# Yearly Status Report - 2017-2018

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **SIDANA INSTITUTE OF EDUCATION VILLAGE KHIALA KHURD, SUB TEHSIL LOPOKE, TEHSIL AJNALA, DISTT. AMRITSAR, PUNJAB** |
| Name of the head of the Institution | **Dr. (Mrs) Jeewan Jyoti Sidana** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **+919888891002** |
| Mobile no. | **9988461002** |
| Registered Email | **sie.amritsar@gmail.com** |
| Alternate Email | **jeewan_sidana@yahoo.co.in** |
| Address | **Khiala Khurd, Ram Tirath Road, Sub Tehsil lopoke, Tehsil Ajnala** |
| City/Town | **Amritsar** |
| State/UT | **Punjab** |

| | |
|---|---|
| Pincode | **143001** |

## 2. Institutional Status

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Co-education** |
| Location | **Rural** |
| Financial Status | **Self financed** |
| Name of the IQAC co-ordinator/Director | **Mrs. Neetu Makkar Alias Kanika Bhatia** |
| Phone no/Alternate Phone no. | **+919988461002** |
| Mobile no. | **9888891002** |
| Registered Email | **sidana.iqac@gmail.com** |
| Alternate Email | **sie.amritsar@gmail.com** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | [https://sidanainstitutes.com/sie-documents/naac/aqar-2016-17.pdf](https://sidanainstitutes.com/sie-documents/naac/aqar-2016-17.pdf) |

## 4. Whether Academic Calendar prepared during the year

| | |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | [https://sidanainstitutes.com/sie-documents/naac/academic-calendar-2017-18.pdf](https://sidanainstitutes.com/sie-documents/naac/academic-calendar-2017-18.pdf) |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **1** | **B** | **2.81** | **2015** | **03-Mar-2015** | **02-Mar-2020** |

## 6. Date of Establishment of IQAC

| | |
|---|---|
| **6. Date of Establishment of IQAC** | **10-Aug-2010** |

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by | Date & Duration | Number of participants/ beneficiaries |

| IQAC | | |
|---|---|---|
| One week orientation programs for Office Management & Computer Training | 25-Feb-2018 7 | 22 |
| Strengthen of the research activities in the institute and motivate Faculty members to join FDP. | 20-Jan-2018 7 | 135 |
| In-house Expert Lectures & Seminar. | 01-Apr-2017 14 | 230 |
| Introduction of skill based courses | 10-Aug-2017 172 | 135 |
| Construction new admission committee for the new session i.e. 2017-18 for strengthen admission process with reference to all the norms and conditions of all the bodies for the admission of students | 01-May-2017 1 | 4 |
| Reading resources in the library was developed in the form of e-books and subscription of more educational journals | 29-May-2017 1 | 95 |
| The academic and administrative audit | 24-Mar-2018 1 | 135 |
| Feedback and suggestions from faculty members / students, Alumni & parents on Curriculum & Evaluation process | 26-Mar-2018 5 | 155 |
| Formation of Parent-Teacher Association | 28-Feb-2018 1 | 76 |
| View File | | |

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

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| No Data Entered/Not Applicable!!! | | | | |
| View File | | | | |

| **9. Whether composition of IQAC as per latest NAAC guidelines:** | Yes |
|---|---|

| Upload latest notification of formation of IQAC | [View File](#) |
|---|---|
| **10. Number of IQAC meetings held during the year :** | **4** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |
| Upload the minutes of meeting and action taken report | [View File](#) |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

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

- **Introduction of skill based courses** • **Formation of Parent Teacher Association.**
- **The academic and administrative audit** • **Digitalization of library resource center.** • **Faculty Development Programs, Conference, Seminar and Workshops.**

[View File](#)

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

| Plan of Action | Achivments/Outcomes |
|---|---|
| **Introduction of skill based courses** | **Achieved** |
| **Formation of Parent- Teacher Association** | **Successfully completed** |
| **To conduct academic and administrative audit** | **Completed** |
| **To develop reading resources in the library** | **Completed Successfully** |
| **To conduct Faculty Development Programs, Conference, Seminar and Workshops** | **Arranged** |
| [View File](#) | |

| **14. Whether AQAR was placed before statutory body ?** | **Yes** |
|---|---|

| Name of Statutory Body | Meeting Date |
|---|---|
| **Sidana Educational and Welfare Society** | **25-Mar-2017** |

| **15. Whether NAAC/or any other accredited** | **No** |
|---|---|

| body(s) visited IQAC or interacted with it to assess the functioning ? | |
|---|---|
| **16. Whether institutional data submitted to AISHE:** | **Yes** |
| Year of Submission | **2018** |
| Date of Submission | **03-Mar-2018** |
| **17. Does the Institution have Management Information System ?** | **Yes** |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | **Yes, we have Management Information System at Sidana Institute of Education which is used for decision making, for the coordination, control , analysis and visualization of information in our organization. The institution is steadily moving from the traditional to automated management information system. The following systems are fully functional from the last few years: 1. Biometric Attendance System for Staff 2. Library is partially automated. 3. Institutional EMail System 4. College Website 5. Android based apps such as Whatsapp for disseminating the information and daily reporting. 6. CCTV 7. The latest news, updates and information is provided to various stakeholders through facebook and** |

## Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

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

**The College is affiliated to Guru Nanak Dev University, Amritsar, Punjab. The university provides B.Ed. Programme curriculum along with list of different courses, examination scheme, weightage to the theory and practicum. The college strictly follows the guidelines of admission process as mentioned by GNDU. We follow the syllabus, curriculum policy, plan and instructions given by GNDU. The Curriculum promotes a holistic approach to education, placing equal emphasis on the development of knowledge, understanding, skills, values and attitudes. The emphasis is laid on building solid foundations of knowledge and skills, introducing to students a fundamental understanding of key concepts and processes across key learning areas. Our college pays utmost attention through the adoption of various measures like completion and execution of the prescribed curriculum and syllabus. Our academic calendar is based on Academic Calendar provided by Dean Education, GNDU, Amritsar, all the college Activities, Seminars, Workshops and other events are totally based on it. The academic Committee finalizes the timetable and tentative academic calendar with**

activities provided in the College Handbook enabling the faculty and students to obtain prior information before the commencement of every academic year to enable the faculty members to plan their teaching schedule with greater flexibility and well in advance. All the staff members are encouraged to attend the seminars presented by the fellow staff members to brush up the topics and to add the individual insights for enhancing the theoretical as well as the practical knowledge of the topics covered. The subjects are allotted after careful consideration of their qualifications of the teachers' subject specializations, experience and performance of the faculty. The faculty members are expected to undertake a thorough analysis of the prescribed syllabus and draw up a teaching plan to match the learning capacities of students. Transaction of Curriculum: College ensures optimum utilizations of available human and material resources through innovative techniques like team-teaching, cooperative teaching, role-playing, project method, enquiry based instruction and blended teaching with the help of well-equipped classrooms, labs, digital library, playgrounds, traditional lectures, seminars, infrastructure for the use of ICT in classroom, like power point presentations, smart boards and audio-visual support etc are all available to make the delivery of the curriculum interesting for the students. Apart from the prescribed syllabus, Value Added courses and bridge courses are provided to the students for their holistic development. Soft Skills: Curriculum transacted by the institution provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas. The College seeks to ensure the continuous relevance of its programme and pleads for modification in the existing courses to meet the emerging needs. Although the institute has to follow the curriculum as prescribed by GNDU however it makes efforts to assess to existing curriculum, work to bring the desired changes to make it more effective, update the existing curriculum and make it more effective and efficient from student teachers' point. All the teachers prepare their own unit plan and action plan for his/her course requirement.

## 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | Skill Development |
|---|---|---|---|---|---|
| Human Rights | Nil | 04/09/2017 | 48 | yes | yes |
| Yoga and Meditation | NIL | 05/02/2018 | 36 | yes | yes |
| Ethics in Education | NIL | 05/02/2018 | 36 | yes | yes |

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| BEd | • Vocational and Work Education – i | 02/01/2018 |
| BEd | • Health and Physical Education –ii | 02/01/2018 |
| BEd | • Peace and Value Education- iii | 02/01/2018 |
| BEd | • Guidance and Counseling – iv | 02/01/2018 |
| [View File](#) | | |

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

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
| --- | --- | --- |
| BEd | Vocational and Work Education – i | 02/01/2018 |
| BEd | Health and Physical Education –ii | 02/01/2018 |
| BEd | Peace and Value Education- iii | 02/01/2018 |
| BEd | Guidance and Counseling – iv | 02/01/2018 |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

|  | Certificate | Diploma Course |
| --- | --- | --- |
| Number of Students | 65 | 0 |

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
| --- | --- | --- |
| Human Rights | 04/09/2017 | 20 |
| Yoga and Meditation | 05/02/2018 | 25 |
| Ethics in Education | 05/02/2018 | 25 |
| [View File](#) | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
| --- | --- | --- |
| BEd | Internships | 43 |
| [View File](#) | | |

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
| --- | --- |
| Teachers | Yes |
| Employers | Yes |
| Alumni | Yes |
| Parents | Yes |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

| Feedback Obtained |
| --- |
| An annual Feedback was conducted to assess the satisfaction of educational institution regarding the services of our college. Every year we gathered information from Students, Parents, Alumni, and stakeholders by a feedback form. It helps us to gain an insight into how college could improve on various parameters. We value feedback and treat it with highest respect, courtesy, value and confidentiality. A brief analysis of the feedback is as follows- |

Feedback from students- Gathering feedback from students is a great way to get glimpse into their experience in the college campus. Feedback from students is helpful in several ways and builds a sense of goodwill between the students and institution. Students have rated teachers on various dimensions. Using rating scale then it is analysed for every teacher by providing weightage to different attributes. It was summarized that teacher has all round and complete knowledge not only in the subject are but beyond that. The teacher uses various means very effectively to make student knowledgeable and wise. The teacher has very high degree of self-discipline, passion and devotion for the teaching profession. Parent's feedback- Feedback was sorted and the opinion obtained for each parameter is represented as percentage of total number of feedback response obtained for that parameter represented in parentheses. Percentage overall average of rating was also computed for each academic session. On analysing the feedback received, over the course of time by the parents, it is observed that parents are largely satisfied by the efforts made by the college administration in admissions, teaching and learning, discipline and other related matters and high degree of satisfaction has been shown by the parents on implementations of some of the suggestions made by them. Alumni feedback- Though the college has a history of years, its alumni can be traced into various fields like social, political, entertainment and industry. Alumni are very special for the institution and create reputation through their success in their career path. Alumni network forms a bridge between the current students and alumni. Mostly alumnus were the satisfied with the facilities provided to them by the college as library canteen and computer lab etc. They all have appreciated the efforts of college made for their overall development. The entire alumnus has admitted that their all grievances were handled by the College properly and in time. The entire alumnus was satisfied with the career guidance and counselling for higher studies and they have conveyed their thanks for that they have informed about the vacancies for the placement according to their qualification. Some alumnus suggested that they should be informed about the Seminar and workshop etc. on their email ID so that they can participated in such activities. After the analysis of the feedback, college works constantly for the improvement of teaching and learning process to maximize the benefit of the resources to the students. Every suggestion is carefully evaluated and taken in right spirit and uses same to improve different areas of services.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|---|---|---|---|
| BEd | Education | 100 | 105 | 98 |
| [View File](#) | | | | |

### 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2017 | 141 | 0 | 20 | 0 | 0 |

## 2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|:---:|:---:|:---:|:---:|:---:|:---:|
| 19 | 11 | 6 | 5 | 5 | 5 |
| [View File of ICT Tools and resources](#) |||||| 
| [View File of E-resources and techniques used](#) ||||||

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

Sidana Institute of Education has adopted a Mentoring System as a student support measure. A mentor is a teacher acting both as a friend and a role model over a small group of students assigned to each mentor. Mentor records the profile of all the assigned students with regards to their academic performance and participation in campus activities and any other initiative. Mentee can contact their mentor for any academic or non-academic support. The mentor guides a student in his /her academic, emotional and psychological development, particularly in the latter's transition phase. The mentor guides his wards to take out the best in him/her. In this system, Each faculty member is the mentor of a group of 14-15 mentees allocated to him/ her by the Principal of the Institute. The teacher mentor collects personal information from the mentees without touching sensitive issues or any information out of the mentee and then provides the needed counseling to her/ him. Critical issues are brought in the notice of the Head of the Institute. The teacher meets the mentee formally or informally outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher for reference purposes. Types of Mentoring: Course-specific – regarding attendance and performance in the present semester and overall performance in the previous semester, participation in various activities on and off campus. Professional Guidance – regarding self-employment opportunities, entrepreneurship development, morale, honesty, and integrity required for career growth. Career advancement – regarding professional goals, selection of school or institute for career, higher education, competitive exams etc. Role of Mentor: Meets the group of students at least twice a month. Continuously monitors, counsels, guides and motivates the students in all academic matters. Advises students regarding choice of electives, project, assignments etc. Contacts parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. Advises students in their career development/professional guidance. Keeps contact with the students even after their graduation. Intimates Principal and suggest if any administrative action is called for. Maintains a brief but clear record of all discussions with students.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|:---:|:---:|:---:|
| 141 | 20 | 1:7 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|:---:|:---:|:---:|:---:|:---:|
| 16 | 20 | 0 | 4 | 1 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|:---:|:---:|:---:|:---:|
| 2017 | nil | Nill | nil |
| [View File](#) ||||

## 2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
| BEd | NA | Semester 4 | 19/05/2018 | 21/07/2018 |
| BEd | NA | Semester 3 | 03/05/2018 | 08/08/2018 |
| BEd | NA | Semester 2 | 18/12/2017 | 30/03/2018 |
| BEd | NA | Semester 1 | 23/12/2017 | 18/05/2018 |
| View File | | | | |

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

The institution has a centralized continuous Internal Evaluation System as per the norms of Affiliating body i.e. Guru Nanak Dev Universityto assess the programme as well as course outcomes throughout the year. • The mechanism of internal assessment operates on continuous basis • All internal assessment related decisions are taken by the academic council in consultation with the teaching and non- teaching staff of the college. • The dates and other modalities pertaining to examinations are discussed democratically in Academic Council, Examination Committee. • All concerned stakeholders are informed of Continuous Internal Evaluation through the college Prospectus, the institutional website as well as display on the notice board. • Students are informed of this educational strategy, namely continuous internal Evaluation at the beginning of the session. • Internal Question papers are set based on Course outcomes and as well as University pattern. • Remedial classes are provided on the recommendation of mentors if the performance of student is not up to the mark. • Theory subjects are assessed through: o Mid Semester Test o Assignments o Class room seminars • Practical subjects are assessed through: 0 PPT Presentation 0Internal Viva o Mini projects.

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

The Institution's internal academic calendar is thoughtfully drafted in such a way that it is in syn with the University, GNDU Calendar. The academic calendar outlines the semester class work schedule internal examination schedule, external examination schedule, class room activities and tutorials etc are properly spread out through the span of the session so that students can continuously go through a process of evaluation and academic growth. The faculty members got syllabus as well as tentative academic calendar coming semester in advance which enable them to plan and division of syllabus.The head of the Institution finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. Time table in-charge prepare the time table as per the guideline of respective statuary bodies for the number of credit hours for each subject prior to the commencement of the semester. Academic calendar is provided to the students through information handbook of the institution as well as display on the notice board. In addition to the mid-term exams other Institutional Internal activities such as beginning of session, Orientation Programme, Celebration of Important days other activities etc are also part of academic calendar.

## 2.6 – Student Performance and Learning Outcomes

### 2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the

institution are stated and displayed in website of the institution (to provide the weblink)

https://sidanainstitutes.com/sie-documents/naac/program-outcomes-c.pdf

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| NA | BEd | Teacher Education | 42 | 42 | 100 |
| View File | | | | | |

## 2.7 – Student Satisfaction Survey

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

https://sidanainstitutes.com/sie-documents/naac/sss-analysis-report-2017-18.pdf

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 – Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|---|---|---|---|
| Minor Projects | 150 | Sidana Educational and Welfare Society | 20000 | 20000 |
| Major Projects | 00 | NIL | 0 | 0 |
| Interdisciplinary Projects | 00 | NIL | 0 | 0 |
| Industry sponsored Projects | 00 | NIL | 0 | 0 |
| Projects sponsored by the University | 00 | NIL | 0 | 0 |
| Students Research Projects (Other than compulsory by the University) | 00 | NIL | 0 | 0 |
| International Projects | 00 | NIL | 0 | 0 |
| View File | | | | |

## 3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|---|---|---|
| Extension Lecture on "Teaching and Research Methods" by Dr. Amarbir Singh Bhalla, Associate Professor, Sidana Institute of Management Technology is Organized at Sidana Institute of Education. | Sidana Institute of Management and Technology | 20/01/2018 |
| Mr. Sanjay Joshi Coordinator of the project/ Programme running under the American Embassy delivered an extension lecture on Micro Assess English Programme" | Sidana Institute of Education | 10/01/2018 |
| Extension Lecture On "Use of ICT In Teaching" by Dr. Richa Sharma Assistant Professor, Dev Samaj College Of Education, and Chandigarh for faculty. | Department of Education | 09/12/2017 |
| Workshop On Latest Trends In Methodology of Teaching of Mathematics by S. Amarjit Singh, Lecturer, Khalsa College Senior Secondary School, Amritsar | Khalsa College Senior Secondary School, Amritsar | 02/12/2017 |
| Dr. Mrs. Manila, Cosmetic, and Plastic Micro vascular Surgeon delivered lecture on" General HealthCare Sanitation | Department of Education | 21/10/2017 |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---|---|---|---|---|
| NIL | NIL | NIL | Nill | NIL |

View File

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|---|---|---|---|---|
| NIL | NIL | NIL | NIL | NIL | Nill |

View File

## 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| 00 | 00 | 00 |

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

| Name of the Department | Number of PhD's Awarded |
|---|---|
| NIL | 0 |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|---|---|---|
| National | NIL | 0 | 00 |
| International | NIL | 0 | 00 |

View File

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

| Department | Number of Publication |
|---|---|
| SIDANA INSTITUTE OF EDUCATION | 1 |

View File

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| NIL | NIL | NIL | Nill | 0 | NIL | 0 |

View File

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| NIL | NIL | NIL | Nill | 0 | 0 | NIL |

View File

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

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Presented papers | 0 | 4 | 0 | 0 |

View File

## 3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| | | | |

| Girl child Education | Sidana Institute of Education | 15 | 89 |
|---|---|---|---|
| Awareness of HIV/AIDS | Sidana Institute of Education | 10 | 88 |
| Drugs menace National Youth Day | (Sidana Institute of Education) NSS unit | 11 | 38 |
| org Voter Registration Camp | Sidana Institute of Education | 13 | 43 |
| Launch of Fit India Movement on National Sports Day | (Sidana Institute of Education) NSS unit | 15 | 126 |
| Girl child Education | Sidana Institute of Education | 14 | 123 |
| International women day | (Sidana Institute of Education) NSS unit | 15 | 122 |
| Earth Day | Sidana Institute of Education | 14 | 122 |
| International yoga day | (Sidana Institute of Education) NSS unit | 5 | 135 |
| [View File](#) | | | |

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

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|
| NIL | NIL | NIL | 0 |
| [View File](#) | | | |

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---|---|---|---|---|
| SwachhBharat Abhiyan | Sidana Institute of Education) NSS unit | SwachhBharat Abhiyan | 15 | 89 |
| Girl child Education | Sidana Institute of Education | Girl Child Education | 10 | 88 |
| Awareness of HIV/AIDS | Sidana Institute of Education | Awareness of HIV/AIDS | 14 | 123 |
| [View File](#) | | | | |

## 3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| Faculty Exchange | 110 | Sidana Educational and Welfare Society | 1 |
| faculty exchange | 96 | Sidana Educational and Welfare Society | 1 |
| Student Exhange | 112 | Sidana Educational and Welfare Society | 1 |
| Student Exchange | 106 | Sidana Educational and Welfare Society | 4 |
| [View File](#) | | | |

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

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| B.Ed Internship Sem III | School Internship Programme | 1. Sidana International School , Khiala Khurd 2. Pawan seh shiksha kinder sr. sec. school, Chheharta 3. G.S.P. Sen. Sec. School, Khasa 4. S.G.H Adarsh School, chheharta 5. Manflower Sen. Sec. School, Ranjit Avenue, Amritsar | 17/07/2017 | 31/10/2017 | 43 |
| [View File](#) | | | | | |

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| Mohan Lal Memorial Institute | 06/01/2017 | Faculty, information and | 147 |

| of Education, Mudhal | | cultural Exchange | |
|---|---|---|---|
| Khalsa College of Education, Ranjit Avenue, Amritsar | 12/10/2012 | Faculty, information and cultural Exchange | 147 |
| OM Parkash Memorial Institute of Education, Dyalpur Near Kartarpur Distt Kapurthala | 07/02/2013 | Faculty, information and cultural Exchange | 147 |
| View File | | | |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 460000 | 460000 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Video Centre | Existing |
| Seminar halls with ICT facilities | Existing |
| Classrooms with LCD facilities | Newly Added |
| Seminar Halls | Existing |
| Laboratories | Newly Added |
| Class rooms | Newly Added |
| Campus Area | Existing |
| View File | |

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| Partially automated ( by Advanta Software ) | Partially | NIL | 2015 |
| Partially automated (Akal web soft) | Partially | NIL | 2017 |
| ILMS | Fully | NIL | 2020 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 3520 | 915425 | 1300 | 236492 | 4820 | 1151917 |
| | 781 | 246015 | 35 | 17436 | 816 | 263451 |

| Reference Books | | | | | | |
|---|---|---|---|---|---|---|
| e-Books | 0 | 0 | 0 | 0 | 0 | 0 |
| Journals | 13 | 5840 | 0 | 0 | 13 | 5840 |
| e-Journals | 0 | 0 | 0 | 0 | 0 | 0 |
| Digital Database | 0 | 0 | 0 | 0 | 0 | 0 |
| CD & Video | 20 | 2000 | 0 | 0 | 20 | 2000 |
| Library Automation | 1 | 27000 | 0 | 0 | 1 | 27000 |
| Weeding (hard & soft) | 0 | 0 | 0 | 0 | 0 | 0 |

View File

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| NIL | NIL | NIL | Nill |

View File

## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 45 | 40 | 45 | 0 | 0 | 3 | 1 | 50 | 2 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 45 | 40 | 45 | 0 | 0 | 3 | 1 | 50 | 2 |

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

| 50 MBPS/ GBPS |
|---|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| Official YouTube Channel | https://www.youtube.com/channel/UCw0FsLgBkCaUENJOMQTK5ZQ |
| WhatsApp Group | Two WhatsApp groups are created session wise |

## 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

| component, during the year | | | |
|---|---|---|---|
| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
| 610000 | 610000 | 310000 | 310000 |

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

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is censoriously linked to the mission of our Institute –"To prepare outstanding educators, scholars and researchers and to advance the profession of Teacher Education, To promote research, development and consultancy, To develop critical thinking, effective communication and learning skills in the student Teacher To impart value based education suitable to the needs of the society." through technically advanced educational methods. The institute has adequate physical infrastructural facilities to run the Educational Programme efficiently as per the Norms and Standards laid down by National Council for Teacher Education by affiliating body. Sidana Institute of Education has developed complete physical infrastructure as per NCTE norms to run the B. Ed course. The institute has modern and updated infrastructure and learning resources. Institution is located 10 kms off the Holy City Amritsar. The Institute is a self-financed institute. ? Out of total area, 4000 sq. meters (01 acres) is exclusively earmarked for Sidana Institute of Education. It has 2385.13 sq. meters built up area that accommodates the administrative offices and the academic wing. ? There are four classrooms and six method rooms with proper lighting and ventilation and all the classrooms are well equipped with proper furniture, dais, projector and display boards. ? Administrative office, a staff room and a Principal room with adequate space to conduct meetings and discussions with the faculty. ? Well-equipped library and a reading room having seating capacity for 60 pupil teachers. Library has internet connectivity and a photocopier with the facility of photocopying. ? ICT Resource Centre fully equipped with 40 computers with latest configuration and internet facility with each system. ? Psychology Resource Centre with sufficient number of Tests and Psychological Testing Equipment's. ? The Curriculum Laboratory is a Centre for instructional materials in teacher education institutes. It is designed for the professional development of pupil teachers. ? Art and Work Experience Resource Centre with adequate material. ? We have well-furnished Tutorial rooms, Seminar Hall and a Multipurpose Hall having seating capacity of more than five hundred persons to conduct various academic and cultural activities. ? The institute has separate common rooms for boys and girls. There is a Rest cum Medical Room provided with First aid facility. Sports, Music Room, Canteen and a Store Room are also available in the college campus. ? Morning assemblies are conducted in Open Air Theatre as well as in Multipurpose Hall. A well sized Parking Space for vehicles is also available in the campus. ? There is provision for indoor games such as Carom, Chess as well as outdoor games like Volley ball, Badminton, Shot-put, Discus throw, Relay-race, Kho-Kho, Tug-of- war and 200 metre athletic track for all athletics activities. ? There are separate toilets and wash rooms for boys, girls and college staff. Proper Fire Safety measures (Fire Extinguishers) are also placed in the college building. Institution has heavy Gen-set for the power backup to meet the emergency need. Its campus is surrounded with

https://www.sidanainstitutes.com/sie.php

# CRITERION V – STUDENT SUPPORT AND PROGRESSION

**5.1 – Student Support**

## 5.1.1 – Scholarships and Financial Support

|  | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | Student welfare Scheme | 15 | 139000 |
| Financial Support from Other Sources |  |  |  |
| a) National | NIL | 0 | 0 |
| b)International | Nil | 0 | 0 |
| View File |

## 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| Value Added courses 1. Yoga and meditation | 16/08/2017 | 72 | Sidana Institute of Education |
| 2. Human rights | 23/08/2017 | 80 | Sidana Institute of Education |
| Remedial Coaching on the bases of house test | 01/12/2017 | 43 | Sidana Institute of Education |
| personal counseling(family issues, social insecurities, phobia) | 24/08/2017 | 3 | Sidana Institute of Education |
| Ethics in Education | 10/02/2018 | 87 | Sidana Institute of Education |
| View File |

## 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| 2017 | PSTET | 92 | 92 | 4 | Nill |
| 2017 | CTET | 92 | 92 | 2 | 35 |
| View File |

## 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|
| 5 | 5 | 7 |

## 5.2 – Student Progression

**5.2.1 – Details of campus placement during the year**

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| Sidana International School | 25 | 4 | Sheed Ganj Memorial School, Amritsar | 5 | 1 |
| View File | | | | | |

**5.2.2 – Student progression to higher education in percentage during the year**

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| 2017 | 6 | B.Ed | SIE | GNDU | M.A(Punjabi)-4 M.A(Sociolgy)-1 M.Sc Physics-1 |
| View File | | | | | |

**5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)**

| Items | Number of students selected/ qualifying |
|---|---|
| Any Other | 9 |
| View File | |

**5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year**

| Activity | Level | Number of Participants |
|---|---|---|
| Annual Sports Meet | College Level | 81 |
| Talent Hunt | College Level | 80 |
| Youth Festival | University Level | 17 |
| View File | | |

## 5.3 – Student Participation and Activities

**5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)**

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| 2017 | Youth Festival | National | Nill | 1 | 2018998 | Ramandeep Kaur |
| 2017 | Youth Festival | National | Nill | 1 | 2017802 | Reyti Mehra |
| 2017 | Youth Festival | National | Nill | 1 | 2018932 | Sukhjinder Kaur |

| 2017 | Youth Festival | National | Nill | 1 | 2018998 | Chahat Mahashwari |
| 2017 | Youth Festival | National | Nill | 1 | 2017813 | Amandeep Kaur |
| 2017 | Youth Festival | National | Nill | 1 | 2017812 | Dinesh Kumar |
| 2017 | Youth Festival | National | Nill | 1 | 2018998 | Ramandeep Kaur |

[View File](#)

5.3.2 – Activity of Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution (maximum 500 words)

REPORT STUDENT COUNCIL 2017-2018 Introduction: The establishment of a Student Council gives students an opportunity to acquire the sort of communication, planning and organisational skills which will be of benefit to them in their future lives. It enables students to take responsibility for projects, and to demonstrate that they can manage and bring such projects to successful conclusion. Moreover, the contribution made by a Student Council to the development of college policy in a number of areas can have significant benefits for students and the college. College policies are far more likely to be successful where they are clearly understood and accepted by all partners within the community OBJECTIVES: • To support the management and staff in the development of the college • To represent the views of the students on matters of general concern to them • To increase student involvement and college pride Executive Members of Student Council (2017-18) Dr. Jeewan Jyoti Sidana Principal Ms. Navneet kaur Teacher In-charges Ms. Rajni Kansra Treasurer Mr. Darshpreet Singh Bhullar Discipline Committee incharge Members of Student Council: President Vice President. 8 Student Members. Co- Treasurer (Student). Sr. No. Name of Student Roll No. Designation 1. Sonia Sandhu 727 President 2. Mehak Paul 717 Vice-President 3. Nishtha 709 Secretary 4. Sukhmanjit Singh 750 Member 5. Shivang Bujahi 818 Member 6. Harmandeep Kaur 827 Member 7. Shabnam 831 Member 8. Sahiba Kapoor 832 Member 9. Juhi Marwaha 871 Member 10. Harinder Kaur 840 Member 11. Neha Anand 712 Member On 2nd Spetember 2017, Sidana Institute of Education organised a meeting of student council. Dr Jiwan Jyoti Sidana (Principal Sidana Institute), Ms. Navneet kaur( Teacher In-charge), Ms. Rajni Kansra (Treasurer),Mr. Darshpreet Singh Bhullar( incharge Discipline Committee) and above mentioned members of student council were present. This meeting was for to discuss different agendas: AGENDA NO (I): Participation in youth festival: This meeting was called specially to motivate the students of SIE to participation in the youth festival of Guru Nanak Dev University Amritsar. The items for participation were discussed, the benifits of participation, the facilities and awards, were disused by the Ms. Navneet Kaur (Teacher In-charge), the budget was passed for youth festival expenditure with the help of Ms. Rajni Kansra (Treasurer). Members of student council agreed to shoulder the duty to select the students for participation, practice and for all arrangements of youth festival. Dr. Jeewan Jyoti Sidana( Principal) discussed the previous achievements of the institute and motivate them for participation and high achievements. AGENDA NO (II): Starting of you tube channel: The second agenda of this meeting was to start the you tube channel, as it was the need of time Dr. Jeewan Jyoti Sidana( Principal) discussed in detail about the launching of you tube channel and to provide the E-recourses to the students. Ms. Navneet Kaur (Teacher In-charge) along with Sonia Sandhu (president of student council) welcomed the suggestions of members of student council and requested to support for the same.Alumni MEET 2017-2018 Alumni are our brand ambassadors. When alumni

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

 Yes

 Alumni MEET 2017-2018 Alumni are our brand ambassadors. When alumni speak positively about their former college, it boosts the college reputation among their connections and the society at large. This promotes the college's image to prospective students and their families, encouraging more students to attend. Sidana Institution of Education arranged Alumni meet on 23-10-2017. The ceremony took off with the arrival of our alumni and honorable chief guests. The meeting was well attended by the alumni from 2010 to 2015.We were glad to have our alumni on this occasion. Our chief guest Mr. Amit Katus(HOD Edu. Dept. GNDU) reached by 10:00 a.m sharp and welcomed by principal Dr. Jeewn Jyoti Sidana ,the Faculty members of Sidana Institute, and students of B.ED. The alumni meet was organized in K.L.Sidana Auditorium. The Alumni meet was started with the shabad gayan. Assistant Professor Mr. Darshpreet Singh Bullar occupied the dais and requested the principal and Chief guest for lighting of the lamp to seek the blessing of Goddess Sarswati. The welcome speech for the occasion was given by the Principal Dr. Jeewan Jyoti Sidana and followed by, Administrator Mr.P.S Gill and Assistant Professor Mr. Gursewak Singh Bullar. After this many of the enthusiastic ex- students shared their experiences and spoke valuable, motivational words for the institute. Chief Guest shared her views and life experiences with the faculty members and Alumni of Sidana Institute of Education. Now the time had come to share the college achievements. Principal Dr. Jeewan Jyoti happily gave the detailed information about college achievement in various fields like curricular and co- curricular. The feedback was taken from the alumni for the further growth and development of the college. The event ended with the cultural programme , followed by a lunch. Now its time to close the alumni meet, Assistant Professor Mr. Darshpreet Singh occupied the dais once again and gave vote of thanks to the Chief Guest of the day, Principal and Faculty member of SIE, the B.Ed pursuing students to make event successful and possible with their support

5.4.2 – No. of enrolled Alumni:

| 272 |
| --- |

5.4.3 – Alumni contribution during the year (in Rupees) :

| 68000 |
| --- |

5.4.4 – Meetings/activities organized by Alumni Association :

| 2 |
| --- |

# CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

 Vision Sidana Institute of Education is focused on to the dynamics of global trend of socio- economic transformation, synthesis of education and technology for augmentation of academic and opportunities for the youth of the region empowering for global recognition, developing professionally competent and socially sensitive teachers and academic leaders to achieve professional excellence. Mission Mission of Sidana Institute of Education is to establish a centre of Excellence for the advancement and dissemination of Knowledge benchmarked with the best possible in the country and globally accredited teachers who have an urge for quality and excellence involving provision of

education by accepted standards of that students receive available knowledge of the highest Standard and help them to enhance their human resource capabilities. Relevance involves promotion of education so as to develop human resources keeping pace with the changing economic, social and cultural development of the country and value based education inculcating basic values among the youth. Values The institution believes in and endeavours at : • Inculcating value –based ways of thinking. • Contributing to sustainable human life. • Fostering requisite commitment for adopting constitutional values. • Deceloping technology savvy scientific approach. • Understanding and respecting ecological balance. • Promote democratic way of thinking and democratic behavior. Sidana Institute of Education practices decentralized and participative management for all academic and extracurricular activities. Decision relating to all academic activities is brought to the notice of the principal and the entire staff members meet together, discusses how decisions would affect the academic calendar and only then decisions are made. This is the regular practice Sidana Institute of Education. Two practices that showcase this decentralized, participative process include: 1) Establishment of Committees: Various committees are in place for grievance redressal, staff selection, student selection, etc. which have their own policies and processes and the members in charge are able to make decisions pertinent to their activities 2) Democratically Elected Student Council: A democratically elected Student Council plans, organizes, and executes various co-curricular and extracurricular activities under the guidance of a faculty coordinator The Admission Committee counsels prospective candidates for admission before the Application Forms for admission are released The Admissions Committee (for admissions) involves all members of the staff who co-operate and work at different levels. They also sit in at interface meetings and meet parents and students prior to admission. Planning Board (for financial planning and implementation) involves the participation of teachers and non-teaching staff. Every grant to the college is discussed in this Board. Budgets for each department at the beginning of the academic year also form part of the discussions. The Library committee prepares and plans for the book budget with individual departments.There is a Building Committee with members from faculty, architects, engineers, contractors and office staff to assist with the planning and execution of vertical extension of the college andplanning for infrastructure associated with the new wing.

6.1.2 – Does the institution have a Management Information System (MIS)?

| Yes |
| --- |

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
| --- | --- |
| Curriculum Development | Sidana Institute of Education is affiliated to Guru Nanak Dev University, Amritsar and follows the curriculum and syllabus prescribed by the University for all its courses. Affiliated Institutions are not allowed to design their own curriculum. University revise their syllabus and Senior faculty members from our college have been a part of the curriculum development committee formulated by university and have contributed to curriculum development |

| | |
|---|---|
| **Teaching and Learning** | • Seminars • Extra Remedial classes • Tutorial classes • Unit Tests and Internal assessment • Use of ICT in Teaching Learning |
| **Examination and Evaluation** | ? Examination and Evaluation: The examinations have been conducted by the college itself under Autonomous College status. The total transparency and the secrecy have been maintained. The evaluation has been done strictly under the norms laid by University/UGC |
| **Research and Development** | ? Research and Development: • Internet facility available in the college making it a Wi-Fi campus. • Permission granted to teachers to present papers in international, national and state level seminars and conference • Purchase of booksdigital resources and psychological tests for researches. |
| **Library, ICT and Physical Infrastructure / Instrumentation** | • More number of reference and text books was added. • Implementation of E-governance • Functional and updated website of the college • Provision of Fully digitalised and automated library • The existing automated software is upgraded to meet the challenges of the day-to-day technical activities. • Provision of CD Roms and DVD for the students and the staff • internet and Wi-Fi facility • Computers with printer and scanner made available in the office and library • Upgradation of College Canteen, water facilitie |
| **Human Resource Management** | ? Human Resource Management: • Orientation to teaching and non teaching staff. • Regular seminars, workshops, extension lectures and conferences for the professional growth of the teachers and non-teaching staff • Permission granted to teachers to present papers in international, national and state level seminars and conferences. • Training programmes are periodically organised for new recruits. In order to enhance capacities of staff need-based training/workshops are organised for faculty, administrative, and supportive staff. |
| **Industry Interaction / Collaboration** | Collaboration with the practice teaching schools for training of the pupil teachers. |
| **Admission of Students** | The College websiteand handbook contain information about the |

institution and the programmes offered. The hand book that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions. It is given to the applicants along with the application form.

6.2.2 – Implementation of e-governance in areas of operations:

| E-governace area | Details |
| --- | --- |
| Planning and Development | Attendance software has been in use for monitoring students' attendance. After every class hour the concerned course teacher will be marking the absentees in the software system. The Class teacher marks leave and the continuous internal assessment marks in the software system. It helps the class teacher to keep track of his/her batch of students' attendance, performance etc. Proper counseling is given for poor performers |
| Administration | ? The website displays notices before admission, and reports of recent events written by students. Most of the Accounts documentation is digitally maintained, student information likewise. |
| Finance and Accounts | Day to day transactions, vouchers and bills are done through easy software system. Reports are generated using the software system |
| Student Admission and Support | Student Admission and Support : The Student Council liaison between the students and the staff. Academic support is provided to weak students. The Library welcomes students for reference and study. A Book Bank is also available. In case of serious illness, students are visited in hospital by staff and companions. So too during bereavement of family members |
| Examination | The College conducts Semester Wise examination smoothly. The sitting arrangement of the students is provided online to avoid confusion on the examination days. This also saves time controls stress of the students during examinations. Notices related to exams are also posted and updated on priority basis. examination committee in College ensures transparency and quicker methods of conducting exams. |

**6.3 – Faculty Empowerment Strategies**

| 6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year | | | | |
| --- | --- | --- | --- | --- |
| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
| 2017 | Miss.Pawandeep Kaur | University Grants Commission Human Resource Development Centre Guru Nanak Dev University, Amritsar ( UGC-Sponsored Refresher Course in Teacher Education | University grants commission Human Resource Development Guru Nanak Dev University Amritsar | 500 |
| 2017 | Miss. Rajni Kansra | University Grants Commission Human Resource Development Centre Guru Nanak Dev University, Amritsar ( UGC-Sponsored Refresher Course in Teacher Education | Guru Nanak Dev University, Amritsar | 500 |
| 2018 | Miss .Payal Aggarwal | Presented Paper on 'Policies, Implementation and Inclusive Education,' in National Seminar | Guru Nanak Dev University, Amritsar | 500 |
| 2018 | Mrs. Sannia Handa | Guru Nanak Dev University, Amritsar Department of Education National Seminar (ICSSR Sponsored ) On Presented Paper on ,Role of NGO's in Inclusive Education : Practices and | Guru Nanak Dev University Amritsar | 500 |

| Year | | | | | | |
|------|------|------|------|------|------|------|
| | | Challenges | | | | |
| 2018 | Dr.(MRS.)Jeewan jyoti Sidana | Presented paper on Inclusive Education and Teacher Education National seminar on Inclusive Education: Practices and Challenges | Guru Nanak Dev University ,Amritsar | | | 500 |
| 2018 | Mrs. Neetu Makkar | Guru Nanak Dev University, Amritsar Department of Education National Seminar (ICSSR Sponsored ) On Presented Paper on ,Role of NGO's in Inclusive Education : Practices and Challenges | Guru Nanak Dev University, Amritsar | | | 500 |
| | | | [View File](#) | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|------|------|------|------|------|------|------|
| 2017 | Workshop on how to write a research paper | nil | 13/09/2017 | 13/09/2017 | 21 | Nill |
| 2017 | Development Programme on effective classroom management | nil | 14/10/2017 | 14/10/2017 | 14 | Nill |
| 2018 | Workshop on NAAC Guidelines | nil | 11/01/2018 | 11/01/2018 | 21 | Nill |
| 2018 | Workshop | Workshop | | | 21 | 6 |

| | | on Google Classroom | on Google Classroom | 10/02/2018 | 10/02/2018 | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2018 | | Training Program on report writing using Ms. Word | Training Program on report writing using Ms. Word | 16/03/2018 | 16/03/2018 | | 14 | 6 |

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
| --- | --- | --- | --- | --- |
| University Grants Commission Human Resource Development Centre Guru Nanak Dev University, Amritsar ( UGC-Sponsored Refresher Course in Teacher Education | 2 | 24/10/2017 | 13/11/2017 | 18 |
| Presented Paper on 'Policies, Implementation and Inclusive Education,' in National Seminar | 2 | 13/03/2018 | 13/03/2018 | 1 |
| Guru Nanak Dev University, Amritsar Department of Education National Seminar (ICSSR Sponsored ) On Presented Paper on ,Role of NGO's in Inclusive Education : Practices and Challenges | 2 | 13/03/2018 | 13/03/2018 | 1 |

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 20 | 20 | 6 | 6 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| Faculty is deputed for full Time Ph.D. Course Work program by paying full salary Free medical facility is provided to faculty Group Insurance scheme PF as per rule Festival advance Maternity leave Medical leave Free Concession to children of Staff Transport facilities Book Bank Facility Access of Wi-Fi | Health Camp Blood Donation Literacy Camp Uniforms to class IV Free medical facility is provided to Non -Teaching Staff Group Insurance scheme PF as per rule Festival advance Maternity leave Medical leave Transport facilities | Transport facilities Book bank Access of Wi-Fi Free Concession to children Free medical facility is provided to Students |

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institution conducts internal and external financial audits every year. Every year the management conducts financial audits in the month of April for 10 days. The accounts of the College are audited regularly as per the Government rules. An internal auditor audits our accounts every quarter. The internal auditor checks receipts with fee receipts and payments with vouchers and necessary supporting. He also ensures that all payments are duly authorized. The external auditor conducts statutory audit at the end of financial year. The external audit is performed by an independent Chartered Accountant appointed as a Statutory Auditor of the Institute who initially reviews the reports and observations made by the Internal Audit Team and the explanations given by the Accountant of the Institute.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|
| NIl | 0 | Nil |
| [View File](#) | | |

6.4.3 – Total corpus fund generated

| 154217 |
|---|

## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | Dr. Jai Bhagwan, Principal Sant | Yes | Sidana Educational and Welfare Society |

| | | Hari Dass College of Higher Education | | |
|---|---|---|---|---|
| Administrative | Yes | Dr. Jai Bhagwan, Principal Sant Hari Dass College of Higher Education | Yes | Sidana Educational and Welfare Society |

**6.5.2 – Activities and support from the Parent – Teacher Association (at least three)**

1. Formation of Execution Committee Principal as Chairman, Parent as President and Teacher as Secretary. 2. For the further development of the college, the regular feedback is taken from Parents Teacher Association 3. Participation in Tree Plantation drive held from time to time in the college and in the sorrounding areas.

**6.5.3 – Development programmes for support staff (at least three)**

1. Literacy Camp 2. Health and Sanitation Camp 3. Blood Donation

**6.5.4 – Post Accreditation initiative(s) (mention at least three)**

1. Seminars/workshops have been organized to improve the level of research. 2. Renovation of library and reading room. 3. Formation of Parents Teacher Association

**6.5.5 – Internal Quality Assurance System Details**

| a) Submission of Data for AISHE portal | Yes |
|---|---|
| b)Participation in NIRF | No |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

**6.5.6 – Number of Quality Initiatives undertaken during the year**

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| 2017 | Construction new admission committee for the new session i.e. 2017-18 for strengthens admission process with reference to all the norms and conditions of all the bodies for the | 15/04/2017 | 01/05/2017 | 01/05/2017 | 4 |

| | | admission of students. | | | | |
|---|---|---|---|---|---|---|
| 2017 | Reading resources in the library was developed in the form of e-books and subscription of more educational journals | 15/04/2017 | 29/05/2017 | 29/05/2017 | 169 |
| 2017 | Introduction of skill based courses | 15/04/2017 | 04/08/2017 | 04/10/2017 | 70 |
| 2018 | In-house Expert Lectures Seminar. • Work Shop on writing and reflecting Journals • Extension Lecture on culture value and education | 15/07/2017 | 14/10/2017 | 14/10/2017 | 120 |
| 2018 | Strengthen of the research activities in the institute and motivate Faculty members to join FDP | 15/01/2018 | 20/01/2018 | 20/01/2018 | 169 |
| 2018 | One week orientation programs for Office Management Computer Training | 15/01/2018 | 25/02/2018 | 25/02/2018 | 25 |
| 2018 | Formation of Parent-Teacher Association | 15/01/2018 | 28/02/2018 | 28/02/2018 | 76 |
| 2018 | Feedback and suggestions | 15/01/2018 | 26/03/2018 | 31/03/2018 | 176 |

| | | | | | |
|---|---|---|---|---|---|
| | from faculty members / students, Alumni parents on Curriculum Evaluation process | | | | |
| 2018 | The academic and administrative audit | 15/01/2018 | 24/03/2018 | 24/03/2018 | 169 |

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
| | | | Female | Male |
| Awareness Programme on Gender Equality | 04/10/2017 | 04/10/2017 | 81 | 5 |
| HIV/AIDS Awareness Programme | 01/12/2017 | 01/12/2017 | 80 | 18 |
| Women's day celebration | 08/03/2018 | 08/03/2018 | 120 | 17 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| Use LED Blubs and Tubes in the campus Encourages to use Natural Sunlight during day time for save electricity. Plane in process to install renewable energy resource (solar System) |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Physical facilities | Yes | 0 |
| Provision for lift | No | 0 |
| Ramp/Rails | Yes | 0 |
| Braille Software/facilities | No | 0 |
| Rest Rooms | Yes | 0 |
| Scribes for examination | No | 0 |
| Special skill development for differently abled students | Yes | 0 |

| | Any other similar facility | No | 0 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|------|------|------|------|------|------|------|------|
| 2017 | 1 | 1 | 02/10/2017 | 1 | Swachh Bharat Abhiyan | Awareness Program for Local People of the village, teachers and students | 89 |
| 2017 | 1 | 1 | 01/12/2017 | 1 | HIV/AIDS Awareness Programme | Awareness Programme at school level | 98 |
| 2018 | 1 | 1 | 22/04/2018 | 1 | Earth day | Awareness Programme at Local Village Level | 136 |

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|------|------|------|
| Code of conduct for Students | 15/07/2017 | Code of conduct for different persons are mentioned in institutional handbook of information and college website. Code of conduct committee of the institute monitoring the rules and regulation and code of conduct of the institution |
| Code of conduct for Teachers | 22/04/2017 | Code of conduct for different persons are mentioned in institutional handbook of information and college website. Code of conduct committee of the |

| | | |
|---|---|---|
| | | institute monitoring the rules and regulation and code of conduct of the institution |
| Code of conduct for Principal | 22/04/2017 | Code of conduct for different persons are mentioned in institutional handbook of information and college website. Code of conduct committee of the institute monitoring the rules and regulation and code of conduct of the institution |
| Code of conduct for non teaching staff | 22/04/2017 | Code of conduct for different persons are mentioned in institutional handbook of information and college website. Code of conduct committee of the institute monitoring the rules and regulation and code of conduct of the institution |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| Extension Lecture on Culture, Values Education by Dr. Richa Sharma, Assistant Professor Dev Samaj College | 14/10/2017 | 14/10/2017 | 95 |
| Yoga Day Celebration | 21/06/2018 | 21/06/2018 | 98 |
| Add On Course On Human Rigths | 04/07/2017 | 04/09/2017 | 25 |
| Add on Course on Ethics in Education | 05/02/2018 | 17/03/2018 | 25 |
| Add on Course on Yoga and Meditation | 05/02/2018 | 17/03/2018 | 23 |
| [View File](#) | | | |

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

| |
|---|
| Plastic Free Campus Smoking Free Campus Large Area Green campus Proper Sanitation facilities |

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

| |
|---|
| Best Practice I 1. Title of the Practice: Eco-friendly and Green Campus 2. Goal: a) Eco-campus by planting more trees b) Conservation c) Efficient use of |

available water d) Proper waste management 3. Context: Pollution is becoming very serious day by day due to deforestation and urbanization. A clean and healthy environment aids effective learning and provides a conductive learning environment. We decided to educate and make aware students on the issues such as renewable energy sources, waste management and recycling. We decided to work in the areas of power, plant, water and cleanliness. The stakeholders works to develop an eco-friendly, sustainable campus and to disseminate the concept of eco-friendly culture. 4. The Practice: Sidana Institute of Education resolved to work with stakeholders to foster a culture of self-sustainability and eco-friendly campus. The time bound strategies are developed to implement green campus initiatives. At the outset, a committee comprising faculty from the various departments of Sister Institute is constituted in consultation of IQAC. It was entrusted the task of formulating strategies for clean and green campus. This committee conducted a green audit of the campus periodically. This helps in strengthening eco campus. Following are the initiatives for making eco-friendly campus. a) Plantation: The different varieties of plant species are planted at defined intervals in the campus with the help of stakeholders. During last five years, college has grown many of new plants and trees. A unique herbal garden with more than 150 saplings, a nursery and botanical garden with medicinal plants are the outcomes of our sincere efforts. b) Conservation of energy: College receives inadequate power supply from local power grid for its academic and administrative needs. Hence, in order to meet our requirements solar power generation plants are installed and the capacity of which is enhanced periodically. This has resulted in minimum expenditure on fuel, electricity bills. This helps us to overcome reliance on erratic power supply. Following initiatives are employed on campus: i. Tube lights and bulbs have been replaced with CFL and LED lamps. ii. Optimum power utilization is practiced. c) Water conservation: i. The plants in the campus are watered by using drip irrigation system. ii. Water harvesting system is in place to collect roof top water. iii. Students are provided safe and clean drinking water using water purifying system. iv. Waste water is recycled and used for watering the plants. d) Waste management: i. E-waste like electronic equipment, empty toners, outdated computers, CDs, batteries, pen drives and different electric/electronic items are handed over to a certified external agency as scrap material in order to ensure their safe recycling. iii. Waste water from hostels is recycled and used for watering the plants. iv. The wet waste and dry leaves of plants are used for vermiculture. The composting reduces greenhouse gas emissions such as methane and nitric oxide besides it enriches soil with micro-organisms. v. The burning of litter is prohibited. Collected litter is used for composting and also as Mulch for plants. vi. Food waste used in biogas generation. 5. Evidence of Success: i. The green campus developed by college helps not only to save the environment, but also adds to the beauty of the campus. Besides providing shed to people, the plants are used for scientific studies. ii. College is able to save a lot of money on electricity bills due above initiatives and is evidenced from the past electricity bills. iii. Water conservation methods employed are helping maintaining gardens and campus green and eco-friendly. iv. E-waste management saved space as well as earn some money. v. Ban on plastic items, verminculture has made college campus clean and beautiful. vi. Eco-campus strategies employed resulted in one of the beautiful and clean college in the vicinity. It has resulted in attracting more students. 6. Problems encountered and Resources Required: i. Preservation and healthy growth of plants require a lot of human resource planning. Only NSS, units, were taken initiative preserving the plants. Water shortage problem was overcome with drip irrigation, recycled waste water. iii. There is need to install more solar power generation systems in the campus. Best Practice II Title: Personal Contact Programme (PCP) Mentor Mentee Systeem Goals • To provide the platform to the students to have face-to-face interaction with the Mentor without any hesitation. • To provide an opportunity to students to share

their learning experiences. • To develop confidence among the students to seek guidance from mentors to solve their problems related to academic and even personal matters. • To help the students to overcome the barriers in their learning. • To facilitate in building the rapport of the Mentor with the students. • To facilitate in knowing plans of the individual student regarding her aspirations for further studies and employment. The context Students from different socio-economic background take admission in the our institution so it becomes important for teacher to understand the professional needs and prepare them for to be a teacher. The practice: Personal Contact Programme (PCP) aims at gauging the requirements and aspirations of our students. PCP is held every year in the beginning of the session in the first week of month of August whenever the session begin, wherein a panel/group of members of the faculty meets new students individually. The information of each student pertaining to her educational and family background as well as her interest and aptitude, career aspirations, challenges in pursuing the studies etc. is recorded during PCP programme. Members also assess the needs of the students in terms of the latest trends and change in the teaching profession. Evidence of success • It initiates bonding between the students and the institution at once. • The teachers get an overview of the class, the family background, their educational background they had and so on which is quite helpful in adopting the teaching style that suits them the best. • Most of the students open up and share the problem, if any, without any hesitation. The Problem Encounter: • Students' shyness and hesitation in sharing the problems they face. • Time required for putting even the student at ease to know them well.

| Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link |
| --- |
| https://sidanainstitutes.com/sie-naac-portal.php |

## 7.3 – Institutional Distinctiveness

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

The objective of Sidana Institute of Education is to Be a worldwide recognized institute for the comprehensive education and great student experience. The global viewpoint, the concentration on complete education, and the prioritization of student experience are three distinguishing features of this concept. The school focuses on providing students with an amazing classroom experience and goes to great lengths to ensure that they have the greatest possible learning environment. The classes are participatory, with a continuing goal of preparing students for the global difficulties that they will face in the future. It is not simply the use of technology that is important, but also a thorough examination and comprehension of the outcomes of the teaching-learning process. This provides teachers with a clear understanding of how, where, and when the students will be assessed. Feedback mechanism, staff colloquia, continuous brainstorming among colleagues to improve class quality, inputs from the student council and individual students, peers inputs and alumni contact all help to ensure that students have access to the best educational approaches. The college is the ideal choice for the student who study here because of the right combination of experience and young among the teachers, as well as absolute parity when it come to a mixture of male and female teachers providing top notch education. Every member of the teaching profession, as well as the college administration, believes that the student experience is extremely important. The student would attest to the fact that there is a good mix of subject. Preparing pupils for the future entails providing them with the Knowledge, skill, attitude necessary to succeed in life. Comprehensive education also includes assisting students in better understanding their peer, collaborating their groups and having the sensitivity

to understand others. To realize our dynamic vision, we strive to lift the bar and set higher expectations for ourselves with each passing semester, so that our students enjoy the finest possible holistic experience with us. Studies, group discussions, cultural events and international day celebrations all combine to make the college an ideal venue to pursue their studies.

| Provide the weblink of the institution |
| :---: |
| https://sidanainstitutes.com/sie-naac-portal.php |

## 8.Future Plans of Actions for Next Academic Year

As per the recommendation of National Council for Teacher Education, the college website will be updated with the latest information and the activities carried out in the last year. NAAC portal will also be created on the website covering the following links: - LINKS- - NAAC Accreditation Certificate of Ist Cycle. - IQAC- Aims, Objectives, Function - Notification of IQAC formation - Year-wise Minutes of IQAC - Year-wise AQAR - Registration Certificate and Aims and Objectives , functions of Alumni Association - Minutes of Alumni Association - Copy of ISO certificate - Student Satisfaction Survey Policies: - Institute Quality Policy - Environment and Green Campus Policy - Professional Ethics. Three Days Training session will be arranged by the head of Department for the professional development of office staff on the topic Microsoft Office, Tally, Photoshop, Coral Draw etc. softwares. Review of exiting internet speed will be made by the expert and it has further recommended to increase the bandwidth of the internet. LAN Network of the College will be updated with new technology. With the desired changes as recommended by IQAC members AQAR will be submitted to NAAC. Revision workshops as directed by the IQAC Cell will be arranged and implemented as per the need and requirement. Water Conservation Policy of the institute will be implemented in letter and spirit. Accordingly, Rain water harvesting wells will be developed as per the norms of the local body and required specification by the recommendation of IQAC members. The results submitted by the departments will be analyzed and discussed in detail . Suggestions for making programme more functional and skill oriented will also be discussed. Orientation of the faculty will be done before the implementation of the B.Ed curriculum. Faculty will be assigned additional responsibilities wherever required. The present situation will be reviewed and appropriate suggestions will be made for more MOUs and Collaborations.