State Government and the UGC, interest on fixed deposits, fines and other miscellaneous income from sale of old newspapers, magazines, scraps etc. Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards and through text messages. The funds collected are spent only for planned expenditure reflected in the Budget. During the preparation of budget, inputs are obtained from IQAC, departments, library, sports, laboratory and committees. Then the annual budget of the College is prepared. After collecting quotations from the Purchase Department, the budget is revised on the basis of requirements and priorities of the College.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	View File
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

Institution has established IQAC in the July 2002 to ensure quality improvement in the entire activities of the institution. In an academic year, four quarterly meetings of IQAC are held in the institution. In these meetings, complete road map of different academic and administrative activates are planned and assessed e.g. designing and implementation of curricular and co-curricular activities, development and application of quality parameters for various academic, co-curricular and administrative activities of the institution, use of innovative practices and teaching methods in classroom, students' achievement record, student and teacher's feedback.

Promotion of extension activities, seminars, workshops and training programmes, Collaboration with different stakeholders i.e. teaching, non-teaching staff, students, students' parents,

members of governing body and other community members to achieve the mission of the institution is followed.

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	View File

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 college follows a comprehensive mechanism of reviewing the teaching-learning processes and learning outcomes. The IQAC at the College encourages and ensures continual reforms in teaching-learning methodologies. It lays impetus on the adoption of ICT in teaching practices. Quarterly meetings of IQAC are conducted in a year with the principal to ensure the improvement in all possible spheres of campus. Different administrative committees are also invited in these meetings as and when required. The academic progress of the students monitored through daily class room observations, unit tests, half yearly examination and pre-university examinations and assignments.Regular feedback obtained from different stakeholders help in proper identification and diagnosis of required areas. After analyzing the feedback and monitoring the progress of the students in different areas, necessary advice, feedback and guidance is provided by the concern expert teacher or mentor teacher for improvement .

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	View File

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

10

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

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

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	http://trcesonepat.org/iqac/aqar/
Link to Annual Quality Assurance Reports (AQAR) of IQAC	http://www.trcesonepat.org/wp-content/uploads/2022/04/AQAR-2020-21-FINAL-SUBMISSION.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

Institutions keep track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives:- 1. Student induction Programme: - One weekStudent induction programme is organized in the beginning of session for newly enrolled students .This program includes introductory session for students as well as for teachers, course introduction, discussion about pedagogy subjects, detail information about cells, clubs, committees of students, academic calendar, Skill in teaching, Discussion on EPC subjects, about internal assessment and evaluation and about library session. 2. Expenses on Infrastructure:-College has extended infrastructurefor quality enhancement. A Multipurpose Hall is constructed of 11380.62 square meter area. It is furnished with all kind of latest facilities which is utilize for various quality enhancement programme .

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

As per the institutionalenergy policy,institution is keen totake necessary measures for energy conservation. At primary level , all the classrooms alongwith labs, offices, staffroom , library, multipurpose hall , seminar hall are quite open to sunlight so that energy can be conserved.

Apart from this ,the institution takes following initiatives in this regard :

- ○ **Turn off the lights when not required.**
- ○ **Unplug appliances when not in use.**
- ○ **Switch over to LED or CFLS.**
- ○ **Make sure the appliances are energy efficient**
- ○ **Invest in better cooling options.**

Staff &students are also encouragedto take necessary measures for energy conservation

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.

Tika Ram College of Education recognizes the importance of meeting these legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximize reuse and recycling wherever possible. Solid Waste Segregation is done by hand sorting. The dry waste which includes paper, cardboard, plastics, scrap materials is separated from others and put to municipal committee dust bin. Organic wastes like garden waste, leftover food, peels, scrapings from fruits etc are also collected in bins separately. Later these biodegradable waste products collected in a compost bin to make compost. After decomposition this compost has been used in plants. For E-waste Management, the College segregates old computers, batteries and wires and disposes / exchanges them at regular intervals.

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	**Three of the above**

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

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	<u>View File</u>
Any other relevant information	<u>View File</u>

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

Institution is committed to generate awareness among students regarding environmental issues. The focus areas of our policy for maintenance of healthy environment are:

- **Clean Campus Initiatives;**
- **Landscaping Initiatives;**
- **Clean Air Initiatives .**
- **Smoking Free Campus: ;**
- **Waste Management processes,**
- **Plastic-Free Campus.**

Plantation in the month of February every year by every student

and also faculty member is a regular practice of the institution. Group of 10 students with a leader has been given the responsibility to care plants closely. The students are given strict instructions to maintain the campus clean and it is reflected in the code of conduct of the college. Several Quotes related to the importance of clean, green and peaceful environment are displayed on the campus. A gardener and full time adequate support staff are appointed for the maintenance of litter free clean and Green Campus. College organize college level seminar on waste management. A group to deal with waste management in the campus is formed constituting of students and staff of the college. Institution conducts two days campus cleaning drive involving the students and faculty in the month of October every year. Set up of waste bins in sufficient numbers are to avoid littering in the campus. College has been constantly adopting practices towards a clean, green, pollution free and plastic-free campus.

File Description	Documents
Documents and/or photographs in support of the claim	[View File](#)
Any other relevant information	[View File](#)

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	[View File](#)
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)

22000/-

File Description	Documents
Data as per Data Template	View File
Income Expenditure statement on green initiatives, energy and waste management	View File
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 College organized many Extension activities of different areas of society in which resource person from society of different areas share and propagates valuable ideas and thoughts to students and others.
- College organized different cultural program in which chief guest & Judges were invited from community to involve in these programs.
- Parent teacher meeting are organized regularly to interact with parents to take their valuable feedback and suggestions
- The college organized cleanliness program on regularly in collaboration with community people of age group and from diffident field and strata. The college organized cleanliness program for the maintains and cleanliness of playground adjacent to the institution so that people of all age groups from nearby community West Ram Nagar can properly utilize the ground for health purpose

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

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	A. All of the above

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	

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	No File Uploaded
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	No File Uploaded
Details of the Monitoring Committee, Professional ethics programmes, if any	No File Uploaded
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

Title of Practice

ICT BASED TEACHING LEARNING

Objectives of the Practice

Fostering an ICT culture in campus for accelerate the teaching - learning efficiency.

The context:

ICT enhanced teaching - learning to make learning effective and prepare students to meet global challenges.

The practice

Wi-Fi-enabled campus, ICT-enabled classrooms, seminar halls, awareness programs, regular use of ICT tools. Creation of Google Classrooms and WhatsApp groups for each and every course.

Evidence of success

Students are taking keen interest , use digital knowledge and actively participated in online classes via Google meet , zoom, Google classroom. Faculty was continuously involve updating.

Problems faced and resources required

Lack of technical support, trained faculty, low internet connection, hardware problems,software compatibility and rural background of Students.

Title of Practice

Health and hygiene

Objectives

Create awareness towards sanitation and hygiene with behavioral changes through useful practices connected to personal, water, food, domestic and public hygiene.

The Context

Good hygiene is critical forpreventing the spread of infectious diseases and helping everyone lead long, healthy lives.

The practices

Awareness program, Informative sessions, railey & Group discussion on health and hygiene.

Evidence of Success

Improvement in students' attitude & increased participation in activities related to health, hygiene.

Problems faced and resources required

Rural background, lack of community participation, inadequate gender inclusion, lack of coordination among factors and

behavioral issues.

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 Institute's vision is to create socially relevant knowledge and to transfer that knowledge through the various teaching programmes with the goal of empowering student's especially female students to build strong society. Different programmes address a wide range of issues, including violence against women, human rights adolescent mental health, awareness about social responsibility discussed with student teachers in day to day class. During hard times of the pandemic, extension activities committee of the college along with other faculty members and all the student teachers continued their services towards the society in all possible ways. Changing the teaching methodology by encouraging faculty to make use of e-content and other video lectures to support the classroom teaching. Students are encouraged to present poster and oral paper presentations. In addition to classroom interactions, other methods of learning experiences provided to the students include: Project work, Short term Internships, Oral presentation, Seminars, Symposiums, Workshops Paper presentations, Group discussions etc. Counseling system: Every Faculty member is allotted some students to whom one acts as a counselor. Eminent experts of National/ International repute are invited for webinars, workshops, and conferences. Feedback System – Students also give feedback about the faculty at the end of the day.

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**

View File