



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		SIDANA INSTITUTE OF EDUCATION VILLAGE KHALA 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	143109																		
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.NeetuMakkar 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-2017-18.pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	https://sidanainstitutes.com/pdf/sie/Academic-Calendar(2021-22).pdf																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.81</td> <td>2015</td> <td>03-Mar-2015</td> <td>10-Aug-2020</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.81	2015	03-Mar-2015	10-Aug-2020
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.81	2015	03-Mar-2015	10-Aug-2020														
6. Date of Establishment of IQAC	10-Aug-2010																		
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries								
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IQAC		
Developed Smart Class Room for teaching learning process.	25-Jul-2018 1	95
Review of MOUs and Collaborations for the betterment of the faculty and the students.	01-May-2018 1	135
Review of MOUs and Collaborations for the betterment of the faculty and the students.	21-Jun-2018 1	94
To promote student centric activities and providing health insurance to the students.	25-Aug-2018 1	135
Established the Wi-Fi and CCTV surveillance systems in the campus.	02-Jul-2018 1	203
Management of Bio-waste generated in campus and Conduct of green audit for campus	21-Jan-2019 1	203
Value added and skill-oriented activities started from this session for the students	20-Aug-2018 120	177
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)	
<ul style="list-style-type: none"> • Arranged environmental awareness programme for preservation of natural resources. • Developed Smart Class Room. • WiFi and CCTV surveillance systems in the campus. • Management of Biowaste generated in campus • Conduct of green audit for campus. • Review of MOUs and Collaborations for the betterment of the faculty and the students. 	
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	Achivements/Outcomes
To arrange environmental awareness programme for preservation of natural resources.	Achieved
Established the Wi-Fi and CCTV surveillance systems in the campus.	Achieved
Management of Bio-waste generated in campus and Conduct of green audit for campus	Achieved
Review of MOUs and Collaborations for the betterment of the faculty and the students	Achieved
Value Added and skill based courses started at campus for the students free of cost.	Achieved
View File	
14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
Sidana Educational & Welfare Society	25-Mar-2018
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to	Yes

AISHE:	
Year of Submission	2019
Date of Submission	27-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	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 other social media platforms

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

College is affiliated to Guru Nanak Dev University, Amritsar, Punjab which has its admission plan and policy, provides B.Ed. Programme curriculum along with list of different courses, examination scheme, weightage to the theory and practicum. University completes entire admission process by the end of July every year. We strictly follow the syllabus, curriculum policy, plan and instructions who given by GNDU. College have 2 year B.Ed. programme. While revision and up gradation of syllabus is done at University level, the college has a mechanism for effective, documented curriculum delivery. At the commencement of each academic year, the Institute has meticulously developed an effective and result oriented mechanism for curriculum delivery and documentation. Academic Committee has been formed which aims to provide quality education to the students and ensures all academic activities adhere to university curriculum and its academic calendar. Every faculty member during the course of induction week, provides individual time plans and reading lists foe each course to the students as well as display it in the classroom. From the present session, institute has developed a healthy practice of making power presentation to facilitate the students on the following during induction week

- Programme Objectives and outcomes
- Course Objectives and Outcomes

(Separately of each course of studies) - Professional Ethics and ethics in education These time plans are adhered to, so that the students able to gauge with a degree of clarify, what portion of the curriculum will be delivered within the stipulated time frame. These time plans are also preserved each year as documentation. Besides traditional lectures and seminars, infrastructure for the use of ICT in classroom, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. In some departments, bridge courses or supplementary courses are held in order to make the curriculum delivery more holistic and effective. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through Value Education. 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 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 a breath of key learning areas. Our Institution provides different platforms to develop deeper understanding and clarity of thought for the students. We use a collaborative and cooperative approach to enrich the learning of students. Team teaching and Co-teaching (Co-Teaching is defined as two teachers (teacher candidate and cooperating teacher) working together with groups of students; sharing the planning, organization, delivery, and assessment of instruction, as well as the physical space) are used during the delivery of the lesson.

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	20/08/2018	Nil	Yes	Yes
Yoga and Meditation	NIL	20/08/2018	Nil	Yes	Yes
Ethic in Education	NIL	04/02/2019	Nil	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	75	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	20/08/2018	25
Yoga and Meditation	20/08/2018	25
Ethics in Education	04/02/2019	25
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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	Internship	91
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Nil
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
<p>Feedback is two-way communication between the provider and the receiver. Effective feedback, both positive and negative is important for continuous improvement as it helps in understanding the strengths, weaknesses, opportunities and challenges faced by the organization. It is advantageous to the organization as well as the stakeholders as improvisations made based on the feedback received benefits all the stakeholders. Feedback from students, employees, alumni inculcates a sense of ownership about the organization and makes them feel valued and responsible. To obtain Regular feedback Institute has developed different Feed Back Schedules containing different key indicators and important goals in order to remain aligned part of continuous learning process for regular improvisations to serve better 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</p>

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.

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	Teacher Education	200	0	177
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
2018	177	0	18	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
18	15	6	6	6	8
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 15-16 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
177	18	1:10

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	19	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
Nil	NIL	Nil	NIL

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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 1	02/01/2018	29/03/2019
BEd	NA	Semester 2	19/12/2018	02/04/2019
BEd	NA	Semester 3	06/06/2019	27/07/2019
BEd	NA	Semester 4	31/05/2019	29/07/2019

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

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The institution has a centralized continuous Internal Evaluation System as per the norms of Affiliating body i.e. Guru Nanak Dev University to assess the programme as well as course outcomes throughout the year. However, Institute organizes orientation program for the students at the commencement of new batch every year. The program would help students to familiarize with the institution, curricular and co-curricular activities, facilities, rules and regulations etc. Initially, the students are identified and assessed as Advanced Learners and Slow Learners on the basis of marks obtained at Graduation for Under-Graduation and Post-Graduation Courses respectively..

1. Internal Exams 2. Class Participation 3. Classroom Performance 4. Presentations

After one month of classes students are again assessed on the following parameters to identify Advanced learners and Slow learners The mechanism of internal assessment operates on continuous basis • 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: o PPT Presentation o Internal 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. 1. The Academic Calendar is shared with all the faculty members to ensure the timely submission of Academic Inputs Such as -Lecture Plans, Question Banks, Model Test Papers and Solution Sets as per the schedule. 2. Time Table for every course is prepared according to the Academic Calendar and separate Time Table is prepared for Computer Lab and Language lab. Time table in-charge prepares the time table as per the guideline of respective statutory 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	909	90	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-e-1.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	180	Sidana Educational and Welfare Society	20000	20000

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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
A Workshop on Drama and Art in Education by Dr.Indu Sudhir, Assistant Professor, Khalsa college of Education, Amritsar	Sidana Institute of Education	31/03/2019
Extension Lecture on "Economy for Productivity and Sustainability" by Mr. Mandeep Singh Gill research Scholar of P.T.U was organized at Sidana Institute of Education. Concept of sustainable Economic development.	PTU	12/02/2019

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	Nil	NIL

[View File](#)

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

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of
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Center			Start-up	up	Commencement
1	Mindlinks Technology	Sidana Educational and Welfare Society	Mindlinks Technologies	Software Development Organisation	26/06/2019
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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
NIL	0
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	Nil	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	Nil	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
Attended/Seminars/Workshops	0	9	0	0

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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
Tree Plantation Programs	Sidana Institute of Education) NSS unit	5	80
Say no to Plastic	Sidana Institute of Education) NSS unit	11	73
Swachh bharat abhiyan	(Sidana Institute of Education) NSS unit	10	76
National Voter Day	Sidana Institute of Education) NSS unit	12	169
International women day	(Sidana Institute of Education) NSS unit	10	162
Reflector on tractors	Sidana Institute of Education	10	168
Sweep Programme	(Sidana Institute of Education) NSS unit	12	164
International yoga day	Sidana Institute of Education	9	170

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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

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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 activities	Number of students participated in such activities
Swachh Bharata Abhiyan	Sidana Institute of Education) NSS unit	Swachh Bharat Abhiyan	10	76

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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
faculty exchange	112	Sidana Educational and Welfare Society	1
faculty exchange	106	Sidana Educational and Welfare Society	1
Student Exchange	98	Sidana Educational and Welfare Society	1
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	Various schools affiliated to CBSE and PSEB	23/07/2018	10/11/2018	91
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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 of Education, Mudhal	06/01/2017	Faculty, information and cultural Exchange	196
Khalsa College of Education, Ranjit Avenue, Amritsar	23/01/2019	Faculty, information and cultural Exchange	196
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
490000	487000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
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 partially)	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	4820	1152417	48	8620	4868	1161037
Reference Books	816	263451	312	50214	1128	313665
e-Books	0	0	58	16500	58	16500
Journals	16	10840	0	0	16	10840
e-Journals	0	0	1	19470	1	19470
Digital Database	0	0	1	19470	1	19470

CD & Video	20	2000	0	20	20	2020
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 & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
nil	nil	nil	Nil
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/UCw0FsLgBkCaUENJOMOTK5ZQ
Google Class Room	Sie.online.classes@gmail.com
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 incurred on maintenance of physical facilities
588500	588080	714500	726991

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://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	22	14136
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 implementation	Number of students enrolled	Agencies involved
Value Added courses 1. Yoga and Mediation	20/08/2018	25	Sidana Institute of Education
Human Rights	20/08/2018	25	Sidana Institute of Education
Ethic in Education	04/02/2019	25	Sidana Institute of Education
Soft Skills Development 1. Group Discussion	16/01/2020	88	Sidana English Hub
Declamation	17/01/2020	163	Sidana English Hub
Extempore	20/01/2020	152	Sidana English Hub
. Interview preparation	21/01/2020	77	Sidana English Hub
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 passed in the comp. exam	Number of students placed
2018	PSTET/CTET	176	176	15	22
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
4	4	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

Sidana International School	15	2	Baba Karam Das Public 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
2019	5	B.Ed	Sidana Institute of Education	Guru Nanak Dev University Amritsar	PG 1. M.Sc. (Chemistry) M.A. (Eng), M.A. (Punjabi), M.A Eco.
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	7
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	162
Inter School Competition	State Level	83
Poster Making Competition on COVID-19	College Level	150
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
2019	Youth Festival	National	0	1	00	NIL
2019	Inter College Co mpetition	National	0	4	00	NIL
Nill	Lok Kalan Pardashni	National	0	4	00	Nil
View File						

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

REPORT STUDENT COUNCIL 2018-2019 Introduction The Student Council is an increasingly common feature in many Colleges and have worked to the benefit of the institutes. Students have valuable contribution to make to the betterment of their college and Their involvement in the operation of the college is itself a valuable part of the education process for the students. A Student Council provides an opportunity for students to engage in a structured partnership with Teachers, students and management in the operation of their college. Research indicates that Student Councils can improve academic Standards and reduce dropout rates in colleges

OBJECTIVES:

- To create a sense of ownership of the college and its activities among the student population.
- To improve understanding between and within groups through interaction and communications
- Help in conducting academic, sports and cultural activities smoothly.
- Communication and co-operation with college staff.
- Conduct activities of the B.Ed. program smoothly.
- To develop positive attitudes and to practice good citizenship
- To increase student involvement and college pride
- To improve college morale and general welfare

Executive Members of Student Council (2018-2019)

- Dr. Jeewan Jyoti Sidana Principal
- Ms. Pawandeeep Kaur Teacher In-charges
- Ms. Navneet Kaur Treasurer
- Mr. Darshpreet Singh Bhullar Discipline Committee in-charge

Members of Student Council:

- President
- Vice President.
- 8 Student Members.
- Secretary (student)

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Sidana institute of education has, organized the Alumni meet on 23-10-2018 in Shri K.L. Sidana Auditorium. The Alumni meet is conducted every year in order to reconnect with the Alumni and celebrate their success and various achievements. The Alumni started arriving in college by 9.00 a.m. and they were received by the registration team and were taken on a campus tour where they revisited the familiar place where they had studies and were shown the various developments that had taken place since then. The Alumni Meet started with the Shabad Kirtan seeking the blessings of almighty by the students of semester (ii). The hosts of the event Chahat Maheshwari and Rishi Soni (students pursuing B.Ed) invited the dignitaries to occupy the dais, to start the occasion on an auspicious note, the chief guest Mrs. Swraj Gover (renowned Social worker) proceeded to the dais, for the lighting of the lamp, accompanied by Principal, Dr. Jeewan Jyoti Sidana and Administration Mr. P.S. Gill. Our Principal Dr. Jeewan Jyoti Sidana welcomed all the dignitaries and all the alumni for responding to the invitation from college and being present for the alumni meet in spite of their busy schedule. She then proceeded with presenting the college report highlighting the various milestones reached in the past year. Some notable points were:

- Sidana Institute of education permanently affiliated to GNDU.
- She spoke about various new courses offered by GNDU to Sidana Institute of education.
- She informed about various achievements of youth festival.
- She congratulates the students for 100 result in university examination.
- She happily share the news that Sidana Institute affiliation under 12(f) and 2(B). The suggestions and ideas for the overall development of the institute were welcomed from the members of alumni association. They shared their valuable experiences. They were said to join the meeting of next year and to contribute and support the institute in every manner. Asst. Prof., Kanika Bhatia, came forward She shared the aims and objectives of the Alumni meet. She told that 400 students are in alumni association and still a lot more to register with the help of social media and the suggestions of alumni are always welcomed by the Sidana Institute of Education. The Alumni placed at different

places shared the different ideas to make the campus lush green, environment friendly, Eco-friendly these ideas were welcomed and appreciated by Mrs. Sawraj Grover and Dr. Jeewan Jyoti Sidana. The time had come, The alumni were treated with cultural performance by students of semester- (ii) now, it had come to most awaited segment of alumni meet and distinguish Alumni Award was announced by Assistant Professor, Mrs. Kanika Bhatia. The distinguish alumini award 2018 was presented to Awardees Names: 1. Raminder Kaur 2. Sakshi Bagga 3. Kwaljeet Kaur 4. Gurwinder Kaur .

5.4.2 – No. of enrolled Alumni:

150

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

37500

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. we follow a decentralized system of management by delegating the authority and providing operational autonomy to all the various functionaries through a chain of committees.
- The Institute has a Governing Body which delegates all the academic and operational decisions to the Principal who is Member Secretary of the Managing Committee.
- Principal who is Member Secretary of the Managing Committee. formulates common working procedures and entrusts the implementation with the faculty members through Programme Coordinators, who are further assigned an Academic Coordinator to coordinate all academic activities in the Institute.
- The Faculty members are entrusted with the responsibilities in the form of various committees and are allowed to conduct various programs to enhance overall development of the students. Each Committee also has Student Coordinators as a liaison between students and the faculty coordinators.
- The members of teaching and non-teaching play equally significant roles to participate in the decision-making system of the Instiute.

Participative Management Institute promotes culture of participative management

wherein the faculty members, staff and students are involved in various activities. All decisions of the Institution are taken by the Principal has faculty and staff who provide suggestions to improve the excellence in the Institute.

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	<p>? Curriculum Development:</p> <p>Introduction on add-on course and flexible number of options. • An assessment of the effectiveness of the current curriculum is done through feedback obtained from faculty, students, alumnae, subject experts, employers and members of the academic audit. After reviewing suggestions from all stakeholders, the Curriculum Restructuring Committee brainstorms for additional inputs. • Based on the framework given, departments develop an outline of the proposed programme/course, with details such as course description, objectives, unitisation of the courses, evaluation patterns and references. The experience gained by faculty members as resource persons at conferences, seminars/workshops and also as members of Boards of Studies and Academic Audit Committees in other institutions facilitates the process of revision. • The major restructuring is done periodically after taking into consideration the feedback from all the stakeholders such as alumni, employers, industry and academic experts from educational institutions. • Curriculum related workshops and orientation programmes are organised. • Renewed the strategies for the question paper setting and remedial measures at the institutional level.</p>
Teaching and Learning	<p>• Teaching and Learning : Different models of teaching like advance organisator model by Ausubel, Inductive thinking Model by Taba and various innovative techniques like Peer Tutoring, collaborative learning, team teaching etc. adopted by the institution in Teaching and learning • Use of Problem solving ,Case studies and Role play methods in teaching</p>

learning • Viewing and discussion of documentaries and movies • Article review and Using language lab to enhance communicative skills. • ICT enabled teaching -learning process. • Experiential learning to reinforce the fundamentals of the subject. • Use of different models of teaching. • Use of Audio visual aids for effective teaching learning process. • Use of video-conferencing • Preparation and utilization of E-learning modules

Examination and Evaluation

Evaluation of students is based on both Continuous Assessment (internal) and the End term Examinations (external) • Different methods of assessing the student -tests, quiz, seminars, assignments, projects, dramatization of plays, etc. • Formative and summative assessments

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 • Permission granted to teachers to attend coursework in Ph.D with full pay • Purchase of books digital resources and psychological tests for researches • Encourages Peer researchers

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 facilities and hostel facilities • Provision of Hall and Seminar Hall for various functions and activities

Human Resource Management

• Orientation to teaching and non teaching staff. • Recruiting the staff as per UGCNCTEGNDU norms • Regular Performance appraisal and evaluations of the faculty before the promotion • 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. • Permission granted to teachers to attend coursework in Ph.D with full pay • 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 website and handbook contain information about the institution and the programmes offered. The handbook 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. • Centralised online counselling is done by the affiliating University for the admission of the B.Ed students. All information relating to admission processes is made known to the public by way of a Help Desk that is set up during admissions. Student volunteers assist in guiding the candidates and their parents during the admission process. The use of ICT has facilitated the admission process and has reduced the amount of paperwork as well as the use of paper.

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

E-governance area	Details
Student Admission and Support	<p>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. Financially challenged students receive sponsorship through 'Earn While You Learn' Scheme</p>
Examination	<p>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</p>

	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.
Planning and Development	There is a Building Committee with members from faculty and office staff to assist with the planning and execution of vertical extension of the college, planning for infrastructure associated with the new wing. The Planning Board, comprising teachers, non-teaching staff, discusses financial matters regarding grants received, needs of departments so as to plan and budget
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	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.

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
2018	Mrs. Neetu Makkar	Workshop on NAAC organized by IQAC G.N.D.U	Guru Nanak Dev University ,Amritsar	500
2019	Mrs. Neetu Makkar	MHRD Sponsored Workshop on Developing E-content	Guru Nanak Dev University, Amritsar	500
2019	Mrs.Navneet Bhangu	Workshop on " Instructional strategies for social Science teachers	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)
2018	Workshop on effective teaching plan	NIL	03/09/2018	06/09/2018	19	0

[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
Workshop on Instructional strategies for social science teachers	2	10/05/2019	23/05/2019	24
Workshop on "E Content Development" conducted by GNDU Amritsar	1	19/04/2019	02/05/2019	14

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
18	18	21	21

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	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

Transport facilities Book
Bank Facility Access of
Wi-Fi

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
NA	0	NA
View File		

6.4.3 – Total corpus fund generated

63258

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	Yes	Sidana Educational and Welfare Society
Administrative	Yes	Dr. Jai Bhagwan	Yes	Sidana Educational and Welfare Society

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

1. Formation of an Executive Committee for the smooth functioning 2. Regular feedback from the parents for the overall development of the college 3. Participation in various important days as guests.

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

1. To attend seminars, workshops and seminars 2. Internet facility in library for the enrichment of teaching and learning 3. Motivation to faculty for the research projects.

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

1. To start value added courses and skill development courses 2. To review MOU for the betterment of the staff and students 3 To arrange environment awareness programme

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
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
2018	developed Smart classrooms for Teaching Learning Process	15/04/2018	25/07/2018	25/07/2018	95
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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
? National Voter Day	25/01/2019	25/01/2019	47	3
? International Women Day	08/03/2019	08/03/2019	47	3
? SVEEP program	24/04/2019	30/04/2019	176	21

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
2018	1	1	24/09/2019	1	Tree Plantation Program	Awareness Program for local people of the village, teachers and students	85

[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 Principal	22/04/2019	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	22/04/2019	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 Students	15/07/2019	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 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	22/04/2019	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
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day Celebration	21/03/2019	21/03/2019	179
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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

TITLE: Enhancing Teaching Learning Process **GOAL** To ensure that academic calendar should followed and complete the syllabus accordingly. To encourage teachers to adapt to technological advancements including ICT adoption in class room teaching. To ensure the peer is tutoring and Cooperative learning. To ensure percentage will improved semester wise and enhance the number of ranks bagged by the institute at the university level examinations. **THE CONTEXT** Division of the syllabus in different section have always keeping in the mind by the teacher, unit test class test are planned accordingly. If teachers find it difficult to keep pace with the techno - savvy pupil learners, the peer tutoring and cooperative teaching will take place in the regular classroomit will beneficial for the teacher and as well as for the students. It has become essential for the teachers to adopt to the latest pedagogic styles and include ICT in class room teaching. To avoid mismatch between the pupil learner and the

teacher handling varieties of tools available for teaching - learning the peer tutoring and cooperative teaching helps at various stages of teaching. The PRACTICE Students got information of overall academic year by the information handbook and institution website The teaching - learning committee along with the head of the Institute monitor the pace of coverage of the syllabus. Teachers upgraded their knowledge and engaged in various faculty development programme to enhance their knowledge and skill in teaching. Informal feedback is obtained from students regarding the content delivery by different teachers. Students evaluation is done with the help of assignments, tests, classroom behavior, attendance and project works. Different resource rooms and ICT lab communication lab are available to teach the future teachers how to teach in the classroom. Computer experts and other expert staff train the teachers in the use of Power Point Presentations, browsing the internet for useful resources, uploading content on the college website, use of google docs for information sharing, etc. EVIDENCE OF SUCCESS Teachers have adopted modern pedagogic styles and ICT in their classes. Teacher Recorded lectures are available on You Tube Appropriate media is used to teach the students. Appropriately paced and timely completion of syllabus. Students feedback have taken time to time. Improvement in results. PROBLEM ENCOUNTERED The demand for ICT resources is increasing and paucity of funds has been the biggest impediment which may dampen the spirit of technology adoption by teachers. Best Practice- II Title: Community Engagement Goal: In today's world, where majority of the people are pursuing only self interests relentlessly, the institution recognizes the need to inculcate universal values like promotion of truth, selflessness, righteousness etc in the community level. THE CONTEXT The NSS Cell corporate with the community and encourages the students to involve them in various awareness programmes. It helps the each member of the community to develop harmonious development of body, mind and soul and promotion of universal values. Cultivate inner calmness-a way to peace and develop the feeling to help others .it helps to preach and practice truthfulness , trust to each other. NSS activities help the students to deal with academic, non academic and emotional stress by tapping their inner sources of strength. Community engagement programmes develop a positive attitude among the students as well as in the community members. THE PRACTICE: The NSS cell has organised the following activities. a) A programme on promotion of universal values on 21.06.18. b)Environment Awareness programme regarding plant more trees 24-9-2018 c)Awareness programme regarding sanitation facilities Swachh Bharat Abhiyan on 2.10.2018 d) Programme on importance of Democratic Institution and anti-drug awareness programme on National Youth Day12.1.19. e) Psychological counselling of girl child in commemoration of International Woman's Day held on 08.03.19. f)Create awareness to save lives with installation reflector on tractor 18.3. 2019 g) Create awareness to use right to vote in proper manner 24-4-2019 EVIDENCE OF SUCCESS Students are increasingly taking interest in this practice. They are regularly attending these classes as well as eintract with the community to create awareness. PROBLEM ENCOUNTERED Some time community people are not taking any initiatives. Climatic conditions also create hindrance to implement these activities.

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

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust. Provide the weblink of the

institution in not more than 500 words The Institute has continuously and successfully maintained the quality of education, as is evident from various academic parameters .Since its inception, all the requisite norms of governing authorities have been implemented to see that service to the society through quality technical education is served. Staff, students and the stakeholders enjoy the association with the institution due to its transparency in entire The Academic Calendar is prepared well in advance before the commencement of every session which outlines the beginning of the session, Internal Exams and External Exams schedule. All the academic activities are conducted as per the Academic Calendar along with co-curricular activitiesFaculty members fortnightly give assignments and presentations to the students and ask submissions for their internal assessment. Special Internal Exams are also conducted as another attempt for the Absent students. Feedback of the faculty members is taken from the students in every session.Saving water and rain water harvesting is also taught as an activity as the institute is well planned to harvest rain water in the campus itself the students learn from the environment around them in the campus. The conservation drive focuses on the judicious and proper utilization of water. This is an ideal solution of water problem where there is inadequate groundwater supply and surface sources are either lacking or insignificant. Rain water is bacteriologically pure, free from organic matter and soft in nature. In the present-day world, rapid urbanization coupled with industrialization has become the order of the day. Added to urbanization, scanty and erratic rainfall is often resulting in reduction in water levels indicating depletion in storage in the surface reservoirs. Dependence on ground water is increasing rapidly over the past two decades. The demand is so high that indiscriminate use of groundwater resulting in steep fall of the ground water levels and there is also reduction in yields.

Provide the weblink of the institution

<https://sidanainstitutes.com/sie.php>

8.Future Plans of Actions for Next Academic Year

1. To strengthen the Placement Cell and review on the progress of the cell.
2. Faculty Members will prepare Self Appraisal Report and submit the report to the concerned incharge.
3. To conduct Student Satisfaction Survey
4. To conduct Orientation Programme on " Use of Library Resources"
5. Preparation for the 2nd Cycle of NAAC
6. Plan to organize Extension Activities for Social Cause on a large scale.
7. To shift teaching learning from normal to blended learning for the better outcome by adding online services for the students along with the offline campus mode.