



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1. Name of the Institution

VEENA MEMORIAL COLLEGE OF  
EDUCATION

- Name of the Head of the institution **Dr. SUNIL SHARMA**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Alternate phone No. **09928054009**
- Mobile No: **9928054004**
- Registered e-mail ID (Principal) **sunilagra66@gmail.com**
- Alternate Email ID **vmcekarauli@gmail.com**
- Address **VILL- PADEWA, POST- RAMPUR  
DHAWAI, KAILADEVI ROAD**
- City/Town **KARAULI**
- State/UT **RAJASTHAN**
- Pin Code **322241**

##### 2. Institutional status

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

- Location **Rural**
- Financial Status **Self-financing**
- Name of the Affiliating University **UNIVERSITY OF KOTA**
- Name of the IQAC Co-ordinator/Director **Mr. Jagdish Prasad Sharma**
- Phone No. **9460152485**
- Alternate phone No.(IQAC) **9875050417**
- Mobile (IQAC) **9460152485**
- IQAC e-mail address **vmcekarauli@gmail.com**
- Alternate e-mail address (IQAC) **vmsseewa@yahoo.com**

**3.Website address**

- Web-link of the AQAR: (Previous Academic Year) <http://vmcekarauli.org/index.html>
- Web-link of the AQAR: (Previous Academic Year) <http://vmcekarauli.org/docs/AQAR201920.pdf>

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

- if yes, whether it is uploaded in the Institutional website Web link: <http://vmcekarauli.org/docs/aca1202021.pdf>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.46</b>	<b>2011</b>	<b>16/09/2011</b>	<b>15/09/2016</b>
<b>Cycle 2</b>	<b>B++</b>	<b>2.80</b>	<b>2017</b>	<b>30/10/2017</b>	<b>29/10/2022</b>

**6.Date of Establishment of IQAC****05/07/2012****7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.**

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>Nil</b>	<b>NIL</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- (Please upload, minutes of meetings and action taken report) [View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1. Regarding Online Study
2. Regarding Awareness Program
3. Regarding Online teaching-learning and assessment
4. Regarding Student Development Program
5. Regarding Orientation Program

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).**

Plan of Action	Achievements/Outcomes
Pre-admission Counselling Program	Pre-admission Counselling Program was organized in the month of July
Mental Health Awareness programme	Organised in the month of September.
Orientation talk programme	Make Lesson Planning
Addition of of LED lights for improving College Security:	Installation (Aug2020)

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

- Name of the statutory body

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

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

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	VEENA MEMORIAL COLLEGE OF EDUCATION
• Name of the Head of the institution	Dr. SUNIL SHARMA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Alternate phone No.	09928054009
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• Registered e-mail ID (Principal)	sunilagra66@gmail.com
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• Address	VILL- PADEWA, POST- RAMPUR DHAWAI, KAILADEVI ROAD
• City/Town	KARAULI
• State/UT	RAJASTHAN
• Pin Code	322241
<b>2.Institutional status</b>	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing

• Name of the Affiliating University	UNIVERSITY OF KOTA				
• Name of the IQAC Co-ordinator/Director	Mr. Jagdish Prasad Sharma				
• Phone No.	9460152485				
• Alternate phone No.(IQAC)	9875050417				
• Mobile (IQAC)	9460152485				
• IQAC e-mail address	vmcekarauli@gmail.com				
• Alternate e-mail address (IQAC)	vmsseewa@yahoo.com				
<b>3.Website address</b>	<a href="http://vmcekarauli.org/index.html">http://vmcekarauli.org/index.html</a>				
• Web-link of the AQAR: (Previous Academic Year)	<a href="http://vmcekarauli.org/docs/AQAR201920.pdf">http://vmcekarauli.org/docs/AQAR201920.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://vmcekarauli.org/docs/acal202021.pdf">http://vmcekarauli.org/docs/acal202021.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.46	2011	16/09/2011	15/09/2016
Cycle 2	B++	2.80	2017	30/10/2017	29/10/2022
<b>6.Date of Establishment of IQAC</b>			05/07/2012		
<b>7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.</b>					
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
NIL	NIL	NIL	Nil	NIL	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• (Please upload, minutes of meetings and action taken report)</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
1. Regarding Online Study	
2. Regarding Awareness Program	
3.Regarding Online teaching-learning and assessment	
4. Regarding Student Development Program	
5.Regarding Orientation Program	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).</b>	

Plan of Action	Achievements/Outcomes
Pre-admission Counselling Program	Pre-admission Counselling Program was organized in the month of July
Mental Health Awareness programme	Organised in the month of September.
Orientation talk programme	Make Lesson Planning
Addition of of LED lights for improving College Security:	Installation (Aug2020)
<b>13.Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name of the statutory body	Date of meeting(s)
Nil	Nil
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020	20/01/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
<b>16.Academic bank of credits (ABC):</b>	
<b>17.Skill development:</b>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	



**20.Distance education/online education:****Extended Profile****2.Student**2.1 **388**

Number of students on roll during the year

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

2.2 **200**

Number of seats sanctioned during the year

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

2.3 **148**

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

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

2.4 **188**

Number of outgoing / final year students during the year:

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

2.5 Number of graduating students during the year **188**

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

2.6 **200**

Number of students enrolled during the year

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	7.64
4.2 Total number of computers on campus for academic purposes	35
<b>5.Teacher</b>	
5.1 Number of full-time teachers during the year:	27
File Description	Documents
Data Template	<a href="#">View File</a>
Data Template	<a href="#">View File</a>
5.2 Number of sanctioned posts for the year:	28
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curriculum Planning</b>	
1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words	
<p>1. The procedure adopted including periodicity, kinds of activities :- Our institution, Veena Memorial College of Education, Padewa Karauli, was established in 2005. It is affiliated with Kota University and recognised by NCTE. Our main focus is to get educational development with moral growth and teaching scale, so in the future we will find excellent teachers in our country. There are 200 days in a first year, with 30 days for an internship and 170for theoretical work at college.</p>	

2. Communication of decisions to all concerned:-All the decisions related to educational activities have a proper curriculum with teaching time table, faculty responsibilities as to orientation talk programme, and a proper schedule of microteaching is prepared. Academic calendar with working days and unit teaching plans prepared in accordance with the syllabus's local needs. Internal examinations and student feedback are also to be considered.

The kinds of issues discussed

1. Plan developed for academic year:- Planning of institutions for academic system implies that it is necessary in session 2020-21 because COVID-19 has passed away and educational motivation and planning are being prepared for good education. We prepare a plan every year and get good results and good performance in the educational process of our institution.

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	<a href="#">View File</a>
Plan developed for the academic year	<a href="#">View File</a>
Plans for mid- course correction wherever needed for the academic year	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**B. Any 5 of the above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
List of persons who participated in the process of in-house curriculum planning	<a href="#">View File</a>
Meeting notice and minutes of the meeting for in-house curriculum planning	<a href="#">View File</a>
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers**

**A. All of the Above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
URL to the page on website where the PLOs and CLOs are listed	<a href="http://vmcekarauli.org/docs/ProCourseOutcome.pdf">http://vmcekarauli.org/docs/ProCourseOutcome.pdf</a>
Prospectus for the academic year	<a href="#">View File</a>
Report and photographs with caption and date of student induction programmes	<a href="#">View File</a>
Report and photographs with caption and date of teacher orientation programmes	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

<b>1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available</b>	
<b>1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year</b>	
17	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	<a href="#">View File</a>
Academic calendar showing time allotted for optional / electives / pedagogy courses	<a href="http://vmcekarauli.org/docs/ElectiveCourse202021.pdf">http://vmcekarauli.org/docs/ElectiveCourse202021.pdf</a>
Any other relevant information	Nil
<b>1.2.2 - Number of value-added courses offered during the year</b>	
0	
<b>1.2.2.1 - Number of value-added courses offered during the year</b>	
0	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Brochure and Course content along with CLOs of value-added courses	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year</b>	
0	
<b>1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year</b>	
0	

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	<a href="#">View File</a>
Course completion certificates	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

All of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	<a href="#">View File</a>
Document showing teachers' mentoring and assistance to students to avail of self-study courses	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

30

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

30

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificates / evidences for completing the self-study course(s)	<a href="#">View File</a>
List of students enrolled and completed in self study course(s)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Curriculum of the institutions provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas Describe the curricular thrusts to achieve the following in not more than 100 - 200 words each A fundamental or coherent understanding of the field of teacher education Procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization Capability to extrapolate from what one has learnt and apply acquired competencies Skills/Competencies such as: Emotional Intelligence, Critical Thinking, Negotiation and Communication Skills, Collaboration with others, etc.

The curriculum of an institution provides knowledge, skills, and values with attitude in different learning areas as to fundamental knowledge with a coherent understanding of the field education for trainees. Their motive is to gain knowledge of basic teacher education. Good understanding of pupil teachers creates procedural knowledge of teacher education in various parts of curricular activities in the teaching learning process. In school education, different schools are allotted to trainees in internships at B.Ed. Trainees are eligible for secondary education. Micro teaching increases skill development, which is taught by faculties at the institute. But macro teaching at school increases specialisation in their subject in the teaching learning process in their class. To gain particular knowledge in various areas, as to extrapolate, competencies are necessary with their necessity or to skill development capability of trainees to be related to acquired knowledge, so for competencies and skill development, there is urgency of emotional intelligence with critical thinking without negotiation but good communication skills in that desirous chosen particular area. Collaboration is necessary for all in this teaching and learning system that is related to curriculum activity for students.

File Description	Documents
List of activities conducted in support of each of the above	<a href="#">View File</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded
Photographs indicating the participation of students, if any	<a href="#">View File</a>

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

1. Development of School System: Schools in India are divided into four parts: lower primary, upper primary, secondary, and higher secondary.

2. Functions of Various Boards of School Education: India is a wide country with multicultural states and territories and has a wide range of education boards at the centre and state. At present, four types of boards are working; CBSE, ICSE, and IB, and State Boards. Students are familiarised with innovative and modern education boards.

3. Functional differences among the Boards: All the boards' patterns are more or less about to match, but some basic differences such as quality education, innovation, and modern education exist. ICSe, IB, and CBSE have qualitative education, and state boards are followers of education policy.

4. Norms & Standards: Norms are known as a set of rules. An expert prepares the procedure and set of rules for the school education system.

5. Assesment System: It is provided as an online system for assessing exams using an act. material connectivity on the website and updating the process and maintenance of the schedule.

6. State wise variations: the central board and state boards differ in the syllabus and curriculum of education or medium of language. UP, MP, Rajasthan, etc. boards are also different from



one another.

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

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

Students have a good understanding of professionalism and a wide range of curriculum in teacher education programmes. Interaction with students is a necessary part of the teaching and learning process. Students get different types of experience at the institute and will use them in their life in the future. Trainees will be able to understand different types of education and will be capable of good learning activities by experience. Different types of experiences will be interlinked with each other in their lives. Efforts will bring them to completion in the future, as well as throughout their lives.

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

#### 1.4 - Feedback System

**1.4.1 - Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TEI**

Two of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following**

Feedback collected, analyzed and action taken

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

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of students during the year

200

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

200

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

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

<b>146</b>	
<b>2.1.2.1 - Number of students enrolled from the reserved categories during the year</b>	
<b>146</b>	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	<a href="#">View File</a>
Final admission list published by the HEI	<a href="#">View File</a>
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>
<b>2.1.3 - Number of students enrolled from EWS and Divyangjan categories during the year</b>	
<b>31</b>	
<b>2.1.3.1 - Number of students enrolled from EWS and Divyangjan categories during the year</b>	
<b>31</b>	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificate of EWS and Divyangjan	<a href="#">View File</a>
List of students enrolled from EWS and Divyangjan	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>
<b>2.2 - Honoring Student Diversity</b>	
2.2.1 - Assessment process is in place at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students Describe the assessment process at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students, in not more than 100-200 words.	

Valuation program which is implied to students for evaluated on stage of admission and recognize with sensitively. Help which is given to students at the time of entry will helpful to get the information of all types which is related with academic and professional carrier at future. In future related aspect student will more active and give urgently educational help in that program. Academic support is necessary to student provided by the institution. Student evaluation can be done with different types schedule which is a particular chain process entry level to professional achievement and also at teaching learning process at institute.

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

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

Six/Five of the above

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

**2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity**

One of the above

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

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

25:1

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

16

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

### 2.3 - Teaching- Learning Process

2.3.1 - Multiple mode approach to teaching-learning is adopted by teachers which includes experiential learning, participative learning, problem solving methodologies, brain storming, focused group discussion, online mode, etc. for enhancing student learning Describe the varied modes of learning adopted and their basic rationale for adopting such learning mode/s for different courses of each programme in not more than 100-200 words.

Multiple approach or methods are being used in teaching learning process which are adopted by teachers experimental learning process. It is motivated and emphasis is given on participated learning process different types problem solving and methods which are new and focused on group discussion. Online classes are used in learning and different types brain storm with teaching pattern can be seen among the students. Various modes of learning are adopted and basic information and different type courses of program is used for the people. It may be more effective teaching learning process for the trainees who are participating in this process. Such that Multiple approach to teaching learning is adopted by teachers.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.3.2 - Number of teachers integrating ICT (excluding use of PPT) for effective teaching with Learning Management Systems (LMS), Swayam Prabha etc., Learning Resources and others excluding PPT during the year**

7

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to LMS	<a href="#">NIL</a>
Any other relevant information	No File Uploaded

### 2.3.3 - Number of students using ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning, during the academic year

388

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

**2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports**

Four of the above

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

2.3.5 - Continual mentoring is provided by teachers for developing professional attributes in students Describe in not more than 100-200 words the nature of mentoring efforts in the institution with respect to working in teams dealing with student diversity conduct of self with colleagues and authorities balancing home and work stress keeping oneself abreast with recent developments in education and life

Mentoring work is provided by teachers for developing professional skill in students. Efforts of institution which is done by all the members as the working team and dealing with students diversity which may be differ one to each other. Conduct of authorities related with institution will work in schedule. Balancing homework is expected to trainees and their achievement not to stress but imply to work that is more powerful and balancing teaching learning process. Abreast and recent development in education and in life is expected. So it is applicable to all the members as trainees and other workers or faculties which are anticipated with whole schedule.

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

**2.3.6 - Institution provides exposure to students about recent developments in the field of education through Special lectures by experts Book reading & discussion on it Discussion on recent policies & regulations Teacher presented seminars for benefit of teachers & students Use of media for various aspects of education Discussions showcasing the linkages of various contexts of education- from local to regional to national to global**

Two of the above



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

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

**Response:** To nurture various skills among students several techniques are employed. A list of the activities adopted by the Institutions are given below: Contribution to the self-management of knowledge:- Pedagogical analysis of contents and methods of teaching in classroom participated by all trainees. Practice of simulated teaching in method papers by the peers. Computer application as compulsory activity for preparing TLM. Development of tools for data collection in school study project and action research. Framing of achievement test and administering it during practice teaching. Psychology Practical. Assignment preparation. Engagement with the fieldwork and preparation of reports. Contribution to the skill development: Several activities are conducted to develop skill includes- Conduction of Morning Assembly. Conduction of sports competition. Conduction of simulation classes for developing teaching skills. Organizing Cultural programmes. Personality Development. Through group discussion, seminars, debates on current

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

## 2.4 - Competency and Skill Development

**2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include Organizing Learning (lesson plan)**

Five/Six of the above

**Developing Teaching Competencies  
Assessment of Learning Technology Use and  
Integration Organizing Field Visits  
Conducting Outreach/ Out of Classroom  
Activities Community Engagement  
Facilitating Inclusive Education Preparing  
Individualized Educational Plan(IEP)**

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

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

**Eight /Nine of the above**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports and photographs / videos of the activities	<a href="#">View File</a>
Attendance sheets of the workshops / activities with seal and signature of the Principal	<a href="#">View File</a>
Documentary evidence in support of each selected activity	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different situations Participating in institutional activities as 'anchor', 'discussant' or 'rapporteur' Classroom teaching learning situations along with teacher and peer feedback**

Two of the above

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

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

All of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Samples prepared by students for each indicated assessment tool	<a href="#">View File</a>
Documents showing the different activities for evolving indicated assessment tools	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations</b>	Two of the above
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of each response selected	<a href="#">View File</a>
Sample evidence showing the tasks carried out for each of the selected response	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event</b>	One of the above

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

**2.4.7 - A variety of assignments given and assessed for theory courses through Library work Field exploration Hands-on activity Preparation of term paper Identifying and using the different sources for study**

Three of the above

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

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

Internship program is necessary part of teachers training course which should be systematically according to instruction of government as -

1. Selection of schools by the students should be near his village. Identification is necessary to fill up the school's name at his block or district all the students take participate in that schedule.
2. Orientation program is held at institution principal and all the teachers participated and motivated to all for internship.
3. Orientation or to make awareness is necessary to all

students who are going to internship

4. Role of teacher is just like pillar of structure that is necessary in good institution. So it is described by the teaching.
5. Student performance and evaluation is necessary at teaching learning process and to evaluate them.

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

#### 2.4.9 - Number of students attached to each school for internship during the academic year

##### 2.4.9.1 - Number of final year students during the academic year

188

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

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

Nine/All of the above

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

2.4.11 - Institution adopts effective monitoring mechanisms during internship programme. Describe in not more than 100-200 words, the monitoring mechanisms adopted to ensure optimal impact of internship in schools with specific reference to the role of teacher educators, school principal, school teachers and peers.

This is certified that the School Internship Program is handled by the Government of Rajasthan. Schools for internship are allotted to the internship trainees on the online portal "ShalaDarpan" managed by Director Secondary Education, Govt. of Rajasthan and District Education Officers of the internship trainee's home district. The whole process of internship trainees engagement during internship, assessment of performance of students during internship is governed by the school's principal/head master. Our institution doesn't have any involvement in the internship module.

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

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

One of the above

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	<a href="#">View File</a>
Two filled in sample observation formats for each of the claimed assessors	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Five of the above

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	<a href="#">View File</a>
Five filled in formats for each of the aspects claimed	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 2.5 - Teacher Profile and Quality

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

27



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

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

2

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Certificates of Doctoral Degree (Ph.D) of the faculty	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

27

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

115

File Description	Documents
Copy of the appointment letters of the fulltime teachers	<a href="#">View File</a>
Any other relevant information	No File Uploaded

2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words  
 1. In house discussions on current developments and issues in education  
 2. Share information with colleagues and with other institutions on policies and regulations

It is necessary to make update to teachers as professionally perfect in his skill of teaching.so according to time books are

with reference books ,TV, newspapers have an important role to make update In education we can develop thought the whole system with present ,past or future ideas or analysis of education. Teacher should share information with their staff members or colleagues and get the knowledge of other institutions and his policies or regulations which are implied in institution. Those Policies are good they must imply as reform or improvement in education system at the Institute.

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

## 2.6 - Evaluation Process

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

Internal evaluation tests are organized by the institution as prescribed in the syllabus of the University of Kota, according to the academic calendar. The internal exams are conducted with the scheduled time table which is displayed on institution's display board. The main objective of the internal evaluation is evaluating the teaching & learning skills in our pupil teachers. The internal exams are conducted after the completion of theoretical part of each paper. After examinations copies of the internal tests are examined by the subject faculties and marks are displayed on the notice board.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Five of the above

**opportunities Access to tutorial/remedial support Provision of answering bilingually**

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

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

A student who has grievance about his internal examination and want some relief about his presence or marking system and rebate in question etc he complains about subject teacher to head of the institute or internal assessment committee. Principal consider about the reasonable complain of the students. He instructes as to solve the complain for assessment committee. After this student calls at the meeting of committee members and hear the real problem of exam or internal assessment complain. After that they discuss and solve the complain of students and confess them his no loss about this evaluation examination and did satisfy to him.

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

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

Our institution Veena Memorial College of Education follow the academic calendar which is instructed by university according to direction of government internal evaluation examination is also a part of this schedule for B. Ed. Trainees. It was organized on dated ...5 july 2021 to 28 july 2021. an examination time table was

prepared. informed to all students and copy of time table stucked at the information board. A duty chart was prepared and faculties duty were allotted in different examination room supervisors name were also written and participated with responsible system. All the faculties were present on their duty in this evaluation work in different classroom. Exam schedule finished and faculties marked their copies and prepared their mark list. Examination incharge supervise the system arrangement of examination.

## 2.7 - Student Performance and Learning Outcomes

2.7.1 - The teaching learning process of the institution is aligned with the stated PLOs and CLOs. Describe the way in which institution ensures alignment of stated PLOs and CLOs with the teaching learning process in not more than 100 - 200 words.

In our Institution teaching learning process with focused on plos and CLOs program learning outcome is basicall centred in learning process without a program learning teaching is not possible as we see that without time table our schedule classes are not to be communicated. There are good result of program learning out comes. Student take or attend at the classon proper time. Prayer or attendance schedule on the prayer step. The good discipline and uniformity is uniform is seen. Course learning outcome are seen in students skill work result is being achived by the student. student Are being taught by about their course learning outcome expiry year in our institution book are also available at the learning according to the course learning schedule if student get completely knowledge about this course there he may able to learn the books and get good results.

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

## 2.7.2 - Pass percentage of Students during the year

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

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

Student are also gifted with progressive pre performance as reference of PLOs AND CLOs is being monitored they are being used for further improvement. In teaching learning process it is programming based learning is more important as we see the beginning of the class student have given knowledge about good performance which achieved by four near students according to their programming learning based. The outcome and result of programming learning are more important to student. Student can be progress also in future according to their proper time table and schedule of learning all activity are also consolidated by program learning outcome. After their courses learning outcome are also related with proper running courses and sanctioned by analysis according to the nct norms based on UGC in the library books are available which are related with syllabus and many reference book are also available to get wide or extensive knowledge related with selection.

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

**2.7.4 - Performance of outgoing students in internal assessment**

**2.7.4.1 - Number of students achieving on an average 70% or more in internal assessment activities during the year**

188

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	<a href="#">View File</a>
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	<a href="#">View File</a>
Any other relevant information	No File Uploaded

2.7.5 - Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to. Describe with examples the extent to which the assessment task and the performance of students reflect their initially identified learning needs in not more than 100 -200 words.

**Response:** Course Outcomes are measured on the basis of performance of the students both in curricular and co-curricular activities and also on the basis of the student's performance in the class activities, usage of ICT, assignments, internship records in different examinations and their role in departmental activities. Student's performance is monitored continuously on various activities like their regularity, receptiveness, participation in class discussions and the overall behaviour. Their performance in the internal examinations provides the initial clue of their learning needs. Seminars, assignments, micro teaching, practice teaching were conducted in core subjects of B.Ed before the Continuous Proficiency Assessment/Examinations to enable them to have thorough preparation of the core subject through their presentation. Apart yearly and internal examinations the faculty also conducts extra class tests to improve the average performance of the overall class. The program offered dealing with well with the human-being, the assessment is based on Teaching learning process. The competency and skill development achieved under the program objectives. As such all are well coordinated as envisaged by the institution and University of Kota, Rajasthan.

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

## 2.8 - Student Satisfaction Survey

<b>RESEARCH AND OUTREACH ACTIVITIES</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year</b>	
0	
File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Sanction letter from the funding agency	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>3.1.2 - Number of grants received for research projects from government and / or non-government agencies during the year (INR in Lakhs)</b>	
0	
File Description	Documents
Sanction letter from the funding agency	<a href="#">View File</a>
Income Expenditure statements highlighting the research grants received certified by the auditor	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research</b>	One of the above

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

**3.1.4 - Institution has created an eco-system for innovation and other initiatives for creation and transfer of knowledge that include Participative efforts (brain storming, think tank etc.) to identify possible and needed innovations Encouragement to novel ideas Official approval and support for innovative try-outs Material and procedural supports**

One of the above

File Description	Documents
Documentary evidences in support of the claims	<a href="#">View File</a>
Details of reports highlighting the claims made by the institution	<a href="#">View File</a>
Reports of innovations tried out and ideas incubated	<a href="#">View File</a>
Copyrights or patents filed	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 3.2 - Research Publications

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

0



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

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

0

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

### 3.3 - Outreach Activities

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

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

2

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

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

210

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	<a href="#">View File</a>
Report of each outreach activity with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.3.3 - Number of student participation in national priority programmes such as Swachh Bharat, AIDs awareness, Gender sensitivity, Yoga, Digital India, National Water Mission during the year

280

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

280

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Documentary evidence in support of the claim along with photographs with caption and date	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Various type of outreach activities are organized in the college. Which include different types of sports and sightseeing tours are also made to the students. Apart from this students are involved in other social programs. Cultural programs are also organized from time to time; internship is also a great medium of outreach in which students go to different schools for teaching where their social development takes place.

File Description	Documents
Relevant documentary evidence for the claim	<a href="#">View File</a>
Report of each outreach activity signed by the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

0

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

**3.4 - Collaboration and Linkages**

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

0

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

0

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

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

0

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copies of the MoU's with institution / industry/ corporate houses	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**3.4.3 - Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes Local community based activities Practice teaching /internship in schools Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education Discern ways to strengthen school based practice through joint discussions and planning Join hands with schools in identifying areas for innovative practice Rehabilitation Clinics Linkages with general colleges**

None of the above

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The institution has adequate facilities for Teaching- Learning. viz., classrooms, laboratories, sports field, fitness center, equipment, computing facilities, sports complex, etc. for the various programme offered Describe the adequacy of facilities for Teaching –Learning as per the minimum specified requirement by statutory bodies in not more than 100 - 200 words

The College is located in peaceful green surrounding of forest and gardens conducive for quality education. There are 16 classrooms, 3 with ICT facilities. There are 4 laboratories, 2 staff rooms, 2 seminar halls and Wi-fi facility is available. There is an open-air stage, a conference room, a prayer room, and store rooms. There are outdoor facilities for Football, hockey, cricket, athletics and other track and field events, volleyball and basketball, as well as for indoor games in the multipurpose auditorium. Basic amenities on college premises include separate staff and student parking, canteen, drinking water coolers, first-aid, CCTV cameras for security, fire safety and separate washrooms for men, ladies, boys, and a girls' common room. The office has cloud-based CMS. The fully computerized library uses Gayatri software and is well-equipped with a stack room, reading hall. Its collection of books and resources, supplemented with various departmental libraries form a strong support system. There is optimal use of infrastructure. The building and playground are offered on rent in free hours and holidays for generating additional resources.

File Description	Documents
List of physical facilities available for teaching learning	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**4.1.2 - Number of classrooms and seminar hall(s) with ICT- enabled facilities such as smart classroom, LMS, video and sound systems etc. during the year.**

**4.1.2.1 - Number of classrooms and seminar hall(s) with ICT facilities**

2

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Geo-tagged photographs	<a href="#">View File</a>
Link to relevant page on the Institutional website	<a href="http://vmcekarauli.org/docs/infra.pdf">http://vmcekarauli.org/docs/infra.pdf</a>
Any other relevant information	No File Uploaded

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

18920

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

#### 4.2 - Library as a Learning Resource

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

Library management software is a complete management system for college's which includes used registration record, Accession, circulation cataloging, OPAC reporting, barcoding, fine, account record's library stock verification (physical verification), book reservation etc. It provide a solution that help's the organisation to manage the book and administration. The exchange of books is done through barcoding along with barcode facility. Multi-user login and member login the library software of our college is the best way it maintain, organize, maintain as well as exchange countless books in digital form to implement the appropriate library software for the library. library management system advanced and elegant ERP is based software which is designed and developed to effectively manage and manage all the function of the library and systematically manage countless books of this library management software facilities the users to access current outstanding total members total book's expenditure of book

total periodicals periodical expire etc.

1. This system provides session department branch rack self with books and magazines user member and library management

2. Users can add more than one user and also give permission as per the requirements

3. Users can view record of member and generals

4. ID and periodical ID respectively

5. User can get various reports book members and magazines

6. With the help of their respective ID user can generate for books

With the help of book account no member ID and periodical ID respectively

File Description	Documents
Bill for augmentation of library signed by the Principal	<a href="#">View File</a>
Web-link to library facilities, if available	<a href="http://vmcekarauli.org/docs/library.pdf">http://vmcekarauli.org/docs/library.pdf</a>
Any other relevant information	No File Uploaded

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

**NOT AVAILABLE**

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

**4.2.3 - Institution has subscription for e-resources and has membership / registration**

One of the above

**for the following e-journals e-Shodh Sindhu  
Shodhganga e-books Databases**

File Description	Documents
Data as per Data template	<a href="#">View File</a>
Receipts of subscription /membership to e-resources	<a href="#">View File</a>
E-copy of the letter of subscription /member ship in the name of institution	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

**4926**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**4.2.5 - Per day usage of library by teachers and students during the academic year**

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

**107**



File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	<a href="#">View File</a>
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	<a href="http://vmcekarauli.org/docs/libusage202021.pdf">http://vmcekarauli.org/docs/libusage202021.pdf</a>
Any other relevant information	No File Uploaded

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

One of the above

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

### 4.3 - ICT Infrastructure

4.3.1 - Institution updates its ICT facilities including Wi-Fi Describe ICT facilities including Wi-Fi with date and nature of updation in not more than 100 - 200 words

IT facilities are regularly updated. College has one internet broadband connection. Devices are using and internet have increased in college. Departments are working in networked through LAN with unlimited internet connection. One classroom of ICT enabled with has portable LCD projectors. Students and Teachers have access to (library and the computer lab). Library utilizes

gsoft software. Office is also working with computer. The process of admission, salaries, and scholarships are computerized. The College has a dynamic website, providing all the necessary information. 45 computers and 2 projectors were added our college.

Wi-fi was installed in the entire college. Training programs for staff and students are conducted to enhance their skill on e-Governance, networking and related topics. The management has been substantially augmenting the infrastructural support to update the IT facilities in the college. During lockdown period institution has upgraded its teaching to online mode using Zoom app, Microsoft Team and Google meet.

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

7:1

File Description	Documents
Data as per data template	<a href="#">View File</a>
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

E. < 50 MBPS

**4.3.4 - Facilities for e-content development are available in the institution such as**  
**Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system**  
**Lecture Capturing System (LCS)**  
**Teleprompter Editing and graphic unit**

One of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to videos of the e-content development facilities	<a href="#">NIL</a>
List the equipment purchased for claimed facilities along with the relevant bills	<a href="#">View File</a>
Link to the e-content developed by the faculty of the institution	<a href="#">NIL</a>
Any other relevant information	<b>No File Uploaded</b>

#### 4.4 - Maintenance of Campus and Infrastructure

##### 4.4.1 - Expenditure incurred exclusively on maintenance of physical and academic support facilities during the year (INR in Lakhs)

**469984**

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

4.4.2 - Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are in place. Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities in not more than 100 - 200 words

There is a good maintaining & utilizing system in the institution support of good facilities as laboratory in institution, science lab. Computer lab, sport complex and good class room also. Students take part and learn computer according to their scheduled time table at class of computer. In library four books are issued to students at once. State/national level news papers, magazines, reference books and course books are available at the library. Students have good classroom for learning. There are good arrangement of light and fans at room and ample space to students at the teaching room. Laboratory of science has different types of equipments and they use and experiments also. Lab is also

important to learn basically knowledge of psychology. So at our institution many facilities are available related with sports and games. There are more emphasis is given at physically or academic work cooperates to them in all sectors.

File Description	Documents
Appropriate link(s) on the institutional website	<a href="http://vmcekarauli.org/docs/procandpol.pdf">http://vmcekarauli.org/docs/procandpol.pdf</a>
Any other relevant information	No File Uploaded

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

<b>5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning</b>	One/Two of the above
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File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	<a href="#">View File</a>
Sample feedback sheets from the students participating in each of the initiative	<a href="#">View File</a>
Photographs with date and caption for each initiative	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>5.1.2 - Available student support facilities in institution are Vehicle Parking Common rooms separately for boys and girls</b>	Seven/Eight of the above
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<b>Recreational facility First aid and medical aid Transport Book bank Safe drinking water Hostel Canteen Toilets for girls Indicate the one/s applicable</b>	
File Description	Documents
Geo-tagged photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>
File Description	Documents
Data as per Data Template for the applicable options	<a href="#">View File</a>
Institutional guidelines for students' grievance redressal	<a href="#">View File</a>
Composition of the student grievance redressal committee including sexual harassment and ragging	<a href="#">View File</a>
Samples of grievance submitted offline	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>5.1.4 - Institution provides additional support to needy students in several ways such as Monetary help from external sources such as banks Outside accommodation on reasonable rent on shared or individual basis Dean student welfare is appointed and takes care of student welfare Placement Officer is appointed and takes care of the Placement Cell Concession in tuition fees/hostel fees Group insurance (Health/Accident)</b>	<b>One of the above</b>

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

## 5.2 - Student Progression

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

Number of students placed as teachers/teacher educators	Total number of graduating students
0	0

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Reports of Placement Cell for during the year	<a href="#">View File</a>
Appointment letters of 10 percent graduates for each year	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 5.2.2 - Number of student progression to higher education during the academic year

#### 5.2.2.1 - Number of outgoing students progressing from Bachelor to PG (A1).

0

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

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

7

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of certificates for qualifying in the state/national examination	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 5.3 - Student Participation and Activities

5.3.1 - Student council is active and plays a proactive role in the institutional functioning Describe the ways in which student council plays a proactive role in the institutional functioning and contribute for students welfare in not more than 100 - 200 words

NIL

File Description	Documents
Copy of constitution of student council signed by the Principal	<a href="#">View File</a>
List of students represented on different bodies of the Institution signed by the Principal	<a href="#">View File</a>
Documentary evidence for alumni role in institution functioning and for student welfare	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

8

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

**5.4 - Alumni Engagement**

5.4.1 - Alumni Association/Chapter (registered / non-registered but functional) contributes significantly for the development of the institution Describe the role of alumni association in the development of institution in not more than 100 - 200 words highlighting two significant contributions in any functional aspects

Our institution have alumni association but that is not registered. They propose their views and suggestion to improvement or reforms in our meeting. Alumni contributes significantly or their function is good in favour of institution they suggest how can we develop our institution. Former students contributed their good role in meeting with principal and suggested their past experience to develop institute. They suggested the activity related with physical or health must be done. Playground should be neat or clean. Thorn should not be on ground. Pupil teacher's activity on ground should be shown by physical teacher.

Alumni association suggested as be more awareness about cultural activity students should be motivated for participating on republic day or 15th August music teacher should play a good role to motivate all and cooperate all staff members.

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



<b>5.4.2 - Alumni has an active role in the regular institutional functioning such as Motivating the freshly enrolled students Involvement in the in-house curriculum development Organization of various activities other than class room activities Support to curriculum delivery Student mentoring Financial contribution Placement advice and support</b>	<b>Three/Four of the above</b>
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File Description	Documents
Documentary evidence for the selected claim	<a href="#">View File</a>
Income Expenditure statement highlighting the alumni contribution	<a href="#">View File</a>
Report of alumni participation in institutional functioning for the academic year	<a href="#">View File</a>
Any other relevant information.	<b>No File Uploaded</b>

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

**1**

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

5.4.4 - Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering any special talent/s in them. Describe the mechanism through which Alumni Association acts as an effective support system to the institution in motivating, nurturing special talent in not more than 100 - 200 words

**Alumni association act as on effective support at our institution. They have good part play as motivating to all the students as have good discipline in teaching learning process at the class and in whole campus. Alumni recognize the weak points of the students and**

institute also and they suggest to reforms them. They have the mission as nurturing to and furthering to all and motivating to all. Talented students should be rewarded, so institute do this work on 26 January or our annual function program. Alumni have place in library for reading good books or news papers and support them guidance and counseling is being done by them as suggesters to all as good for institute or students recognizing to all the students by the faculties who are invested with good career and good future. This is effective support of alumni which is good for all and talented students gets place according to their ability and vision of life

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

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers, students and non-teaching staffs in its decision making bodies of the institution in not more than 100 - 200 words.

The primary vision of the institute is to Train the PROSPECTIVE TEACHERS to form a society in which equality, Justice, Liberty & Fraternity reside and to provide an integrated model of Education, Livelihood and ultimately to become self-reliant. Management's mission is always emphasizing on quality development in teaching & learning process. Appointment of employees according as per the norms of NCTE/UGC is main task for the betterment of the college. The objectives of the institute is to help prospective teachers to develop competence to teach subjects of their specialization on the basis of an adequate theory of learning and a sound knowledge. The focused approach in teaching and learning process is to develop interests, attitudes and knowledge which will enable them to foster all round growth & development of children under their care. The another objective of the institute is to develop an understanding of the close relationship between society and the school, between life and school work and to build up a professional consciousness.

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

6.1.2 - Institution practices decentralization and participative management Describe the process of decentralization and participative management practiced in the institution in not more than 100 - 200 words

The institute has a model process for the practices of decentralization and participative management. The success of any institution depends on the combined efforts of management, principal, faculties, non-teaching staff, students, and all other entities who work towards the betterment of the college. The management body and principal jointly develop the policies. The committees were formed to implement the above policies and take feedback on the advantageous and adverse results of each point of the policies. On feedback from the stakeholders, the policies have been modified and re-implemented. Each member of the institute plays his role according to his duties. The whole team is motivated by the principal, the chairman of different committees, and the management personnel from time to time. The teaching and non-teaching members, students, and alumni participate in different tasks assigned by the governing body/university. The management or principal can easily monitor the different tasks performed by the stakeholders, and the participative process encourages the stakeholders to work sincerely to achieve the goals of the institution.

File Description	Documents
Relevant documents to indicate decentralization and participative management	<a href="#">View File</a>
Any other relevant information	No File Uploaded

6.1.3 - The institution maintains transparency in its financial, academic, administrative and other functions Describe the efforts of the institution towards maintenance of transparency in its

financial, academic, administrative and other functions in not more than 100 - 200 words.

Our institution has good practices over transparency in the financial, academic, administration, and other fields. All the financial transactions are audited by an independent Chartered Accountant. The audit report publishes on the institute's website and submitted to the government bodies and the university from time to time. Cash transactions are rare and all the students have deposited their annual fees directly to the bank. In the administrative area, the institute follows state/central government, NCTE, University rules and regulations, and directions. The management doesn't interfere in the working of the institute. The college management committee is responsible for the smooth working of the college. It takes care day to day working and takes feedback from the stakeholders and takes decisions in its meetings. In the academic section, the institute is committed to transparent practices. The admission of students is taken care of by a government agency or state university through a centralized process. The exams are also conducted by the affiliating university and the curriculum and other activities are done by the institute in fair manner.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 6.2 - Strategy Development and Deployment

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

The strategic plan of an institute is the starting point for planning and implementation of institutional policies. It serves as a guide to the development of the decentralisation process and the sub-plans to achieve the organization's goals. The basic aim of developing a strategic plan is to help the institute to provide quality education and prepare the best teachers who can serve society and the nation with value education. The strategic plan keeps the institute aware of the variance in the policies and the outcome of the policies. With the help of the outcome of the policies, the strategic plan can be used to reshape the institutional goals and policies according to the changes in government, NCTE, university, or educational environment

guidelines.

Our institute also develops and deployed a strategic plan to provide quality education, appointment of human resources (teaching and non-teaching), curriculum delivery & assessment, academic activities, sports & cultural activities, student support system, implementation of government and university procedures, community participation, environmental protection, and different campaigns run by the state/central governments.

The strategic plan of the institute is updated from time to time according to the requirements.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	<a href="http://www.vmcekarauli.org/docs/strategicplan.pdf">http://www.vmcekarauli.org/docs/strategicplan.pdf</a>
Documentary evidence in support of the claim	<a href="#">View File</a>
Any other relevant information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Describe the functioning of the institutional bodies in not more than 100 - 200 words.

Our institute Veena Memorial College of Education consists of different bodies which are responsible for the implementation of management policies as well as guidelines of govt/ncte/affiliating university. The work of the different cells is shown in the effective working of the institute. A selection committee manages the institute's administrative setup and has a principal, management personal, educationist, and university representative as members. In the appointment of the work force of the college, the norms laid down by UGC/NCTE/State Government are as follows. The requirement for human resources is published in national newspapers and applications are invited online. The Scrutiny committee shortlists the qualified candidates and calls them for an online or offline interview. After the successful interview, an offer letter is issued to the selected candidates and asks them to join at the earliest. The salary and other perks are given as per norms and through bank accounts only. All the orders/guidelines issued by the governing bodies like UGCC, NCTE, state government or university are followed word to word without any negligence and

the action taken report is also submitted to the concerning agencies.

File Description	Documents
Link to organogram on the institutional website	<a href="http://vmcekarauli.org/docs/instorg202021.pdf">http://vmcekarauli.org/docs/instorg202021.pdf</a>
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

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

None of the above

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

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

Our institution, Veena Memorial of Education, Padewa, Karauli, has various effective cells or committees to execute good administration at the college for trainees. Other committees are working as:-

1. Sexual harassment committees related to any problem girls have and solves the problem.
2. Girl's mentoring cell is related to proper girl's education without any difficulty or any problem.

3. The Anti Ragging cell is also related to any complaint of trainees misbehaving or ragging by senior trainees.
4. The student's counselling cell advises them to do well and have good performance in the teaching-learning process.
5. The internal complaint cell is always aware of internal security at the college and facilities on the campus.
6. The doubt redressal cell always deals with the doubts of the student.
7. The alumni cell always gives importance to past students of the institute and demands the suggestions of trainees' problems to be solved and removed.
8. IQAC's main target is to provide qualitative education. So this is the process of our institution.

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

### 6.3 - Faculty Empowerment Strategies

6.3.1 - Effective implementation of welfare measures for teaching and non-teaching staff is in place Describe the existing welfare measurements for teaching and non-teaching staff and their implementation in not more than 100 - 200 words

Staff welfare schemes are important to assure employees of their future safety and security. At present, the institute covers its employees with EPFO and ESIC schemes. Whereas the EPFO is an investment and savings scheme for old age, the ESIC provides medical coverage for employees and their dependents. As per the government rules, the employee-employer contribution is deposited to the concerning agencies. Apart from economic and medical cover, the institute also offers some other schemes to its employees to boost their knowledge and professional skills with the help of refresher programs for teaching staff and training programs for non-teaching staff. Because the institute is located 12 kilometres from Karauli, employees are provided with free transportation.

Several other facilities are also available for the staff's welfare.

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

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

0

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

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

2



File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Brochures / Reports along with Photographs with date and caption	<a href="#">View File</a>
List of participants of each programme	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

1

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Copy of Course completion certificates	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Appraisal is a process that is used to evaluate an organization's workforce. Our institute also follows a pre-defined appraisal system for the annual salary and incentive increment. A 10 point appraisal sheet is used to assess an employee's last year performance under the Target Achievement (duty commitment, punctuality, loyalty, and compliance with duty chart), Policy Adherence (obedience to seniors, general behaviours (student & colleague)) and Value Addition Improvement (additional responsibility, quality of future growth and development) measures. Employees are always motivated to perform better in order to meet their goals and objectives when they are rewarded for their efforts. The institute's main outcome is to prepare the best teachers for society, so the overall performance of each student, i.e. in university exams, internal assessments, sports, cultural and participation in other activities, is also considered in the annual appraisal. The good performer receives a higher annual increment, and the satisfactory performer also receives an annual increment, but there is a distinction between the two.

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

#### 6.4 - Financial Management and Resource Mobilization

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

The auditing of the institute is purely outsourced for transparency purposes. The institute's accounts and financial transactions are audited by an independent chartered accountant on a regular basis. All the financial documents are submitted to the CA for audit purposes. The CA studied all the documents and suggested corrections if required under the Income Tax Law. After the scrutiny of the documents, the CA prepares the annual audit report and submits it to the Secretary of the managing society with his seal and signature. Then the Secretary verifies the audit report and forwards it to the Principal of the institute. The principal submits the audit report to the state government, NCTE, or affiliating university with the annual affiliation or approval process.

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

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

0

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	<a href="#">View File</a>
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	<a href="#">View File</a>
Any other relevant information	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources are in place. Describe the procedure of mobilization of funds and its optimal utilization in not more than 100 - 200 words.

The institution is running in self-financing mode and is fully dependent on the fees deposited by the students to meet its financial requirements. There is no other way to generate revenue. No government grants are receivable. The college has to manage all the expenses through the collection of fees. A significant portion of the funds is used to pay human resource salaries. The rest of the fund is used for academic, physical, and developmental activities. The shortage of funds is managed with the help of bank loans. All financial activities are audited by an independent chartered accountant and the audit statements or report are published on the institute's website.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

Our institute fulfillall the norms of IQAC laid down by NAAC for

educational quality development.

The primary aim of the IQAC is to develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution. The IQAC cell established an Academic Monitoring Committee that focuses on academic development. The Institute has developed several quality assurance mechanisms under Academic Monitoring Committee as under:

- i. Feedback analysis received from Students.
- ii. Coordinates with all stakeholders for their opinions and advices for quality improvement.
- iii. Getting updated on latest information on various quality parameters of higher education through various articles & field visits.
- iv. Analysis about the feedback received from all stakeholders and informs the concerned about its outcome for correction.
- v. Institute appreciates, encourages and provides support for quality improvement in teaching, research & administration.
- vi. Documentation of the various programs /activities leading to quality improvement.
- vii. Collection, maintenance and analyzed documents.
- viii. Planning and Supporting effective implementation for Total Quality management, Curricula development, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders. Preparation of Academic Audit as per the guidelines

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

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

Response: The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The academic calendar is prepared in advance, displayed and circulated in the. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the course, the uniqueness of the education system, the teaching-learning process, the system of continuous evaluation, the ethics of the course, the discipline and culture of the Institute. Students are apprised of the time-table, programme structure, and syllabus of the courses before the academic year commences. Important announcements are made in the morning assembly, and attendance and the conduct of classes are monitored. Feedback from students is also taken individually by teachers for their respective courses by the IQAC Committee. Students are also free to approach the Principal of the Institute for feedback and suggestions. Feedback is properly analysed and shared with the individual faculty members. The teaching-learning processes are reviewed and improvements are implemented based on the IQAC recommendations.

The major initiatives taken over the last five years include the following:

- a. Implementation of Daily Home Assignments
- b. Effortless admissions processing
- c. Career and Guidance Services
- d. Remedial Education Program
- e. Self-Study Course
- f. The Orintition Program

Online Study Courses

- h. Microlearning

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

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

5

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

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

Two of the above

File Description	Documents
Data as per Data Template	<a href="#">View File</a>
Link to the minutes of the meeting of IQAC	<a href="http://vmcekarauli.org/igac.html">http://vmcekarauli.org/igac.html</a>
Link to Annual Quality Assurance Reports (AQAR) of IQAC	<a href="http://vmcekarauli.org/docs/AOAR201920.pdf">http://vmcekarauli.org/docs/AOAR201920.pdf</a>
Consolidated report of Academic Administrative Audit (AAA)	<a href="#">View File</a>
e-Copies of the accreditations and certifications	<a href="#">View File</a>
• Supporting document of participation in NIRF	<a href="#">View File</a>
Feedback analysis report	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Our institution did the incremental improvement In academic function through quality assurance or development before I NAAC. In I cycle institution got B Grade by peer team of NAAC at sept. 2011. after the I accreditation we did many improvement in our institution related with quality assurance as use of computers and for computer learning 35 computer purchased. New building constructed with modern infrastructure facilities. Library facilities increased with new books purchasing process. So peer team of NAAC at this visit allotted to us B++ Grade in oct. 2017 because of incremental improvements achieved by the institution. In education system.

Previous accreditation done by NAAC at oct. 2017 after that incremental improvements achieved by the institution in various fields or sectors as automation of library software is completed that is more helpful to trainees and all the faculties.

Competition magazines are brought in library. Information communication technology (ICT) is used for smart classes in teaching learning process.

Remedial classes are used in teaching learning process, orientation programme is communicated or taught with new innovation and use of modern technology in teaching learning process. Online classes are used to teach the trainees wi-fy facilities are also available at the campus.

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Institution has a stated energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements Describe the institution's energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements in not more than 100 - 200 words.

The institute depends on conventional energy resources like electricity and diesel generators for its energy requirements. For some reasons, or the short availability of technological support, we are not using alternate sources like solar or wind energy. Although the institute is continuing the process of energy conservation, We are using energy-efficient equipment like LED bulbs and tubes, and items with a BEE star rating. We are seriously working to use natural resources to meet our power requirements. With the technical help of state power company JVVNL, we are planning to install a roof-top solar power plant in the next few years. Our class rooms and administrative blocks use natural light during the day. The campus has hundreds of trees surrounding the building, so there is no need for ACs or coolers.

File Description	Documents
Institution's energy policy document	<a href="#">View File</a>
Any other relevant information	No File Uploaded



7.1.2 - Institution has a stated policy and procedure for implementation of waste management Give a brief note on the institution policy for waste management along with its implementation procedure in not more than 100 - 200 words.

Our institute Veena Memorial College of Education Padewa Karauli believes in "Let's go green and keep our campus clean". Veena Memorial College of Education Padewa Karauli pivotal operations have very less impact on the environment as the institute is very conscious of generating less waste and recycling. Environmental initiatives like use of No smoking zone, waste management system etc. have been implemented. Environment consciousness is embodied in the heart of the college by tree plantations and maintaining good garden to maintain the pristine purity and beauty of the college. The institute's waste management practices are divided into three parts

1. Solid Waste Management
2. Liquid Waste Management
3. E-Waste Management

**Solid Waste Management:** The waste generated in the campus includes wrappers, glass, metals, paper, plastics, etc. Waste papers and other scrap and all solid waste materials are given for recycling to external agencies. Sanitary Napkin Incinerators have been installed in the college to facilitate environment-friendly disposal. **Liquid Waste Management:** is used for watering the gardens and lawns maintained in the campus. And food wastage is supplied to farmers. **E-Waste Management:** The repairs of electronic goods are handled by the Technical Assistant. UPS / Invertors Batteries are recharged/repaired/ exchanged by the suppliers. And e waste are transferred to technical department our society

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

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

One of the above

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

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

One of the above

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

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

By enforcing the Prime Minister's "Swachh Bharat Mission", Veena Memorial College of Education, Padewa, Karauli is always committed to maintaining a clean college environment and sets a good example to students, teachers, and other staff.

**Cleanness in College:**

1. Provide hygiene classrooms.
2. Keep trash bins in each corner.
3. Encourage students and teachers to maintain a neat and clean

environment.

immediately after use.

4. Hold cleaning day events, such as Swachh Bharat.

5. Clean the campus facilities frequently.

Sanitation:

1. Personal hygiene

2. Safe drinking water

3. Human excreta/toilet disposal

4. Waste water disposal

5. Solid waste disposal

6. Environmental sanitation

Pollution-Free, Healthy Environment

1. Make Use of Reusable Water Bottles

2. e-waste disposal

3. LED bulb use in colleges

4. Dustbins on the Premises

5. Waste management throughout the campus

6. There is no use of plastic on campus.

7. Use of dust-resistant chalk in classrooms

8. Minimum Use of Photocopy/Printing

9. The entire campus is a no-smoking zone.

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

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

Two of the above

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

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

0.04028

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

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

challenges in not more than 100 - 200 words

About 10 kilometres separate Karauli from where our college, Veena Memorial College of Education, is located in Padewa. It belongs to the rural or rustic sector. Local residents can find work at our institution. Numerous awareness campaigns, including Beti Bachao and Beti Padhao, the Swachh Bharat Mission, the Water Saving Campaign, etc., were held for the locals. Here, trainees reside and a number of stores that resemble markets have been opened in the countryside. This training centre is contributing to a factor that is developing through the transportation facilities. The expansion of viewpoints inside the neighbourhood serves as a driving force behind education. The local community taught our institute's staff how to work hard. Cultural exchange occurs in conjunction with rural community initiatives. using the water

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

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

**B. Any 3 of the above**

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	<a href="#">View File</a>
Web-Link to the Code of Conduct displayed on the institution's website	<a href="#">View File</a>
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	<a href="#">View File</a>
Details of the Monitoring Committee, Professional ethics programmes, if any	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### 1. THE BEST PRACTICE of ICT

Our institute has best practice in I.C.T. sector which is implied in our classroom in teaching learning process. In this digital era, ICT use in the classroom is important for giving students opportunities to learn and apply the required 21st century skills.

Whole campus of the institute is Wi-fi connected. Information Communication Technology (ICT) enabled teaching methodologies are being followed by the faculty members in class rooms as a complementary tool for conventional teaching methods. Faculty members started to use ICT in the preparation of annual plan, subject time table, students' practice teaching time table, attendance, question bank, question papers etc.

### 1. The Best Practice of Echo system developing and friendly environment

Nature is blessing to us. Nature is also preacher and teacher to whole humanity. Twittering of birds and hearing echo sound of

different birds increase the natural love in our heart. So every year we bring some parinda a vessel of soil and fill the water and hung with rope at tree. Thirsty birds drink water in that (parinda) as soil's vessel. This effort increase the human or moral values in students heart as faith loyalty and faith with natural birds and creature.

File Description	Documents
Photos related to two best practices of the Institution	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Performance of the institution in one area of distinctiveness related to its vision, priority and thrust Describe the institutional performance in one area of distinctiveness related to its vision, priority and thrust in not more than 100 -200 words

The college provides an opportunity to inculcate values. Series of academic achievements at the university level by securing ranks in the university examinations. There is also a high demand for college graduates in the education industry for placement. The college is distinct in its hands-on approach to training and applying theory to practice. The faculty focuses on authentic teaching practices, internships, and creating a truly reflective teacher. The oneness of knowledge is very effectively practiced. The college makes an effort to provide a holistic experience to its students in the form of guest lectures, conferences, and workshops. These are our hallmarks and we make an extra effort to find those that add value. During internship, student-teachers experiment with different strategies of teaching, putting into practise all that they learn in theory papers. The feedback provided to them builds on the theories and principles already taught to them by helping with better assimilation. As a result, by the end of the course, they develop the ability to reflect on different aspects. We also believe that language should not be a hurdle in the making of an effective teacher. Hence, they are also given the option of writing their papers in Hindi or English.

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

NVAAC