



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1. Name of the Institution

SARVODAYA COLLEGE OF EDUCATION

- Name of the Head of the institution **DR. SMT. VANI. M**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Alternate phone No. **08274257221**
- Mobile No: **9449030008**
- Registered e-mail ID (Principal) **vani.moodabidre@gmail.com**
- Alternate Email ID **sce.bedcollege@gmail.com**
- Address **Ambatti  
village, Panjerpet, Virajprt, Kodagu  
571218**
- City/Town **VIRAJPET**
- State/UT **KARNATAKA**
- Pin Code **571218**

##### 2. Institutional status

- Teacher Education/ Special Education/Physical Education: **Teacher Education**
- Type of Institution **Co-education**

- Location **Semi-Urban**
- Financial Status **Grants-in aid**
- Name of the Affiliating University **MANGALORE UNIVERSITY**
- Name of the IQAC Co-ordinator/Director **Smt.MINI K J**
- Phone No. **9481883783**
- Alternate phone No.(IQAC) **08274257221**
- Mobile (IQAC) **9481883783**
- IQAC e-mail address **sce.bedcollege@gmail.com**
- Alternate e-mail address (IQAC) **sarvodayacollegeofeducation@gmail.com**

**3.Website address**

<http://www.sarvodayaeducation.org/>

- Web-link of the AQAR: (Previous Academic Year) <http://sarvodayaeducation.org/img/AQAR/2019-20%20AQAR%20Report.pdf>

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <http://sarvodayaeducation.org/img/academic%20calendar/Academic%20alender%20for%20the%20year%202020-21.pdf>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.21</b>	<b>2016</b>	<b>16/09/2016</b>	<b>15/09/2021</b>

**6.Date of Establishment of IQAC**

**12/12/2014**

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

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

**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** **02**

- 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)**

\* Awareness program for the ruralites and the hilly people on corona pandemic \* Kannada Rajyothsava Programme to strengthen Kannada culture and language. \* Youth day celebration to enhance youth empowerment \* Programme on investors awareness and financial education \* Celebration on constitutional day

**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
* Conduct of online activities on important days such as Independence day	Done
* Addition of books to the library	Procured
* Online webinar on different subject as well as on topics of general interest	Done
* Smooth transition to online mode of teaching, guidelines regarding assignment preparation from the on set of pandemic 2020-21	Done

**13. Whether the AQAR was placed before statutory body?** No

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>SARVODAYA COLLEGE OF EDUCATION</b>
• Name of the Head of the institution	<b>DR.SMT. VANI. M</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Alternate phone No.	<b>08274257221</b>
• Mobile No:	<b>9449030008</b>
• Registered e-mail ID (Principal)	<b>vani.moodabidre@gmail.com</b>
• Alternate Email ID	<b>sce.bedcollege@gmail.com</b>
• Address	<b>Ambatti village, Panjerpert, Virajpet, Kodagu 571218</b>
• City/Town	<b>VIRAJPET</b>
• State/UT	<b>KARNATAKA</b>
• Pin Code	<b>571218</b>
<b>2.Institutional status</b>	
• Teacher Education/ Special Education/Physical Education:	<b>Teacher Education</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Semi-Urban</b>
• Financial Status	<b>Grants-in aid</b>
• Name of the Affiliating University	<b>MANGALORE UNIVERSITY</b>

• Name of the IQAC Co-ordinator/Director	Smt.MINI K J				
• Phone No.	9481883783				
• Alternate phone No.(IQAC)	08274257221				
• Mobile (IQAC)	9481883783				
• IQAC e-mail address	sce.bedcollege@gmail.com				
• Alternate e-mail address (IQAC)	sarvodayacollegeofeducation@gmail.com				
<b>3.Website address</b>	<a href="http://www.sarvodayaeducation.org/">http://www.sarvodayaeducation.org/</a>				
• Web-link of the AQAR: (Previous Academic Year)	<a href="http://sarvodayaeducation.org/img/AQAR/2019-20%20AQAR%20Report.pdf">http://sarvodayaeducation.org/img/AQAR/2019-20%20AQAR%20Report.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://sarvodayaeducation.org/img/academic%20calendar/Academic%20Calender%20for%20the%20year%2020-21.pdf">http://sarvodayaeducation.org/img/academic%20calendar/Academic%20Calender%20for%20the%20year%2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.21	2016	16/09/2016	15/09/2021
<b>6.Date of Establishment of IQAC</b>			12/12/2014		
<b>7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.</b>					
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
NIL	NIL	NIL	Nil	00	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>02</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• (Please upload, minutes of meetings and action taken report)</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>* Awareness program for the ruralites and the hilly people on corona pandemic * Kannada Rajyothsava Programme to strengthen Kannada culture and language. * Youth day celebration to enhance youth empowerment * Programme on investors awareness and financial education * Celebration on constitutional day</p>	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).</b>	

Plan of Action	Achievements/Outcomes
* Conduct of online activities on important days such as Independence day	Done
* Addition of books to the library	Procured
* Online webinar on different subject as well as on topics of general interest	Done
* Smooth transition to online mode of teaching, guidelines regarding assignment preparation from the on set of pandemic 2020-21	Done
<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name of the statutory body	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	08/02/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	
<b>17. Skill development:</b>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	



**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****2.Student**

2.1

81

Number of students on roll during the year

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

2.2

100

Number of seats sanctioned during the year

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

2.3

74

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

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

2.4

42

Number of outgoing / final year students during the year:

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

2.5Number of graduating students during the year

42

File Description	Documents
Data Template	<a href="#">View File</a>
2.6 Number of students enrolled during the year	81
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4. Institution</b>	
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	1.51
4.2 Total number of computers on campus for academic purposes	10
<b>5. Teacher</b>	
5.1 Number of full-time teachers during the year:	07
File Description	Documents
Data Template	<a href="#">View File</a>
Data Template	<a href="#">View File</a>
5.2 Number of sanctioned posts for the year:	09
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curriculum Planning</b>	
1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words	

The curriculum is designed and framed by the Board of Studies (BOS) of the Mangalore University and approved by the Academic Council. The college follows calendar of events given by the University. The college staff prepared the calendar of events highlighting the various programme for the academic year. The students' performance is assessed through various tests, projects, field works and assignments. The assignments are challenging, creative and innovative which unfold their various competencies. It includes both theory and practical aspects in which the students are to collect first hand information on the given topic. Staff members prepare college time-table, Calendar of events, Lesson plans and question papers for their assessment. Along with the curricular aspects, students' are encouraged to participate in various co-curricular activities also. Teaching practice is arranged for second semester students and Internships for the fourth semester students . These out of Institution activities expose all students for their professional growth and development.

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	<a href="#">View File</a>
Plans for mid- course correction wherever needed for the academic year	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**B. Any 5 of the above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
List of persons who participated in the process of in-house curriculum planning	<a href="#">View File</a>
Meeting notice and minutes of the meeting for in-house curriculum planning	<a href="#">View File</a>
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

## **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**

06

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	<a href="#">View File</a>
Academic calendar showing time allotted for optional / electives / pedagogy courses	<a href="#">View File</a>
Any other relevant information	<a href="http://sarvodayaeducation.org/img/academic%20calendar/Academic%20Calender%20for%20the%20year%202020-21.pdf">http://sarvodayaeducation.org/img/academic%20calendar/Academic%20Calender%20for%20the%20year%202020-21.pdf</a>

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

00

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

00

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**

00

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

00

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**

One of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	No File Uploaded
Document showing teachers' mentoring and assistance to students to avail of self-study courses	No File Uploaded
Any other relevant information	No File Uploaded

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

00

**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.

Institution integrates crosscutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum. Gender equality is the prime concern of the Institution. To prevent sexual harassment at the college and to empower women is our main goal. The college provides leadership opportunities for women also. They are having their own squads with the names of Heroines of yester years like, Rani Channamma, Annibasant, Rani Abbakka, Seethadevi, Jancy Rani etc.. At times some of the heroic deeds of these women are highlighted through dramas and enacted by the students. Anti women harassment cell safeguards the dignity of women and protect their rights. Students of both genders participate wholistically in all the curricular and co-curricular activities. Every year women's day is organized. The institution favours sustainability of the Environment and The college runs with the concept GO GREEN .A number of programmes are organised through Eco Club such as World Earth Day, Vanamahotsava etc. To develop Ecological Awareness LCD Bulbs, Solar Lamps and Napkin Burners are installed. College regularly organizes Birth Aniversaries of Great Personalities, Religious festivities are arranged to Boost Morality and Human Values.

File Description	Documents
List of activities conducted in support of each of the above	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
Photographs indicating the participation of students, if any	<a href="#">View File</a>

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

School is the fountain of knowledge, where children are exposed to. It gives a chance for them to acquire knowledge of various fields of education. In our Institution, different pedagogy clubs are taking different club activities. While they go out for different schools, there also take different activities like teaching them how to draw Indian Maps, Teach English and Kannada Grammar, Teach basic Mathematical concepts etc. Even fair and bias free assessments are taken and timely suggestions were given through mentoring system. To incorporate and familiarize diversity, various religious festivals are celebrated. Inclusive climate is given. Through different cultural activities, various food habits, dress patterns and wedding ceremonies are show cased.

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

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



During teaching Practice and Internship Programmes students are allotted with different works in those schools like, Dramatization, Tableau making, Cultural activities etc. Every year different personnel from various wings visit the institution and give awareness about future careers. Various seminars, workshops are arranged for their professional growth. Students are allowed to read professional books, articles etc. They are given with guided library work to read journals and research articles spread over different subjects. Teaching creative teaching skills and reasoning ability are done with administration of psychological tests and its implications are highlighted. Institution promptly responds for the demand of teachers by various high schools of our vicinity to get competent teachers through placement services.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 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**

Three of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Action taken report of the institution with seal and signature of the Principal	<a href="#">View File</a>
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

81

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

81

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

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

74

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

74

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

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

00

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

00

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

## 2.2 - Honoring Student Diversity

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

Orientation classes are taken at the beginning of the academic year to make the students feel at home and to fill in them with confidence. They are encouraged to write model answers to the questions of university examination, then they are made clear

about learning objectives. Extra reading and reference material is been provided to those who wish to appear for TET, SET, NET exams. Group discussions are taken pedagogy batch wise in general classes. Students are allotted with seminar topics to be presented in the classroom which help them to overcome the stage fear and to develop self confidence. At the beginning, language test in English is given to test their competency in English. In the initial days, compulsory feedback is given to the students in all spheres. Mentoring system also helps all the students. The achievers of the alumni are always there to boost their confidence. The institution creates a threat free environment.

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

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

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

<p><b>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</b></p>	<p>One of the above</p>
--	-------------------------

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

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

12:1

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

7

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

### 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.

Internship programs provide students with experiential learning. All the students are divided into batches and sent to schools, where they get experience in teaching. Students are taken to the forest tour with the staff and the forest officers give them information about the various flora and fauna.

Students are motivated to participate in quiz competition, seminars, assignments and are provided with different projects. Learning is made to enhance the student through project work, seminar etc. the college library provides internet facility, reference books, educational CDs and DVDs, Research journals are provided to the students and asked them to write reflective write-ups.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Link to LMS	<a href="#">NIL</a>
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**

81

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

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

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	No File Uploaded
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	<a href="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

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

Continual mentoring is provided by teachers for developing professional attributes among students. Mentoring is taken in the ratio of 1:7. Team spirit and team work are encouraged. Latest researches are getting to them through research reading. Zone mentoring is done by focused advice about good practices, what works and what does not and why. Deep knowledge of the college is

given to the students. Mentor teacher and the student teacher review assessments and reflect together on the effectiveness of the lesson. College vision and mission are familiarised for them. Good communication has been encouraged among all mentor groups.

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

**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**

One of the above

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

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

Across continents, creativity is priority for education and is central to the discourse on 21st century learning. Good creativity changes the dynamics of teaching and learning. To enhance creativity and innovativeness among the students, various activities are undertaken. While giving assignments and project work, instead of pouring teachers views, the institution gives chances to the students to pick up according to their own choices. It helps to put up their innovativeness in various dimensions of the assignments and projects. More encouragement given to the



students to prepare their models, charts themselves and even the institution insists students to draw the map themselves while teaching. To enhance innovativeness an extrinsic motivation is given by giving prizes for their various talents. Even in the classes questions challenging their assumptions like what can be done, what is your assumption such questions are asked. Yoga and meditation are given to the students to get more concentration which in turn enhances their creativity. To develop empathy, once in a week, on Saturday, film shows of different varieties are being shown.

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

## 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)**

One/Two of the above

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

**2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice**

Two/Three of the above

teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports and photographs / videos of the activities	No File Uploaded
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	<a href="#">View File</a>

**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**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Details of the activities carried out during the academic year in respect of each response indicated	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples prepared by students for each indicated assessment tool	<a href="#">View File</a>
Documents showing the different activities for evolving indicated assessment tools	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of each response selected	No File Uploaded
Sample evidence showing the tasks carried out for each of the selected response	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event**

Three of the above

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

**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**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples of assessed assignments for theory courses of different programmes	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

Internship programs are systematically arranged, while selecting the high school, students nearby high schools are given priority. But none of the relatives of the student trainee should be there. Firstly, permission from the BOE (Block Education Officer) is taken. Then permission of the Head Master of the respective schools is taken. In the first week of the internship programme, Principal visits each high school and conducts meeting with the principal and staff of that school to orient them.

Students before going to schools are given brief introduction of the program, assignment, projects to be taken etc. Teachers of the internship high schools are made as mentors. Every week, staff members visit the schools and give necessary feedback to them.

Students during their internship, write their work diary for 50 days, conduct different cultural activities, teach them fundamentals of mathematics, English and Kannada grammar, wall drawing skills etc.

During the internship programme, students make a visit to BOE office, offices of DDPI. Etc. to know about their functioning.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

44

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

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

One/Two of the above

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

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.

Daily, weekly and monthly monitoring is done. Internship coordinator of the school supervises internees' all performances. Internship coordinator keeps everything strictly, whether internees come in time, stays till late evening, whether having proper interaction with the students, their report with the

staff.. etc. Internees Involvement in the national festivals and school day programs are keenly observed. Internees are asked to involve and to help students organize the cultural activities with the students. They observe the classroom, teaching of internees, give them necessary feedback. Development of decorum, etiquette and respect for the elders are the chief items of monitoring system. All mentors have personal relationship with the school and get feedback from them. Internship coordinator meets internees twice a week.

File Description	Documents
Documentary evidence in support of the response	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Two filled in sample observation formats for each of the claimed assessors	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Two of the above

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	<a href="#">View File</a>
Five filled in formats for each of the aspects claimed	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 2.5 - Teacher Profile and Quality

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

7

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

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

1

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificates of Doctoral Degree (Ph.D) of the faculty	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

7

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



88

File Description	Documents
Copy of the appointment letters of the fulltime teachers	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Teacher's professional development is a continuing educational effort for educators. It is one of way of teachers to improve their skills and in turn boost student outcomes. Learning takes place in formal and informal settings. In formal setting, staff attend seminars, workshops etc. Staff pursuing Ph.D work also. Every teacher faces unique classroom challenges and comes to work each morning with a different set of skills. All staffs attend for online webinar program. All teacher committ to personal professional development. All read research article in the journal and make use of it in their teaching. When even time raises discussions are made to enhance the college quality. Accepting constructive criticism is our main concern. All college staff positively take the comments.

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

## 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

Internal examinations are organized at college level rather than at departmental level for giving the real time examination experiences to the students. Examination is conducted and faculties are assigned observation duties. Before the internals, regular feedback and question papers are discussed. Regular observation of students on microteaching skills, teaching practice skills are properly observed and feedback is given to the students. The college does internal evaluation. The university

provide guidelines for internal assessment. The college follows the same criteria. For the rationalization of the internal marks, the university will appoint a moderation committee. The student teacher and mark obtained and submits report to the university. Assessment shall consist of continuous assessment (CA) and year end examination with 20% & 80% weightage respectively. A student should obtain 40 marks out of 100. 32 marks in external exam and 8 marks in internal assessment.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

One of the above

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

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

To ensure proper conduct of formative test, to invigilators are assign to each hall. For the quality of the project evaluation is

done at each step by the concern staff. To ensure the transparency, during university examinations flying squad of the university comes without any prior notice then when students are not satisfied with university marks, students are helped to apply for re-valuation, re-counting and challenged evaluation by paying necessary processing fee to University. When they secure rank they are appreciated and awarded prizes and published their photos in the newspaper. Apart from two internal tests are taken in each semester and while giving their answer sheets back proper feedback is given and made them to realize their mistakes and proper technique of writing for the university examination will be given.

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

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

Academic calendar is to keep students, faculty & staffs reminded of key dates throughout the academic semester and year. It is useful for prospective students, alumni and parents as well. Even internal examination goes according to the academic calendar. Academic calendar is prepared by the principal and the staff. In the beginning of the academic session, the students are appraising of academic calendar and same is uploaded on college website and displayed on notice board and at strategic locations. The schedule of all examinations is given in academic calendar. Two tests are conducted for internal evaluation whose date is given to the students in the first week of the reopening of the college. The academic calendar, date of the practical exam is also given. But detailed information regarding their respective schools are given only before a week to maintain confidentiality.

## 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 learning effectiveness of any programme and course depends on the PLOs (Programme Learning Outcomes) and CLOs (Course Learning Outcomes). The programmes offered by college cater to multiple

interests of the student which aims at imparting knowledge and skills for building their competence and personality. The syllabus of the courses with the programme learning outcome is briefed. The concerned faculty of the course briefs their respective classes about the PLOs and CLOs. At the beginning of the academic year, during the Orientation Programme for the students reflects the programme outcomes and course outcomes. The activities of the college are scheduled in the academic calendar published at the beginning of the year. The calendar is prepared after consultation with all faculty members and then they decide about the schedule of events. All-important announcements such as timetable, date sheet, submission of award lists etc are put up on the notice board well on time. The syllabi are completed and examinations are conducted and on the basis of results merit holders are felicitated at college level.

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

### 2.7.2 - Pass percentage of Students during the year

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

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

The college being affiliated to Mangalore University follows the pattern of examination that is framed by them. The end semester examination results are analyzed and the desired learning outcomes of students are evaluated. Students are provided with proper counseling and guidance that helps to overcome their barriers, if any, for their enhancement in performance. From the entry level, the progress of student is recorded and maintained along with

relevant information by their tutors. The progress of students in both academic as well as non-academic field is recorded and maintained.

The college adopts following methods to assess the progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs:

- Compulsory attendance i.e., minimum 80% per semester.
- Paper evaluation is done on time for grading internal assessment.
- Practical work such as assignments are checked and marked on time.
- Based on result analysis, the required remedial measures are taken.
- The continuous internal assessment is taken regularly and students' marks are recorded which helps to predict their academic progress.
- Participation in various class room activities such as group discussions, seminars.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	No File Uploaded
Any other relevant information	<a href="#">View File</a>

#### 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

81

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	<a href="#">View File</a>
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	<a href="#">View File</a>
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.

The institution has made various provisions for assessing student's learning needs. During the time of admission, the Principal interacts with the parents and the students to assess their needs and aspirations. Students are counselled at the time of admission. The institution organizes orientation program for the students at the commencement of new batch every year. New entrants are acquainted with the course, mode of internal assessment, curricular and co-curricular activities, rules and regulations as well as other facilities available in the institute. The institute conducts aptitude test in order to measure intellectual competencies of students. A series of talent search programmes in various fields i.e., dramatics, literary and fine arts are organized in order to discover the hidden talent and potentialities of the students.

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

## 2.8 - Student Satisfaction Survey

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

Nil

## 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	<a href="#">View File</a>
Sanction letter from the funding agency	No File Uploaded
Any other relevant information	No File Uploaded

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

00

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

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

One of the above

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

**3.1.4 - Institution has created an eco-system for innovation and other initiatives for creation and transfer of knowledge that include Participative efforts (brain storming,**

One of the above

**think tank etc.) to identify possible and needed innovations Encouragement to novel ideas Official approval and support for innovative try-outs Material and procedural supports**

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

### 3.2 - Research Publications

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

**NIL**

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

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

**NIL**



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

### 3.3 - Outreach Activities

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

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

03

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

#### 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

81

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	<a href="#">View File</a>
Report of each outreach activity with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

81

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

81

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the claim along with photographs with caption and date	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Outreach programmes sensitise students towards their duties and responsibilities within the society and community. It enhances skills likes soft skills, leadership skills and team building skills. Cleaning activities at panjarpet region to promote swachh bharath abhiyan. Green initiates like setting up of college garden as part of life projec. Creating awareness in this post COVID session is very timely. Our students were asked to educate minimum five illiterates of their area and to educate them how to keep social distancing using of senitisers etc. Hence, all our students educated five illiterates each in this area. Our students went to the tribal haadi and educated tribal people in senitisation

personal grooming, dental care etc.

File Description	Documents
Relevant documentary evidence for the claim	<a href="#">View File</a>
Report of each outreach activity signed by the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**NIL**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Appropriate certificates from the awarding agency	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

### 3.4 - Collaboration and Linkages

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

**00**

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

**00**

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

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

01

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copies of the MoU's with institution / industry/ corporate houses	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

One/Two of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each activities with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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 always worked for the mission of providing the best possible infrastructure to create an effective teaching-learning environment through extensive use of ICT. Over the years the infra structure of the institution has been upgraded keeping in mind the developments and rising demands in the education

sector.

Teaching Learning activities - classrooms, technology enabled learning spaces, seminar halls, laboratories, animal house, specialized facilities and equipments for teaching, learning and research etc. Classrooms- All the classrooms have been provided with comfortable furniture, CCTV, power back up etc.

Seminar hall- Seminar hall is fitted with projectors and Green board. Classrooms are used for remedial coaching classes for weaker students. Laboratories- There are science laboratories in the departments of Biology, Chemistry and Physics. Equipments for teaching, learning and research include laptops, fixed projectors, smart boards, The college library is equipped with OPAC facility for searching book catalogues, viewing journals and provision for printing.

File Description	Documents
List of physical facilities available for teaching learning	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

02

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Link to relevant page on the Institutional website	Nil
Any other relevant information	<a href="#">View File</a>

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

00

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

## 4.2 - Library as a Learning Resource

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

Library is learning resources of college with partially automated through library management system software (New Gen Lib).The library management software consists of modules like Book Accession, OPAC, catalogue and administration etc. The status of book can be easily find out. The details of library software are as follows.

- Acquisitions ,Technical Processing,Serials management, Circulation,Administration,OPAC.

Some advanced functional features are as follows:

1. Flexibility of defining own search field in OPAC.
2. Enhanced contents and interactive OPAC, like Availability of Book review.
3. Faceted Browsing (Refining search results).
4. Suggestion for other books in the rack.
5. RFID supports.
6. Provision for frequently used predefined templates along with freedom of defining own customized data entry templates in Cataloguing.

File Description	Documents
Bill for augmentation of library signed by the Principal	<a href="#">View File</a>
Web-link to library facilities, if available	Nil
Any other relevant information	<a href="#">View File</a>

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

When students and faculty need or prefer to work remotely, there are many ways our Library can provide them with expert help and services.

Library catalogue are available to all through the Internet. Only current Students and Faculty are eligible to access databases and other resources from off-campus. The means of access are:

Proxy Server: Students and Faculty Staff may also remotely access online resources via our Proxy Server. If they try to connect to a database, e-book, or other online resource and they are connecting from off campus, the proxy server will automatically ask for their ID and password.

Created whatsapp group of SCEV: Through this every day curricular programs, student related circulars etc. are posted. They can see and download the materials which are applicable.

File Description	Documents
Landing page of the remote access webpage	<a href="#">View File</a>
Details of users and details of visits/downloads	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

One of the above

File Description	Documents
Data as per Data template	<a href="#">View File</a>
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	<a href="#">View File</a>

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

23,025.00

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 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

79



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	<a href="#">View File</a>
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	<a href="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

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

None of the above

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

IT facilitates are regularly updated. College has lease internet connections broadband. All classes are networked through LAN with unlimited internet connection. Auditorium is ICT enabled and have LCD projectors. Students and teachers have access to NLIST access. OPAC is available in the college premises. Online payment facilities are there in the office. The process of admission,

salaries, and scholarships are computerized. College has a dynamic website providing all the necessary information. Institution has got 15 computers and 3 projectors. We got Wi-Fi installed in the college

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

1:8

File Description	Documents
Data as per data template	<a href="#">View File</a>
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

D. 50 MBPS - 250MBPS

**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**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to videos of the e-content development facilities	<a href="#">NIL</a>
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	<a href="#">NIL</a>
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)

1,08,929

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

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 college has put in place robust systems and procedures along with manpower monitoring to ensure proper maintenance and utilization of infrastructure, library, sports grounds, laboratories, classrooms, seminar halls, auditoriums and all service installations. To keep the campus hygienically clean and laboratories clean, separate staff has been engaged.

##### Laboratory:

1. Institution has got separate biology lab, physics lab and psychology lab. Different staffs are in charge of it.

2. Laboratory Maintenance: All repair, maintenance and upkeeps of labs are maintained by their lab in charges technical experts
3. Similarly, for academic facilities there are lab in charges and staff coordinators for maintenance
4. Equipment, instruments and appliances involved in the teaching-learning process are provided continuous maintenance and repair.

#### Library:

1. Library is partially automated. The library has created Books, Journals, Rare books and Reference sections which are manual by assistant.
2. Pest control of library books and records is done every year.

#### Sports

1. Various sports facilities are regularly used for competitions & physical fitness.
2. The indoor and outdoor game facilities regularly monitored by the concerned staff.

#### Computers

institution has got 10 computers for students use

1. Most of the equipments in computer lab is repaired by our in house technicians
2. Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc. are maintained by the college.

#### Classrooms:

##### Classroom Maintenance:

1. All classrooms are cleaned after 4.30PM every day, by the attenders

File Description	Documents
Appropriate link(s) on the institutional website	<a href="http://sarvodayaeducation.org/facility.htm">http://sarvodayaeducation.org/facility.htm</a> <u>1</u>
Any other relevant information	<a href="#">View File</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

Four of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	<a href="#">View File</a>
Sample feedback sheets from the students participating in each of the initiative	<a href="#">View File</a>
Photographs with date and caption for each initiative	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Seven/Eight of the above

File Description	Documents
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>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>	<b>A. All of the above</b>
File Description	Documents
Data as per Data Template for the applicable options	<a href="#">View File</a>
Institutional guidelines for students' grievance redressal	<a href="#">View File</a>
Composition of the student grievance redressal committee including sexual harassment and ragging	<a href="#">View File</a>
Samples of grievance submitted offline	No File Uploaded
Any other relevant information	<a href="#">View File</a>
<b>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)</b>	<b>Five or more of the above</b>

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

## 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
6	44

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

### 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).

10

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

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

11

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of certificates for qualifying in the state/national examination	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

Students have active representation on academic committees of the Institution.

Cultural and Sports Committees: Students have strong representations in all cultural and sports and games committees and help in organization and management of events. Students manage the entire functioning and organize extra-curricular events and competitions throughout the year.

Organization of Special Events: Students organize, and celebrate the National Teachers Day, on Sept. 5, every year by presenting cultural programmes, and sports competitions,



File Description	Documents
Copy of constitution of student council signed by the Principal	<a href="#">View File</a>
List of students represented on different bodies of the Institution signed by the Principal	<a href="#">View File</a>
Documentary evidence for alumni role in institution functioning and for student welfare	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

08

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

## 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

Alumni are institution's most loyal supporters. Alumni generate invaluable word-of-mouth marketing among their social and professional networks. By engaging alumni, institution can continue to benefit from their skills and experience.

SCEVAA role in the development of the institution in the academic year 2020-21 is as follows,

1. An alumnus is an effective role model and can be easily accepted by students. on 26/04/2021 alumni conducted

motivational talk to our freshly enrolled teacher trainees.

2. Conducted Supporting activities to in-house curriculum development are Active .
3. Learning, Anger and Stress Management, Blended Learning, Classroom Management, Effective Teaching Learning.
4. Organized extracurricular activities for teacher trainees like Debate, model preparation.
5. Alumni especially the more senior ones those who are more stable from the economy perspective are financially supported to our needy trainees.
  1. Supported our teacher trainees by mentoring them on their career opportunities. Conducted placement programme for outgoing trainees.

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

**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**

File Description	Documents
Documentary evidence for the selected claim	<a href="#">View File</a>
Income Expenditure statement highlighting the alumni contribution	No File Uploaded
Report of alumni participation in institutional functioning for the academic year	No File Uploaded
Any other relevant information.	No File Uploaded

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

02

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

SCEAA acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering special talents in them.

1. For motivational purpose every year SCEAA conduct motivational talk to our newly admitted teacher trainees.
2. For recognizing special talents in teacher trainees SCEAA conducting talents search programs, like pick and speech, sports competition, teaching demonstration etc. short listed students received guidance benefits.
  1. Supported our teacher trainees by mentoring them on their career opportunities. Conducted placement programme for outgoing trainees.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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.

**VISION:** To enlarge the full capabilities of an individual to emerge as a Contributing, Integrated and Enlightened individual in a Global setup

**MISSION:** To promote an inclusive and Skill based and Creative learning environment which will contribute for the wholistic growth and progress of an individual existing in a multiple community.

The College is governed by the Sarvodaya Education Society which is renowned name in the hilly and tibal area of Kodagu District, which completes 50 years of educational service in 2023. The Management, Principal, Teaching and Non-Teaching staff work together for effective implementation of the policies. Qualified Staff have been appointed and the best infrastructure is provided to impart qualitative educational facilities to the students. IQAC with the principal works together for qualitative educational service . IQAC takes care of Academic and Administrative policies. Students are motivated in teaching and otheractivities such assignments, Projects and Seminars, etc.

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

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

Institution practices decentralisation and participative management .The success of theinstitution is the combined effort of development who work towards attaining the vision of the institution. College management, principal,teaching and non teaching faculty all take active participation.

Principal level- principal is the member faculty of the governing body. Principal with the consultation of the governing body make the following committee.

1-IQAC

2-Library committee

3- Students welfare committee

4- Guidance and placement cell

5- Alumni association

6- Anti-ragging cell

7- Grievance cell

8SC/ST cell

9-Anti-women harassment cell

10. Discipline committee

11 .Humanity club

12..Science club

STUDENTS LEVEL

Students council is elected through election and different portfolios are entrusted to them

Following are the elected ministers

1. C.P.L : Kum.Kampana
2. Deputy C.P.L : Kum. Priyanka B.S
3. Food minister : Kum. Nidhishree
4. Information minister : Smt. Sabiya
5. Cultural minister : Kum. Lavina Rodrigus
6. Sports minister : Sri. Anas A A
7. Health minister : Kum. Nandana
8. Financial minister : Kum. Charithra

File Description	Documents
Relevant documents to indicate decentralization and participative management	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

Institution conduct internal and external audit. External audit by a chartered accountant. Every year in June it is submitted to the joint director's office. Financial transaction is done through the cheque and RTGS facility. Once in three years university Affiliation team visits and verify all the financial aspects. The members from the Joint Directors Office also verify the finance related accounts. Daily fee collection is credited to the college bank account directly. Cash book, ledger book, voucher files are maintained. College has joint bank account with a signature authority of the principal, treasurer and secretary. All the bills are paid only through cheques.

The college constitute different committee for the smooth functioning like IQAC, library committee, discipline committee etc. the main responsibility of the committee is to ensure transparency in academic functions in addition to the heads of the faculty and department. As per the timetable schedule, all activities are conducted. University examination is conducted as per the schedule of the university. Optimum use of the infrastructure and structural facilities are utilized for teaching learning process and evaluation

Principal along with the assistance of the staff, takes administrative mechanism. The IQAC monitors to promote the quality culture of the college.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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

Institution practices decentralisation and participative management .the success of an institution is the combined effort of development who work towards attaining the vision of the institution. College management, principal,teaching and non teaching faculty all take active participation.

Principal level- principal is the member faculty of the governing body. Principal with the consultation of the governing body make the following committee.

1-Library Committee

2- IQAC

3- Students Welfare Committee

4- Guidance and Placement Cell

5- Alumni Association

6- Anti-Ragging Cell

7- Grievance Cell

8- Science Club

9- Anti-women Harassment Cell

10- Humanity Club

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	<a href="#">NIL</a>
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Describe the functioning of

the institutional bodies in not more than 100 - 200 words.

The functioning of the institutional bodies is effective. The Institution is private management cum Grant in Aided college. The management of their own governing council which keen on the quality of the college. The management is Aided by President who looks after the whole process. The secretary of the Management look after various functioning of the institution and other developmental work. The treasurer looks after financial matters and keeps the expense details. The management apart from aided staff recruited some extra teaching and non teaching staff who salary is borne by the management. Construction work, beautification work and addition of some other facilities are done by the management.

File Description	Documents
Link to organogram on the institutional website	<a href="http://sarvodayaeducation.org/img/govt%20orders/Govt%20Order%20All.pdf">http://sarvodayaeducation.org/img/govt%20orders/Govt%20Order%20All.pdf</a>
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

Three/Four of the above

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

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.

Various Committees are constituted for teaching appraisal as well as for Students' assessment to elicit information and to monitor the quality of teaching learning.

1. Library Advisory Committee: Makes decision to decide Library Policies and Upgradation of Library, purchase more educational Journals , take feed back and prepare the list of books to be purchased.
2. Grievance Redresal Cell: To solve different problems of students related to Library, Time Table, Examination, Teaching Practice, Purified water etc.
3. Cultural Committee: Guides and supervises the preparation of students for participation in different activities.
4. Red-Ribbon Club: Brings awareness about AIDS Prevention.
5. Guidance and Placement Cell: Guides on educational issues and awareness on various careers.

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

### 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

- 1 - Leave is readily sanctioned for the personal work, seminar, etc
- 2 - Separate computers are provided
- 3 - Free Wi-Fi facility
- 4 - Separate parking for staff
- 5 - The management is easily approachable to the staff
- 6 - CCTV ensure security

7 - Separate washroom for staffs

8 - Purified water supply.

9 - Laptop facility for Research scholar.

10 - Management gives personal loan for the staffs

11 - Helping to get bank loan facility.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	<a href="#">View File</a>
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

00

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

### 6.3.3 - Number of professional development /administrative training programmes organized

**by the institution for teaching and non-teaching staff during the year.**

02

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Brochures / Reports along with Photographs with date and caption	<a href="#">View File</a>
List of participants of each programme	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

00

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of Course completion certificates	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institution has performance Appraisal System for teaching and non-teaching Staff. Performance of every teacher is written through the work diaries, which they show once in a week to the Principal. Performance of each staff is taken by the students feed back at the end of the Semester.

CONFIDENTIAL Report of the Teaching and Non-Teaching staff is prepared by the college every year. The workload of the each teaching staff is made and submitted to Joint Director Office. For UGC Staff 40 periods are allotted and 36 periods for others.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	<a href="#">View File</a>
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	No File Uploaded
Any other relevant information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

Financial statements are the responsibility of Managing Committee of the Institution. This responsibility include the design, implementation and maintenance of internal and external control relevant to the preparation and presentation of the financial statements that give a true and fair view and free from material misstatement.

A team of chartered accountants conducts external auditing once in a year. The external auditing involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. In making the risk statement the auditor considers internal control relevant to the society preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management as well as evaluating the overall presentation of the financial statements.

The auditing will be usually carried for three to four days involves the complete bank statements analysis, cash vouchers, and purchase bills, fixed asset bills and other expenditure bills. It also involves verification al bank loan papers, TDS submitted from the employees and other suppliers to the Income tax department.

File Description	Documents
Report of Auditors of during the year signed by the Principal.	<a href="#">View File</a>
List of audit objections and their compliance with seal and signature of the Principal	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

00

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
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 institution and faculty take efforts for mobilization of funds. The institution encourages faculty of the college to generate funds for the different activities. The college generates financial resources through alumni and students. The IQAC committee always looks for the new measure for mobilizing funds and it has developed systematic procedures for their optimal utilization. The college has tried to generate funds in the form of money and material objects. The college has very transparent mechanism of auditing. Students' tuition fees are the primary sources of funds. The funds are allocated by the college management for the maintenance of the laboratories and classrooms. Funds are utilized for infrastructural development and beautification, ICT device and up gradation, student development and necessary equipment.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The IQAC plays a great role in amalgamating modern methods of teaching and learning: creating a learner centric environment in the classroom which is helpful to quality education and to adopt the required knowledge and technology for participatory teaching and learning process. The achievements of the students are evaluated through content tests, series/class tests and semester tests. Attainment of specific goals and objectives is ensured by continuous evaluation of the teacher-trainees and periodic staff meeting.

Significant activities and contributions made by IQAC

1. IQAC aimed at improving the leadership qualities, Personality development and communicative skills among B.Ed student teachers to become the competent teachers with good spoken English.
2. Student Feedback on Teacher Educators was conducted.
3. The faculties' in-charge of Placement cell. Grievance cell and Guidance & Counseling cell were given responsibilities in organizing student welfare programmes continuously
4. Organising Seminars, Workshops, gave demonstration classes for Micro & Macro teaching.
5. Remedial teaching and Mentoring was conducted for students
6. Awareness of the community by street play
7. Yoga- Communicative skill training.

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Content information of every course is used to bring objectivity and strategize the course of teaching and learning for every topic. The faculties go through the syllabus and ensure that all the registered students fulfill the pre-requisites of the course. They check if the students have a fair knowledge of the basics, so that they are able to understand the teaching. Upon cross-checking pre-requisites, the teachers start the event schedule that they plan in the beginning of the year. A proper plan for each topic and its delivery is made by the teacher. At the end of every topic, the teacher conducts a pre-planned revision. Mapping of the course outcome done along with the program outcome.

#### Feedback

Collection of feedback from the students, measure the extent of the implementation and assess the impact of academic activities.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

00

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

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

Two of the above

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

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



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

### 1. Upgradation of Library

At present 9395 books are there in our college. Hence after the first cycle, 1000 books were added. Labels and bar coding, scanner, OPAC design development and configure, multisystem, uploading e-journal, language support OPAC are provided. Subject wise sufficient reference book and encyclopediae are added. Printing facilities are provided for both staff and the students.

### 2. Communicative English class

Competent communication is the good weapon in the hands of a teacher. In this view in 2019, college started communicative English class to enhance the English competency among the students. Special language experts have been taken to teach twice in a week. English methodology teacher in her class equip the students with the English grammar aspects in the mode of situational teaching to her students.

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

## 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.

1. Curricular aspects; curricular planning and implementation- which is based on university guidelines.

2. Teaching- learning and evaluation; is a continuous process

Alternative sources and energy initiatives such as;

\*Using solar lights in the college premises

\*percentage of lighting power requirements met through using LED bulbs.

File Description	Documents
Institution's energy policy document	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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.

\* Solid waste management: is sought to be practiced through the preparation of dry and wet garbage.

\* We are using wet garbage in vermin compost.

\*We are using dry garbage to the garbage vehicle.

\*We are using separate bins for these two kinds of wastes.

\* Number of conservancy staff increased from 1 to 2.

\* We are using napkin burner to burn sanitary pads.

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

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

Two of the above

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

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

Two of the above

File Description	Documents
Income Expenditure statement highlighting the specific components	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.5 - Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment Describe the efforts of the institution towards maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment in not more than 100 - 200 words

Cleanliness occupied a very important place in our institution. Every rooms and halls are cleaned by the attenders after 4 30 pm. Our institution maintained its own garden. College got the motto "go green by clean". Squad wise cleaning and watering the plants work given to every squad. In the garden , even medicinal plants are grown. Different flowering plants are planted to beautify the surroundings. Our institution is tobacco free zone, drug free zone and plastic free zone. College is not using the plastic water bottles for the students for even the guests. For guests, water is kept in the glasses only. Students are strictly warned to not use plastic bags. They have to use only cloth bags. Napkin burner is used to burn the napkins used by the students, so that clean

surroundings can be maintained without filthy smell.

File Description	Documents
Documents and/or photographs in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Two of the above

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

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

00

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

7.1.8 - Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges. Describe institution's efforts showcasing the way

it leverages local environment, locational knowledge and resources, community practices and challenges in not more than 100 - 200 words

Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges. The Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges by making experiential learning as an integral aspect of teaching learning process.

Initiatives: The institution conducts outdoor programs related to curriculum, exposing students to first-hand experience, for example; Cleanliness and Health Campaign, Value Inculcation Program, workshops on Life Skills, Best out of Waste, Seminar on Good and Bad Touch in Internship practicing Schools.

Provides opportunities to work together with neighboring schools and community members by helping in providing them resources and facilities for use which directly fosters social connectivity, trust, bond, and network between students and communities.

Organization of extension lectures and seminars on Road Safety and Traffic Rules, Swatch Bharat, Religious Equality, AIDS and Human Rights Day, etc. to make students aware about the environmental issues, social burning issues. These lectures make a connection to and a responsibility for their local environment.

Organization of Cleanliness Drive to encourage students to clean their local surroundings.

File Description	Documents
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

D. Any 1 of the above

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	<a href="#">View File</a>
Web-Link to the Code of Conduct displayed on the institution's website	<a href="#">View File</a>
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

### CONTEXT :

Kodagu, situated in the extremely hilly and tribal. It is our inevitability to cater to their educational needs.

### OBJECTIVES :

- To provide extended service to the community.
- To inculcate research bent of mind among all

### PRACTICE :

The library is catering to the divergent needs of the society through various modes like extending library facilities to the neighborhood schools and colleges, alumnus and even for the research scholars.

### OBSTACLES :

when the institution has the busy schedule of their own curriculum

setup, it is difficult to cater to their demands of providing books or keeping library open all the time and to collect back the books.

#### OVERCOMING AND RESOURCES REQUIRED:

Some of the old students donate their books to the college and these books are made available as reference books and they make use of it.

Best practices 2- development of patriotism and ethical values.

#### Context

Today in the age of digitalization least importance has been given to the development of patriotic, moral and other human values.

#### Objective

1. To inculcate moral values, patriotic feeling and team spirit.

#### Practice

Daily in the morning assembly, bagavatgeeta slokas are recited. explains heroic life of freedom fighters.

#### Outcome

1. Patriotic feeling and team spirit get enhanced.

File Description	Documents
Photos related to two best practices of the Institution	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

Prof. B.V.Ramana, a doyen of education established the institution with the aim of executing Gandhian Principle among the teacher trainees. The college was named as "Sarvodaya College of

Education" to materialize the vision of Gandhi. It was established in the year 1973 in a tiny building and got its gigantic set up gradually. Satyam, Shivam, Sundaram is the principle of our college. The institution strives hard to bring into reality the Wardha Scheme of Philosophy. To maintain the dignity of labour we are practicing the students to do daily duty squad wise. Works start from cleaning the campus to assembly duties.

The squads are named after the great Freedom fighters such as Mahathma Gandhi, Subhash Chandra Bose, Rani Chennamma, Anniebesant, Rani Abbakka, Jhansi Rani Lakshmibai etc. These squads contribute for the holistic growth and progress of the teacher trainees. Instilling secular principles and moral values .By reciting Religious scriptures, Panchanga patana, News reading, Thought for the day etc. have tailored correct secular frame work among the teacher trainees. Along with equipping them with professional competence, the teacher trainees are trained with human qualities coupled with secularistic outlook and virtues to be fit in the multiple community.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	No File Uploaded
Any other relevant information	<a href="#">View File</a>