



YEARLY STATUS REPORT - 2021-2022

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. **9110473574**
- 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://www.sarvodayaeducation.org/img/AOAR/2020-21%20AOAR%20Report.pdf>**4.Whether Academic Calendar prepared during the year?****Yes**

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

<http://www.sarvodayaeducation.org/img/academic%20calendar/Academic%20Calender%20for%20the%20year%202021-22.pdf>**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.21	2016	16/06/2016	15/09/2021

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
NILL	NILL	NILL	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)

Orienting Students towards research in education

Enhancing social and legal awareness among students against harassment

Sensitizing On NEP 2020

Showcasing students talents through cultural fest

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
To arrange workshop on communicative skill	To enhance students communication skill, workshop has been taken
To conduct legal awareness programme	By women harassment cell, legal awareness programme for women taken
To arrange talk on elementary research	To orient student on research, research based talk given
Sensitizing on NEP 2020	On NEP 2020 introduction and implication- resource talk given by state level resource person
To arrange cultural fest	To unfold students talent, cultural fest arranged, where in students shown talents on dance, singing, acting etc

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**

1.Name of the Institution	SARVODAYA COLLEGE OF EDUCATION
• Name of the Head of the institution	DR. SMT. VANI M.
• Designation	PRINCIPAL
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• Registered e-mail ID (Principal)	vani.moodabidre@gmail.com
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• Address	Ambatti Village, Panjerpeta, Virajpet, Kodagu - 571218
• City/Town	VIRAJPET
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• Pin Code	571218
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• Teacher Education/ Special Education/Physical Education:	Teacher Education
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• 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				
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• 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://www.sarvodayaeducation.org/img/AQAR/2020-21%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://www.sarvodayaeducation.org/img/academic%20calendar/Academic%20Calender%20for%20the%20year%202021-22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.21	2016	16/06/2016	15/09/2021
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	
NILL	NILL	NILL	Nil	00	
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• Upload latest notification of formation of			View File		

IQAC		
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Sensitizing On NEP 2020		
Showcasing students talents through cultural fest		
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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

Year	Date of Submission
2021	18/02/2022

15. Multidisciplinary / interdisciplinary

This college is affiliated to KODAGU UNIVERSITY. We have framed the design of the course having multidisciplinary and interdisciplinary approach. The teacher educator and teacher education programme have been design for all these approaches. The holistic development of teachers and teacher educator is our concentrated pathway to enrich all this programs. Presently, ARTS, SCIENCE, and EDUCATION DISCIPLINARY integrated for

a purpose. So it is multidisciplinary, whereas courses like language across the curriculum, Art and Drama, Physical education is interdisciplinary and above all these courses have a local intention to integrate them for effective and efficient school education in particular and education at wider perspective.

16.Academic bank of credits (ABC):

The institution at present does not fulfill the requirements ABC. But the institute shall soon be starting with the process.

17.Skill development:

This college is oriented towards developing ICT skills and life skills and teaching skills are given to them. Through providing basic computer skills, college is developing ICT skills. Colleges always invite various seers of different religious heads and arranges for life skill education. Through micro- teaching skills, from the gross root level self providing skill of teaching. Demonstration lessons are given to the students and necessary feedback given to their teaching skills.

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

This college is trying to sustain teaching learning practices in effective shape through the Indian knowledge system. The rich Indian cultural heritage is full of examples providing the significant of continual learning irrespective of any barriers of age or place for that matter, he model problems and challenges one multidisciplinary in nature. In our curriculum we even teach philosophy of Vivekananda, Tagore, Gandhiji, Rajaram Mohan Roy etc. for sensitizing youth towards our great wealth

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

eaching learning process at this college has aims and objectives, so there has been a central vision as outcome based process. The 21 st century regarded as the age of ICT, where preserving information and to assimilate is very easy. So there are specific teaching learning programs. We intended to give globally viable and locally accepted teacher education. We are offering B.Sc. B.Ed. and B.A B.Ed. programs aiming at multicourse development of school teacher who can lead, manage and administrate teaching learning process at school level.

20.Distance education/online education:

Corona situation has instructed us for distance education and online education. This college has made effective use of online mode during pandemic. Besides since 2019 onwards, our institution is esteemed center for B.Ed distance education given by Mangalore University

Extended Profile**1.Student**

2.1	80
Number of students on roll during the year	

File Description	Documents
Data Template	View File

2.2	50
Number of seats sanctioned during the year	

File Description	Documents
Data Template	View File

2.3	75
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	

File Description	Documents
Data Template	View File

2.4	43
Number of outgoing / final year students during the year:	

File Description	Documents
Data Template	View File

2.5	43
Number of graduating students during the year	

File Description	Documents
Data Template	View File
2.6 Number of students enrolled during the year	80
File Description	Documents
Data Template	View File
2.Institution	
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	229420
4.2 Total number of computers on campus for academic purposes	17
3.Teacher	
5.1 Number of full-time teachers during the year:	06
File Description	Documents
Data Template	View File
Data Template	View File
5.2 Number of sanctioned posts for the year:	10
Part B	
CURRICULAR ASPECTS	
1.1 - Curriculum Planning	
1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words	
For the development of the Institution a well planned curriculum	

delivery and documentation has been followed. Institution strictly follows the curriculum prescribed by the Mangalore University. Institution has added some other varied activities for the holistic development of the teacher trainees. Institution has distributed various activities pedagogical wise under the supervision of subject teachers like language, social science, chemistry, physics and mathematics. Different enrichment programmes are undertaken to develop proficiency in their subject. Regular field study, socio economic survey; visit to cultural centers, vocational centers, literary centers and centers for differently challenged, are arranged for students to get exposed them to the materialistic world. The university conducts workshops and orientation programmes to inform and equip the teachers with better ideas regarding the new curriculum introduced. In these workshops the curriculum is discussed in detail with mock demonstrations, required guidelines are provided for simulated teaching and effective curriculum delivery. Faculty members actively participate in the designing and development of curriculum as BOS/BOE members. The faculty members have served the university as BOS, BOE and Faculty members.

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	View File
Plan developed for the academic year	View File
Plans for mid- course correction wherever needed for the academic year	View File
Any other relevant information	View File

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

C. Any 3 of the above

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

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

D. Any 1 of the Above

File Description	Documents
Data as per Data Template	View File
URL to the page on website where the PLOs and CLOs are listed	Nil
Prospectus for the academic year	View File
Report and photographs with caption and date of student induction programmes	View File
Report and photographs with caption and date of teacher orientation programmes	View File
Any other relevant information	View File

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**

09

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

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

00

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

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File Description	Documents
Data as per Data Template	View File
Brochure and Course content along with CLOs of value-added courses	View File
Any other relevant information	View File

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

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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	View File
Course completion certificates	View File
Any other relevant information	View File

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

File Description	Documents
Data as per Data Template	View File
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	View File
Document showing teachers' mentoring and assistance to students to avail of self-study courses	View File
Any other relevant information	View File

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	View File
Certificates / evidences for completing the self-study course(s)	View File
List of students enrolled and completed in self study course(s)	View File
Any other relevant information	View File

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, Annibesant, 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	View File
Documentary evidence in support of the claim	View File
Any other relevant information	View File
Photographs indicating the participation of students, if any	View File

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

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

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	View File
Any other relevant information	View File

1.4 - Feedback System

1.4.1 - Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TEI	Two of the above
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File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	View File

1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following	Feedback collected, analyzed and action taken
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File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	View File
Action taken report of the institution with seal and signature of the Principal	View File
Any other relevant information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of students during the year

80

2.1.1.1 - Number of students enrolled during the year

80

File Description	Documents
Data as per Data Template	View File
Document relating to sanction of intake from university	View File
Approval letter of NCTE for intake of all programs	View File
Approved admission list year-wise/ program-wise	View File
Any other relevant information	View File

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

75

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

75

File Description	Documents
Data as per Data Template	View File
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	View File
Final admission list published by the HEI	View File
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	View File
Any other relevant information	View File

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	View File
Certificate of EWS and Divyangjan	View File
List of students enrolled from EWS and Divyangjan	View File
Any other relevant information	View File

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, Extra reading and reference

material is been provided to those who wish to appear for TET, SET, NET exams. Group discussions are taken 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 for the students.

File Description	Documents
Documentary evidence in support of the claim	View File
Documents showing the performance of students at the entry level	View File
Any other relevant information	View File

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

Two/One of the above

File Description	Documents
Data as per Data Template	View File
Relevant documents highlighting the activities to address the student diversities	View File
Reports with seal and signature of Principal	View File
Photographs with caption and date, if any	View File
Any other relevant information	View File

<p>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</p>	<p>Four of the above</p>
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File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	View File
Reports with seal and signature of the Principal	View File
Photographs with caption and date	View File
Any other relevant information	View File

2.2.4 - Student-Mentor ratio for the academic year

8-10

2.2.4.1 - Number of mentors in the Institution

8

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

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 to develop environment friendly. 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 writeups.

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

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	View File
Link to LMS	Nil
Any other relevant information	View File

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

77

File Description	Documents
Data as per Data Template	View File
Programme wise list of students using ICT support	View File
Documentary evidence in support of the claim	View File
Landing page of the Gateway to the LMS used	View File
Any other relevant information	View File

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

Two of the above

File Description	Documents
Data as per Data Template	View File
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	View File
Geo-tagged photographs wherever applicable	View File
Link of resources used	NIL
Any other relevant information	View File

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

Working in Team

*** To enhance team spirit, their proficiency and excellence in various fields are appreciated. Prizes or trophies are given for their achievement**

* Enhancing a respectful environment students live in a congenial social unit which is stress free, tension free and breathe with relaxation by shedding any form of discrimination.

Dealing with student diversity

While students go for practice teaching and internship they are well prepared to employ inclusive education for the students. Different techniques and methods of teaching and handling different shades of students are properly been guided.

Conduct of self with colleagues and authorities

Timely arrangement of workshop, seminars etc. to mend their personality by edging out negativity and pessimism by hearing to effective speeches by the resource persons.

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

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	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	View File
Any other relevant information	View File

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, film shows of different varieties are being shown.

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

2.4 - Competency and Skill Development

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

One/Two of the above

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

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

Two/Three of the above

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

2.4.3 - Competency of effective communication is developed in students

through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as ‘anchor’, ‘discussant’ or ‘rapporteur’ Classroom teaching learning situations along with teacher and peer feedback

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

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

One of the above

File Description	Documents
Data as per Data Template	View File
Samples prepared by students for each indicated assessment tool	View File
Documents showing the different activities for evolving indicated assessment tools	View File
Any other relevant information	View File

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	
File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of each response selected	View File
Sample evidence showing the tasks carried out for each of the selected response	View File
Any other relevant information	View File
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	
File Description	Documents
Data as per Data Template	View File
Documentary evidence showing the activities carried out for each of the selected response	View File
Report of the events organized	View File
Photographs with caption and date, wherever possible	View File
Any other relevant information	View File
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	Two of the above

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

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

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	View File
Any other relevant information	View File

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

37

File Description	Documents
Data as per Data Template	View File
Plan of teacher engagement in school internship	View File
Any other relevant information	View File

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

One/Two of the above

File Description	Documents
Data as per Data Template	View File
Sample copies for each of selected activities claimed	View File
School-wise internship reports showing student engagement in activities claimed	View File
Wherever the documents are in regional language, provide English translated version	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

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

One of the above

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	View File
Two filled in sample observation formats for each of the claimed assessors	View File
Any other relevant information	View File

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	View File
Five filled in formats for each of the aspects claimed	View File
Any other relevant information	View File

2.5 - Teacher Profile and Quality

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

6

File Description	Documents
Data as per Data Template	View File
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	View File
English translation of sanction letter, if it is in regional language	View File
Any other relevant information	View File

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

02

File Description	Documents
Data as per Data Template	View File
Certificates of Doctoral Degree (Ph.D) of the faculty	View File
Any other relevant information	View File

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

6

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

6

File Description	Documents
Copy of the appointment letters of the fulltime teachers	View File
Any other relevant information	View File

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

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 commit 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 takes the comments. 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. Staffs are pursuing Ph.D work.

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

2.6 - Evaluation Process

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

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

provides 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% weight age respectively. A student should obtain 40 marks out of 100. Minimum of 32 marks in external exam and 8 marks in internal exam should be obtained.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	View File
Any other relevant information	View File

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

Two of the above

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	View File
Annual Institutional plan of action for internal evaluation	View File
Details of provisions for improvement and bi-lingual answering	View File
Documentary evidence for remedial support provided	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

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.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
Any other relevant information	View File

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 on time and on the basis of results merit holders are felicitated at the college level.

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

2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	View File
Result sheet for each year received from the Affiliating University	View File
Certified report from the Head of the Institution indicating pass percentage of students program-wise	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

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

43

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	View File
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

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	View File
Sanction letter from the funding agency	View File
Any other relevant information	View File

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	View File
Income Expenditure statements highlighting the research grants received certified by the auditor	View File
Any other relevant information	View File

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	View File
Institutional Policy document detailing scheme of incentives	View File
Sanction letters of award of incentives	View File
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	View File
Documentary evidence for each of the claims	View File
Any other relevant information	View File

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

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

File Description	Documents
Documentary evidences in support of the claims	View File
Details of reports highlighting the claims made by the institution	View File
Reports of innovations tried out and ideas incubated	View File
Copyrights or patents filed	View File
Any other relevant information	View File

3.2 - Research Publications

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

01

File Description	Documents
Data as per Data Template	View File
First page of the article/journals with seal and signature of the Principal	View File
E-copies of outer jacket/contents page of the journals in which articles are published	View File
Any other relevant information	View File

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

00

File Description	Documents
Data as per Data Template	View File
• First page of the published book/chapter with seal and signature of the Principal	View File
E-copies of outer jacket/contents page of the books, chapters and papers published along with ISBN number in national / international conference-proceedings per teacher	View File
Any other relevant information	View File

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	View File
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	View File
Any other relevant information	View File

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

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

80

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

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

03

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

80

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

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

Outreach 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 a part of life project. Our students visited the nearby tribal haadi and educated tribal people in senitisationpersonal grooming, dental care etc.

File Description	Documents
Relevant documentary evidence for the claim	View File
Report of each outreach activity signed by the Principal	View File
Any other relevant information	View File

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

00

File Description	Documents
Data as per Data Template	View File
Appropriate certificates from the awarding agency	View File
Any other relevant information	View File

3.4 - Collaboration and Linkages

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

01

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

01

File Description	Documents
Data as per Data Template	View File
List of teachers/students benefited by linkage – exchange and research	View File
Report of each linkage along with videos/photographs	View File
Any other relevant information	View File

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	View File
Copies of the MoU's with institution / industry/ corporate houses	View File
Any other relevant information	View File

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	View File
Report of each activities with seal and signature of the Principal	View File
Any other relevant information	View File

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, specialized facilities and equipments for teaching, learning 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 is 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	View File
Geo-tagged photographs	View File
Any other relevant information	View File

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	View File
Geo-tagged photographs	View File
Link to relevant page on the Institutional website	http://www.sarvodayaeducation.org/index.html
Any other relevant information	View File

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

100999

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

4.2 - Library as a Learning Resource

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

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 fallows.

1. Acquisitions,
2. Serials management,
3. Circulation,
4. Administration,
5. 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	View File
Web-link to library facilities, if available	https://drive.google.com/drive/u/1/folders/1n_1rvaZv0YT7dYceGCQdfVDSpU7HY3V
Any other relevant information	View File

4.2.2 - Institution has remote access to library resources which students and teachers use frequently Give details of Gateway for remote access to library resources used by teachers and students in not more than 100 - 200 words

The 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
Landing page of the remote access webpage	View File
Details of users and details of visits/downloads	View File
Any other relevant information	View File

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

Two of the above

File Description	Documents
Data as per Data template	View File
Receipts of subscription /membership to e-resources	View File
E-copy of the letter of subscription /member ship in the name of institution	View File
Any other relevant information	View File

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

19012/-

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

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

125

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	View File
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	https://drive.google.com/drive/folders/1n1rvaZv0YT7dYceGCQdfVDSpNU7HY3V
Any other relevant information	View File

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

One of the above

Documents are obtained as and when teachers recommend Documents are obtained as gifts to College	
File Description	Documents
Data as per Data Template	View File
Any other relevant information	View File
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	
<p>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 informations. Institution has got 15 computers and 3 projectors. We got Wi-Fi installed in the college</p>	
File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	View File
Any other relevant information	View File
4.3.2 - Student – Computer ratio during the academic year	
1:5	
File Description	Documents
Data as per data template	View File
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	View File
Any other relevant information	View File
4.3.3 - Available bandwidth of internet connection in the Institution (Leased line)	D. 50 MBPS - 250MBPS

Opt any one:	
File Description	Documents
Receipt for connection indicating bandwidth	View File
Bill for any one month during the academic year indicating internet connection plan, speed and bandwidth	View File
Any other relevant Information	View File
4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit	
File Description	Documents
Data as per Data Template	View File
Link to videos of the e-content development facilities	Nil
List the equipment purchased for claimed facilities along with the relevant bills	View File
Link to the e-content developed by the faculty of the institution	Nil
Any other relevant information	View File
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)	
1,00999	

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View File
Any other relevant information	View File

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	http://www.sarvodayaeducation.org/facility.html
Any other relevant information	View File

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

One/Two of the above

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

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

Seven/Eight of the above

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

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

C. Any 2 of the above

File Description	Documents
Data as per Data Template for the applicable options	View File
Institutional guidelines for students' grievance redressal	View File
Composition of the student grievance redressal committee including sexual harassment and ragging	View File
Samples of grievance submitted offline	View File
Any other relevant information	View File

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)

Two of the above

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

5.2 - Student Progression

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

Number of students placed as teachers/teacher educators	Total number of graduating students
06	37

File Description	Documents
Data as per Data Template	View File
Reports of Placement Cell for during the year	View File
Appointment letters of 10 percent graduates for each year	View File
Any other relevant information	View File

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).

12

File Description	Documents
Data as per Data Template	View File
Details of graduating students and their progression to higher education with seal and signature of the principal	View File
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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	View File
Copy of certificates for qualifying in the state/national examination	View File
Any other relevant information	View File

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	View File
List of students represented on different bodies of the Institution signed by the Principal	View File
Documentary evidence for alumni role in institution functioning and for student welfare	View File
Any other relevant information	View File

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

10

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

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 2021-22 is as follows,

1. An alumnus is an effective role model and can be easily accepted by students. on 04/04/2022 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's who are highly experiential are often invited to the Institution to give demonstration lessons to prepare the on going trainees.
6. Supported our teacher trainees by mentoring them on their career opportunities. Conducted placement programme for outgoing trainees.
7. Alumni's conduct workshops on new method of teaching like activity based teaching 5e approach to improve their teaching skills.

File Description	Documents
Details of office bearers and members of alumni association	View File
Certificate of registration of Alumni Association, if registered	View File
Any other relevant information	View File
5.4.2 - Alumni has an active role in the regular institutional functioning such as Motivating the freshly enrolled students Involvement in the in-house curriculum development Organization of various activities other than class room activities Support to curriculum delivery Student mentoring Financial contribution Placement advice and support	One/Two of the above
File Description	Documents
Documentary evidence for the selected claim	View File
Income Expenditure statement highlighting the alumni contribution	View File
Report of alumni participation in institutional functioning for the academic year	View File
Any other relevant information.	View File
5.4.3 - Number of meetings of Alumni Association held during the year	
01	
File Description	Documents
Data as per Data Template	View File
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	View File
Any other relevant information	View File

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.

3. 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	View File
Any other relevant information	View File

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	View File
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	View File
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

8-SC/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 : Jancy C K
2. Deputy C.P.L: Kum. Karishma
3. Food minister:Kum. Chandana
4. Information minister : Smt. Geen Kushalappa / Kum. Rakshitha
5. Cultural minister:Smt.Kavery / Kum. Shriraksha
6. Sports minister:Smt. Likitha / Sri.Harshavardhan
7. Health minister: Sri.Rajendra / Kum.Likitha M N
8. Financial minister: Sri.Adarsh C H / Kum.Deepthi

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

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

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	View File
Any other relevant information	View File

6.2 - Strategy Development and Deployment

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

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

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	http://sarvodayaeducation.org/img/govt%20orders/Govt%20Order%20All.pdf
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

Three/Four of the above

File Description	Documents
Data as per Data Template	View File
Screen shots of user interfaces of each module	View File
Annual e-governance report	View File
Geo-tagged photographs	View File
Any other relevant information	View File

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

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.

6. Language club

7. Anti Women Harrasement cell

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	View File
Action taken report with seal and signature of the Principal	View File
Any other relevant information	View File

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	View File
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	View File
Any other relevant information	View File

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	View File
Institutional Policy document on providing financial support to teachers	View File
E-copy of letter/s indicating financial assistance to teachers	View File
Certificate of participation for the claim	View File
Certificate of membership	View File
Income Expenditure statement highlighting the financial support to teachers	View File
Any other relevant information	View File

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

00

File Description	Documents
Data as per Data Template	View File
Brochures / Reports along with Photographs with date and caption	View File
List of participants of each programme	View File
Any other relevant information	View File

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	View File
Copy of Course completion certificates	View File
Any other relevant information	View File

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 prepared 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	View File
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	View File
Any other relevant information	View File

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.	View File
List of audit objections and their compliance with seal and signature of the Principal	View File
Any other relevant information	View File

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

00

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	View File
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	View File
Any other relevant information	View File

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 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	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

6.5.2 - The institution reviews its teaching-learning process periodically through IQAC or any

other mechanism Describe the process adopted by the institution for reviewing Teaching-Learning Process periodically in not more than 100 - 200 words.

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	View File
Any other relevant information	View File

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

08

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

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

Two of the above

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	http://www.sarvodayaeducation.org/img/AQAR/2020-21%20AQAR%20Report.pdf
Link to Annual Quality Assurance Reports (AQAR) of IQAC	http://www.sarvodayaeducation.org/img/AQAR/2020-21%20AQAR%20Report.pdf
Consolidated report of Academic Administrative Audit (AAA)	View File
e-Copies of the accreditations and certifications	View File
• Supporting document of participation in NIRF	View File
Feedback analysis report	View File
Any other relevant information	View File

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 9495 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	View File
Any other relevant information	View File

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.

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	View File
Any other relevant information	View File

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 practiced through the preparation of dry and wet garbage.**

*the institution use wet garbage in vermin compost.

*dry garbage to the garbage vehicle.

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	View File
Any other relevant information	View File

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	View File
Geo-tagged photographs	View File
Income Expenditure statement highlighting the specific components	View File
Any other relevant information	View File

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

One of the above

File Description	Documents
Income Expenditure statement highlighting the specific components	View File
Documentary evidence in support of the claim	View File
Geo-tagged photographs	View File
Any other relevant information	View File

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 cleansurroundings can be maintained without filthy smell.

File Description	Documents
Documents and/or photographs in support of the claim	View File
Any other relevant information	View File

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

Three of the above

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	View File
Circulars and relevant policy papers for the claims made	View File
Snap shots and documents related to exclusive software packages used for paperless office	View File
Income- Expenditure statement highlighting the specific components	View File

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

18140/-

File Description	Documents
Data as per Data Template	View File
Income Expenditure statement on green initiatives, energy and waste management	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

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

D. Any 1 of the above

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	View File
Web-Link to the Code of Conduct displayed on the institution's website	View File
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	View File
Details of the Monitoring Committee, Professional ethics programmes, if any	View File
Any other relevant information	View File

7.2 - Best Practices

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

TITLE : EXTENSION OF LIBRARY FACILITIES

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. Since many of the aspirants belong to working community, the library is kept open till late evening on working days. At times, the institution has obliged for their request to open the library even on holidays. The paper cuttings of important articles, essays and events maintained in the form of albums by the library staff eased their work and saved their time from lengthy reference work. Our library has facilitated more number of scholars to get Ph.D., NET, KSET, TET etc.

TITLE: development of patriotism and ethical values.

Daily in the morning assembly, bagavatgeeta'sslokas are recited. Its meaning is given.

1. Daily, one student explains heroic life of freedom fighters, explains their life and achievements, problems they faced from foreign rulers.

2. Through thought of the day, different thoughts given by philosophical thinkers are given to the students which makes them to think with nobility, open mindedness and positive thinking.

File Description	Documents
Photos related to two best practices of the Institution	View File
Any other relevant information	View File

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	View File
Any other relevant information	View File

