Yearly Status Report - 2019-2020

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	**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	**Mr. Gursewak Singh Bhullar**
Phone no/Alternate Phone no.	**+919988461002**
Mobile no.	**9888891002**
Registered Email	**sie.amritsar@gmail.com**
Alternate Email	**sidana.iqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sidanainstitutes.com/sie-documents/naac/aqar-2018-19.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

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	**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		
Registration of Alumni Association	10-Sep-2019 1		15
	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
Nil	Nil	Nil	2020 00	0
		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)

• Registration of Alumni Association • Development of E Content started on Official YouTube Channel of Sidana Institute of Education. • Academic and Administrative Audit (AAA) Committee for the institute • Conducted Computer Literacy Weak for online teaching and E Content Development • Clean and Green Campus Plastic free zone

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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
Registration of Alumni Association	Achieved

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

Name of Statutory Body	Meeting Date
Sidana Educational Welfare Society	**18-Apr-2020**

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 AISHE:	**Yes**

Year of Submission	**2020**

Date of Submission	**19-Feb-2020**

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 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, every faculty member provides the students with individual time plans and reading lists foe each course which are displayed in the classroom. 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. Effective professional development is on-going, includes training, practice and feedback, and provides adequate time and follow-up support. Successful programmes involve teachers in learning activities that are similar to ones they will use with their students, and encourage the development of teachers. There is growing interest in developing schools as learning organizations, and in ways for teachers to share their expertise and experience more systematically. Course Outcomes have been developed, each faculty member who is assigned to teach a specific course develops a Unit-based and Subunit Based calendar of activities for the entire term to facilitate the learner well in advance about the academic schedule

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Human Rights	NIL	04/06/2020	48	Yes	Yes
Yoga and Meditation	NIL	04/06/2020	36	Yes	Yes
Ethics in Education	NIL	04/06/2020	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	Teacher Education	05/01/2021
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
Nill	NIl	Nill

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

	Certificate	Diploma Course
Number of Students	87	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	04/06/2020	28
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	Teacher Education	86
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	Nill

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	Teacher Education	100	95	93

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
2019	179	0	21	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
20	20	5	7	7	7

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. 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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
179	21	1:9

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	17	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
2019	Nil	Nill	Nil

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	00	Semester-I	29/01/2020	07/07/2020

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 University to 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: o PPT Presentation o Micro Discussion Lesson o Macro Discussion Lesson o Classroom Presentations Seminars o Internal Viva o Field 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 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
00	BEd	Teacher Education	86	86	100

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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	150	Sidana Educational and Welfare Society	25000	25000

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
International Webinar on "The Impact of COVID-19 on the Mental Health of College Youth" by IQAC	Sidana Institute of Education	23/05/2020
International Webinar on "The Impact of COVID-19 on the Mental Health of College Youth" by IQAC	Sidana Institute of Education	29/04/2020
National Seminar on Teacher Education: Issues And Challenges	Sidana Institute of Education	16/11/2019

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	Nill	Nil

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Mind links 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	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	00

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

Number of Faculty	International	National	State	Local

| Presented papers | 11 | 48 | 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
Awareness camp Road safety Measures	Sidana Institute of Education	9	87
Awareness camp Anti plastic Campaign	Awareness camp Anti plastic Campaign	7	83

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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
Lok Kala Pardershni (Punjabi Virsa)	Certificate of participation	Guru Nanak Dev University , Amritsar	5

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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 activites	Number of students participated in such activites
Swachh Bharat Abhiyan	(Sidana Institute of Education) NSS unit	Swachh Bharat Abhiyan	10	86

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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	1	Sidana Educational and Welfare Society	1

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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	Duration From	Duration To	Participant

| B.Ed Internship Sem III | School Internship Programme | GHS School, Chogawan | 07/08/2019 | 13/11/2019 | 81 |

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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
Shri Guru Ram Dass College of Education, Village-Pandher	01/10/2019	Faculty and Student Exchange	197

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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
525000	505000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	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 patially)	Version	Year of automation
Partially automated (by Advanta Software)	Partially	Nil	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4868	1161037	98	19451	4966	1180488

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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	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	50	0	0	3	1	30	0
Added	5	0	0	0	0	2	1	50	0
Total	50	40	50	0	0	5	2	80	0

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
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 incurredon maintenance of physical facilites
600000	610000	703451	700000

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.

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	50	413500
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 Mediation	06/04/2020	48	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
2019	PSTET/ CTET	88	66	28	28
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	3

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
Sacred Heart High School, Chogawan, Amritsar	30	1	Jagat Jyoti Sr. Sec. School, Rani Ka Bagh, Amritsar	12	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
NET	1
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
	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	Inter College Co mpetition	National	Nill	5	nil	Shilpriya 2. Sukhjinder K 3. Chahat Maheshwari 4. Kuldip Singh 5. Sonica Sharma 6. Navdeep Kaur
				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 2019-2020 Introduction The establishment of student councils play an integral and important Role in the student community. Student councils provide a representative Structure through which students can debate issues of concern and Undertake initiatives of benefit to the college and the wider community. Students have a voice and a contribution to make to their college. It is Important that they be given the opportunity to express their views on Issues of concern to them in the college. It is equally important that they are listened to and encouraged to take an active part in promoting the aims and objectives of the college. OBJECTIVES: • To enhance communication between students, management and staff • To promote an environment conducive to educational and personal development • To increase student involvement and college pride • To improve college morale and general welfare • To promote friendship and respect among pupils • To support the management and staff in the development of the college • It is also the objective to develop an awareness of good leadership qualities, hopefully, for a more informed, concerned and active citizenry of tomorrow. Executive Members of Student Council (2019-2020) Dr. Jeewan Jyoti Sidana Principal Ms. Navneet Kaur Teacher In-charges Ms. Kanika Bhatia Treasurer Mr.Darshpreet Singh Bhullar Discipline Committee in charge Members of Student Council: President Vice President. 8 Student Members. Secretary (student) Sr. No. Name of Student Roll No. Designation 1. Shuchi Mahajan 964 President 2. Manavdeep Kaur 912 Vice-President 3. Shilpriya Chhabra 966 Secretary 4. Vani Arora 948 Member 5. Rishi Soni 975 Member 6. Ritika Sharma 947 Member 7. Madhu Bala 1029 Member 8. Manpreet Kaur 1031 Member 9. Bibin Abraham 1096 Member 10. Kanika 1017 Member 11. Simran Kaur 1009 Member On---------------Sidana Institute of Education organised a meeting of student council. Dr Jiwan Jyoti Sidana (Principal Sidana Institute), Ms. Navneet Kaur(Teacher In-charge), Ms.Kanika Bhatia (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): • TEACHING PRACTICE SHIFTED TO

GOVERNMENT SCHOOLS: 2019 was the year when a sudden change in teaching practice (Teaching practice was shifted to government schools) shocked the education colleges, so it was a big issue /agenda of discussion. From long back the pupil teachers were practicing in both private and government schools, but a new policy was introduced that the students pursuing B.Ed will practice only in the government school. The schools for teaching practice were allotted by the department of school education according to the convenience of pupil-Teacher. There were so many questions in the mind of pupil- teachers which were present by the members of student council in front of executive members of student council. • The benefits of teaching practice in government schools were explained by Ms. Navneet Kaur(teacher in-charge). • Different duties were assigned to the faculty of sidana institute of education to guide the pupil-teachers in their pedagogical subjects.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Sidana Institute of Education, Amritsar is established for imparting quality education with rural folk in focus. Presently Institute is allotted with 100seats for B.Ed functions under the aegis of Sidana Educational Welfare Society, SIE has its Registered of Alumna Association which aimed at establishing a strong relationship and dialogue between the new and old students of the college, so that the college can be strengthened academically, culturally and socially. Aims and Objectives of the Association are: • Provides a forum for the alumni for exchange of ideas on academic, cultural and social issues. • Brings out publications for the fulfillment of the objectives of the Association. • Looks after the general interest of the alumni of the college. • Arrange social and cultural programmes. • Raise funds for various welfare and other schemes existing in the college On 23-08-2019 Sidana institute of Education organised alumni meet. Alumni from 2010 to 2017 were invited through the different media like mails, whatsapp groups and facebook. It was first formal meeting after the registration. The meeting was started by 11:00 PM,in Sh.K.L.Sidana auditorium. Dr. Jeewan Jyoti Sidana (Principal Sidana institute), faculty members and the members of alumni association were there. The following members were selected for alumni association: S NO. NAME DESIGINATION 1. Sonali President 2. Sania Handa Vise President 3. Darshpreet Singh Bullar General Secretary 4. Shiwangi Treasure 5. Lovejeet Singh Exective Member 6. Teena Vaid Exective Member 7. Mandeep Singh Exective Member 8. Amanpreet Kaur Exective Member 9. Nishad Sharma Exective Member 10. Nishta Exective Member 11. Neha Sharma Exective Member 12. Meenu Puri Exective Member 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. The meeting was started with the welcome speech by Ms. Sonali (President of association) she opened the discussion and Ms Sonali opened the discussion thanked Principal faculty of Sidana Institute of Education for holding first Alumni Meet after its formal Registration. She invited the principal mam to occupy the dais. Dr jeewn Jyoti Sidana welcomed all the members of Sh. KL Sidana Alumni Association in this meeting and happily informed all the faculty members members of Alumni Association that the Association has been registered with Additional Registrar of society vide Regd. No. ASR/254 of 2019-20 dated September 10, 2019 invited suggestion from them for the upliftment of the institution. As the Alumni are the brand Ambassadors of an institute, Mr Darshpreet Singh Bhullar Mrs Sania Handa who are now working as faculty at Sidana institute of Education informed that lot many changes have been made in the infrastructure, Technology Methodology of the Teaching in the institution. They informed that the college has got Permanent

5.4.2 – No. of enrolled Alumni:

<div align="center">164</div>

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

<div align="center">32800</div>

5.4.4 – Meetings/activities organized by Alumni Association :

<div align="center">2 Meetings Every Year</div>

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. The college inculcates the culture of collective responsibility amongst its faculty members and the constitutive departments. The college delegates authority and provides operational-autonomy at various levels. Under the supervision of Principal, the Vice-Principals are empowered and the departments are provided academic autonomy a concrete step towards effective decentralized governing system. Each department is given freedom to prepare its academic planner and schedule of activities, Time-table, designing and assigning of student projects, to conduct workshop/hands-on-training programs/guest lectures on areas prioritized by the departments.The office administrative responsibility distribution and monitoring are handled by the Registrar in tandem with the college authorities. Though budget preparation is an administrative responsibility, individual budgets are prepared at departmental level and final budget is prepared based on those departmental inputs.

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

<div align="center">Yes</div>

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	The Institution follow the syllabus designed by theGuru nanak dev University. The Academic Council is the highest academic body of the University and is responsible for the maintenance of standards of instruction, curriculum and examination within the University.To supplement the classroom teaching and to effectively add value to the curriculum, the Institution organize workshops, seminars and conferences at nationaland international levels. Students are involved in organising these under the guidance of their teachers so that they get trained to handle projects and events in future.
Teaching and Learning	• The college continuously improves its infrastructure and incorporates new technology, tools and aids, to improve the teaching and learning processes. Classrooms and all laboratories are equipped with projectors. Wi-Fi is available across the college campus for teachers and students. Laptops are given to students and systems are also available in library to help students prepare their presentations and get access to e-resources. • To supplement regular class room teaching, many workshops, conferences, seminars and educational tours are regularly organized for students and teachers. The students are encouraged to participate in various seminars, festivals, events and research projects not just in Sidana College but also in other colleges or Universities. • To bring about practical understanding of curriculum the departments organize educationaltours, laboratoryvisits, field trips / excursions etc.
Examination and Evaluation	The rules and regulations concerning the evaluation process are displayed on the college website. • Students are also informed about the distribution of marks of internal assessment on the departmental orientation day and during regular classes as well. • The Institution hold regular meetings to ensure that the teachers take regular class tests, assignment, presentations etc. as a part of the initiative taken by the college for effective evaluation of the students.Record of syllabi

		covered every month is maintained by each department. • The attendance and internal assessment marks(assignments, tests and projects) are uploaded on the college website. The uploaded information can be accessed and verified by the student as well as by parents at any time. Any queries or discrepancies are resolved out to the full satisfaction of students and teachers.
Research and Development		Within the rules of UGC, study leave with full remuneration is provided to staff for PhD, post-doctoral research work, duty leave is granted for attending workshops and training programmes. They are encouraged to attend conferences and seminars and undertake research projects. The teachers are also granted sabbatical leave for academic pursuits and for writing books. Lab visits to other institutes are arranged for students to give them exposure to latest research and technology
Library, ICT and Physical Infrastructure / Instrumentation		LIBRARY It is totally computerized all the books bar coded. Smart cared is been introduced for issuing and receiving the books. Stocks verification of books are being done annually. E-libraryfacilityis provided for student and faculty members. ICT FACILITY • Wifi enabled campus. • Teachersand studentsare regularly making use of internet facility. • The institution organise power point presentation competition at both intra and inter collegiate levels. • Teachers are clarifying students doubts through whatsapp group during examstudy holidays.
Human Resource Management		Human resource is an integral part of an organization and the college takes utmost care to manage this resource very efficiently and carefully. The roles and responsibilities, interests and rights of the staff are respected and protected within the purview of the rules Apart from following all rules of remuneration, leave and perquisites, emphasis is laid on the welfare and development of the staff. I • Confidential performance appraisals are regularly filled and used positively for future improvement. Personal files and data are well recorded and maintained. • The college has

	computerized account keeping and administrative system. Pay-slips and PF statements of employees are transmitted electronically. The superannuation benefits are also provided promptly. • Bio-metric attendance system ensures regularity and fair assessment of teaching, students, and non-teaching staff. • To motivate employees and to honour sincerity, certificate of appreciation for best worker is given every year to one or two members of teaching and non-teaching staff of the college. • The leadership provides a very congenial environment for efficient working.
Industry Interaction / Collaboration	Placement Committeeconstituted byStaff Council in the collegeworks to provide students with exposure to resume writing, soft skill training, industry and employment opportunities. Companies are invited by the college to give pre-placement talks, conduct interviews, and hold discussions. Companies also offer internships to second year students during summer break. The Placement Cell works for increasing industry interaction, networking with corporations and providing corporate exposure to the students.Workshops, seminars, awareness programmes are organized by the college which involve eminent resource persons from industries and institutes of higher learning. The college encourages and helps students to take summer trainings in research institutes and industries.
Admission of Students	The admission process in Sidana Institution of Education is highly transparent and consistent. The rules and regulations of the Guru Nanak Dev University are strictly adhered to. • The entire admission process is published in the college prospectus. • The admissions are purely merit based. For admission to any course in the college, the candidates are required to fill the university centralized application form. • The cut-off lists of various courses are displayed on the college and University websites. The same are also displayed on the college notice boards. • The admission form and procedure of the college is completely online. The college has a fully computerised admission management

	system

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	• A software package called "easy" has been used for preparation of yearly budget with all required details. • Preparation of monthly salary statement for teaching and Non-teaching staff has been done using software system. • Helping the students to apply for various scholarships under different schemes. • Preparation of Semester Planner which includes all activities such as invited talks, seminars, conferences etc.
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	During the admission time, complete details of students are stored in the software. Further, reports in different forms are generated when there is a need arise.
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. Thus the Chief Examination Officer and examination committee in College ensures transparency and quicker methods of conducting exams. Besides that marks of the internal exams and semester exams are also sent to the University online. College also Displayed Internal Examination Results Online on College Website. System is Student Friendly.

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
2019	Mr. Gursewak Singh Bhullar	National Seminar onTeacher Education "Issues and Challenges	Sidana institute of Education , Khiala Khurd , Amritsar	0
		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)
2019	Orientation Program	Orientation Program	30/05/2019	30/05/2019	12	4
			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
MHRD Sponsored Workshop on Action Research and Case study	1	02/08/2019	08/08/2019	7
		View File		

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
21	21	23	23

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	Health Camp Blood Donation Literacy Camp Uniforms to class IV Free medical facility is	Transport facility Book bank facility Access of Wi-Fi Free Concession to the needy students Free

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	provided to Non -Teaching Staff Group Insurance scheme PF as per rule Festival advance Maternity leave Medical leave Transport facilities	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

70000

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 Hari Dass College of Higher Education	Yes	Sidana Educational and Welfare Society
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. Parents Teachers Association members helps the college to arrange the place for organizing free medical check up camp in the surrounding areas. 2. Parents communicate the views which the students hesitate to share directly to the faculty and the higher authorities of the institute. 3. Parents Teachers Assocoation provides regular feedback on the activities performed by the college for the welfare of the students and the society.

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

1. Meditation for Stress Management 2. Development of ICT Skills 3. Training in Soft Skills

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

1. Registration of alumni association 2. Academic and Administrative Audit of the institute 3. Clean and Green Campus and Plastic Free Zone

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
2019	Registration of Alumni Association	10/09/2019	10/09/2019	10/09/2019	40

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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
Constitution Day	26/11/2019	26/11/2019	87	13
Adult Schooling	27/11/2019	28/11/2019	98	14
HIV/AIDS Awareness Programme	01/12/2019	01/12/2019	88	8
Digital Literacy	02/12/2019	02/12/2019	77	5
Women's Day	09/03/2020	09/03/2020	153	10

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, Plan 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	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

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
2019	1	1	20/11/2019	2	Awareness Camp on Swachh Bharat Abhiyan	Community, advantages and disadvantages section of the society	96

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	16/07/2019	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 teacher	16/04/2019	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 Principal	16/04/2019	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	16/04/2019	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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day Celebration	21/06/2019	21/06/2019	95
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 Social Responsibilities Initiatives: Rashtriya Ekta Diwas Environment Day. Swachhyata Abhiyan International Women Day World AIDS Day

World No tobacco Day SadbhavanaDiwas National Voters Day Education Day International Human Rights Day National Constitution Day Conservation of Natural Resources Water Harvesting Pit

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1: ADAPTABILITY WITH CHANGING NEEDS OBJECTIVES OF THE PRACTICE: • To adapt with changes in academic/creative/literary/extension activities. • To develop and improve academic/sports/other infrastructure amenities • To promote available human resources for start to achieve new dimensions. THE CONTEXT: The institution caters to the changing requirements of the society and this is reflected in its overall functioning. Skill and outcome based curricula, state-of-the-art academic and sport infrastructure facilities, extensive use of ICT in administration, research, examination and evaluation are being implemented. Special attention is needed for the overall development of students. Various literary and creative activities are essential to foster the creative spirit of students and give expression to their latent talents. Measures are taken for water and soil conservation, judicious use of natural resources and use of renewable energy which are essential for environmental protection and its sustainability. Food processing and preservation is highly required for empowering the rural/agricultural sector, health, sanitation. Special attention is focusing on the health care services THE PRACTICE: Adaptation to the Changing Needs/Policies: The institute is extremely alert to the changing circumstances, academic as well as social, and is proactive in accepting and adapting to the needs. Institute uses ICT in academic, research and examination activities, which helps it to stay abreast with the global trends. Online resources like Google classroom, etc. are used for effective teaching-learning and Free online social networking apps like zoom and google meet are use to interact with the students. The institution has developed skill and value added courses for the B.Ed students It offers CBCS and credit transfer scheme and flexibility to learn at learner's pace through value-added courses, online courses platforms. ICT boards is installed in the campus and training is provided on routine basis with regards its usage. This has facilitated the teaching-learning process. Apart from academic activities Sidana Institute of Education organizes rally, workshop awareness programme. Such platforms provide students an opportunity to interact with community figures and get to know the nuances of creative. Social Responsibility Sidana Institute of Education took initiative to preserve environment, creating awareness through extension activities, tree plantation, awareness about the health and sanitation and water conservation activities are successfully accomplished. Focusing on the mental health during pandemic situation, our institute conducted International Webinar on "The Impact of COVID-19 on the Mental Health of the College Youth" which helped the youth to stay clam in this situation. EVIDENCE OF SUCCESS: The students successfully completed the activities during the year. Information communication technology is used in teaching learning process to make teaching learning more effective. The webinar had proved fruitful in which the academicians and scholars expressed their views to cope with the stress in this critical period. Best Practice- II TITLE: Alumni Association OBJECTIVES • To bring together all alumnus students and the faculty of Sidana Institute of Education to share their experiences with each other. • Promoting a strong relationship between alumni and the Sidana Institute of Education • To utilize the rich experiences of old students of the college for the benefit and progress of the present students • To provide opportunity for social, professional networking and career development of the all students. • To promote the campus placements through the old students working in reputed School Colleges and Universities in India and abroad THE CONTEXT: The SH. K.L. Sidana Alumni Association is registered under the societies Registration Act

(XXI of 1860). The Alumni Association cell of the Institute is in coordination with Guidance and Counseling cell and Training and Placement cell, organizes alumni meet every year to review the activities of the current year and plan the activities for the forthcoming year. Sidana Institute of Education Face book page, departments WhatsApp group, Instagram account, group email ID etc are available to connect with the Alumni and conduct the face to face Alumni interaction and update the students of upcoming events at campus. THE PRATICE: SH. K.L.Alumni Association of Sidana Institution of Education has conducted Alumni meets at Sidana Institute of Education SH. KL Sidana Hall Khiala Khurd, Amritsar.During the Alumni meeting, Alumni's and respective Teachers are share their views with each other and give them information regarding current trends in teaching learning process and practices trends in which they work. Alumni also donated books for the needy students in the institute campus Library.There involvement in the institute helps to maintain the suitable improvements with respect to the infrastructure facilities and academic can be made in the institute. Senior Alumni's also interacted with the IIIrd semester students and guiding them in preparing their internship Files and how to deal with students during teaching practice in Schools. Alumni are also guiding to the final year students regarding how to face interviews and how to clear competitive exams. EVIDENCE OF SUCCESS: Alumni meet conducted every year and many students got benefit from the meetings they got placements in reputed colleges and schools. Current batch of the students share their difficulties during internship. Poor and needy students issued donated books from the Book Bank of the Institution. PROBLEM ENCOUNTERD Due to change in Contact Number and Residential Address alumni were not reached on time during alumni meet.

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

Sidana Institute of Education is one of the reputed Teacher Education Institute. This institute is situated in border rural area. We believe that education leads to empowerment. In our institution we are more concerned about providing a quality education to our students although the ultimate goal is to ensure quality education. The institution provides good Institute- Linkage established through MoU's to the students and faculty. Quality education is not only meant to student's performance but also can be a useful basis for improving the quality of the educational service itself. Our quality education goals are academic excellence improve academic standards, applied learning and lifelong academic skills..The College provides ample opportunities to the students from different streams to mingle together in academic as well as sports, cultural and other extra-curricular activities organized through different societies and clubs. The spirit of mutual work, discipline, social responsibility towards community development and nation building is inculcated through NSS, NGO's etc. The College contributes towards women empowerment by organizing various activities under the aegis of its Gender Sensitization and Women Development Committee. We conduct extension lectures periodically on various issues related to mental health and female health issues. Apart from this students are made aware of other social problems and are guided to solve them with right corrective measures

Provide the weblink of the institution

https://sidanainstitutes.com/sie-naac-portal.php

8.Future Plans of Actions for Next Academic Year

1. Planning to add new infrastructure to improve the quality of teaching learning process. 2. Proposal for adequate representation of teaching staff in the college management. 3. Suggestion to celebrate the important days of faculty members (Birthdays, Anniversaries etc) 4. Improvement in remedial teaching to raise the level of educational attainment. 5. Planning to provide coaching for various competitive exams PTET/CTET 6. Planning to develop Online Platform for teaching learning. 7. Encourage the faculty for Research and Innovation. 8. Improving placement ratio of students.