



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**SANDIPANI ACADEMY**

**PLOT NO.- 44, ACHHOTI, THE.- DHAMDHA, CITY- MURMUNDA, DIST.- DURG,  
CHHATTISGARH**

**490036**

**sandipanieducation.org**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**March 2023**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Sandipani Academy affiliated to Hemchand Yadav Vishwavidyalaya located at Achhoti, Durg established with the sole aim to provide opportunity to students for the holistic development of their personality through academic and non-academic activities. The institution at first introduced the B.Ed. course in 2012 with the intake of 100 students, then got affiliation for Diploma in Elementary Education in the year 2016 and with the aim to bring new course, institution successfully launched B.Sc. B.Ed./B.A. B.Ed. integrated course in the year 2017 with an of intake of 50 in each. Our college got recognition under 2(f) in Bachelor of Education in the year 2017. The foresighted vision of the management is to emphasis the practical application of theoretical knowledge to bring qualitative improvement. The college aims towards providing educational excellence, guidance and counselling for their individual development. Sandipani Academy always tries to nurture the moral and ethical values in students so that they will become responsible citizen of the country. The college provides teaching facilities, organizes co-curricular activities, experiential learning through practical and internship to develop knowledge and skills, positive attitude and values among students. The college management believes in qualitative development and continuous growth, with this belief, provides best infrastructure facility and motivates faculties for upgrading their academic excellence. The college has excellent academic environment adorned by lush greenery. The infrastructural facilities include ICT Enabled Class Rooms, Seminar Hall, Multipurpose Hall, Recording Room, well equipped laboratories, updated Computer & Language Laboratory, Library etc. Library is well equipped with N-LIST facility (2022) providing remote access to a large variety of e-resources and strives to bring qualitative development in the field of education.

### Vision

We envision being the leading institute of education and providing opportunity to teacher educators for holistic development so as to produce quality teachers for the nation.

### Mission

- Develop policy and strategy for promotion of quality in the institution.
- Promise to provide best infrastructural facilities for qualitative growth.
- Creating an environment to promote research and innovation.
- Developing collaboration with other institutions and organization for giving the best to our students.
- Promise to give good governance and evaluating the planning and strategies for timely reform.
- Develop democratic environment in the institution.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Participative management and has vision for qualitative growth.
- B.Sc. B.Ed/ B.A. B.Ed Integrated course available.

- Dedicated, qualified and committed faculty members.
- Safe and secure environment for students, teachers and entire staff.
- ICT facilities available.
- Good and adequate infrastructure and facilities.
- Well-equipped library with N-List available.
- Ragging free campus.
- Admission system is fair and according to the government rules.
- All staff members are treated equally.
- Good Relationship with management and staff.
- Good relationship between teachers and students.
- Provide better learning opportunities to students by organizing guest lectures, webinar, seminar, workshop, co-curricular activities etc.
- Organizing Life skills for students.
- Conveyance facility for staff and student.
- Hostel facility for Girls.
- Dropout rate is very less
- Peaceful ambience, Pollution free, clean & green campus .
- Neat, clean and safe college campus

### **Institutional Weakness**

- Alumni Association and activities has to be strengthened.
- Feedback mechanism has to be improved.
- Placement cell needs to improve its activities.
- Research and project work should be more improved.
- Internal Evaluation system should be more effective.

### **Institutional Opportunity**

- Applying and using Smart Class Rooms.
- Introducing value added courses.
- Enrollment of students in online and self-study courses.
- Conduction of more Outreach and extension activities for societal benefits.
- The Learning Management Systems (LMS) need to be effectively utilized.

### **Institutional Challenge**

- Enhancing Research works.
- To activate properly various committees and cells of the college so as to ensure holistic development of student.
- Many of our students come from rural background and find difficulties to communicate in English.

## **1.3 CRITERIA WISE SUMMARY**

## **Curricular Aspects**

Sandipani Academy, an Institute of Education affiliated to Hemchand Yadav University, Durg follows the curricula and syllabi prescribed by the University for 3 UG programs: B.Ed., B.Sc. B.Ed. and BA B.Ed. being offered through annual and semester pattern. The mission, vision and objectives of the institute are communicated to all the stakeholders through various media. Syllabus is designed and revised by affiliating University periodically. At the commencement of each academic year planning session are conducted to ensure effective curriculum delivery. The faculty works in a very conducive environment to upgrade the academic qualification and skills. Faculties are encouraged and provided financial support to publish research papers in UGC CARE journals, and participate in seminars, workshop to enhance the knowledge and skills so as to improve the teaching learning process. Academic flexibility and bridging the gap between curriculum and job areas is achieved by conducting conferences, workshops, guest lectures and signing Memorandum of Understanding with leading institutes. The institute strictly adheres to the syllabus requirement and teaching plan as per affiliating university. Workshops and field visits are organised to help students get an insight of the current trends and practices. Skill enhancement programs and value added courses are conducted to achieve holistic development of the students and inculcating professionalism in them. Experiential learning is gained through internship program and field visits. The feedback on curriculum has been collected from faculty, students and school principals and appropriate action been taken. Elective course system is followed to facilitate students to choose their course.

## **Teaching-learning and Evaluation**

The students are admitted through the centralized admission process conducted by CGVYAPM and affiliating University. Admissions are given on merit basis and the process is highly transparent ensuring inclusion of students from all categories through social reservation as defined by Chhattisgarh State Government. Student centric methods and ICT tools are incorporated for effective teaching learning through smart classrooms with projector and smart board. Experiential learning is provided through field trips and internships. The college has its own academic calendar reflecting university academic calendar that incorporates curricular, co-curricular and extra-curricular activities. The college has well developed infrastructure and it facilitates effective teaching- learning and sustained development of students. The college has academic environment focusing on overall development of faculty by conducting workshops, seminars and faculty development programs.

## **Infrastructure and Learning Resources**

The college aims at imparting quality education along with active participation in all the curricular, co-curricular and extracurricular activities. The college campus has sufficient space according to the norms of regulatory bodies and functional needs for all academic, administrative, co-curricular and extracurricular activities. College has 7 laboratories: computer lab, language lab, zoology lab, botany lab, chemistry lab, physics lab curriculum lab, art and craft lab. College has 16 class rooms with LCD projectors in 9 classroom and 1 smart classroom / recording room with proper lighting. Library is well equipped with textbooks, journals, reference books and e-Learning resources (N- LIST).

College has a well-developed and maintained playground with facilities for volleyball, football, handball and cricket. Campus also has a gymnasium, music room, separate common room for girls and boys. College has installed sanitary pad machine for girls. College has other support facilities such as inverter, solar panel, first aid boxes at each floor, hostel for girls, parking area, mess and canteen.

Wi-Fi is installed in campus. Faculty as well as students avail the free Wi-Fi facility.

### **Student Support and Progression**

The college facilitates various scholarships offered by Chhattisgarh Government and Central Government as per the students domicile. The eligible students admitted in the reserved category receive financial assistance from state government. Various soft skill and life skill enhancement programs have been organized for the competency development of students so as to develop employability skills in them. The college motivates the students to appear for CG TET, CTET and entrance exams for PG programs.

The very active career guidance and placement cell provides the institute level training. The college has a student grievance redressal cell for timely redressal of any grievances. College organises sports and cultural activities every year. Students have participated and won laurels at university level and college level sports and cultural events. The college has a registered eliminary association that proudly contributes actively to the growth of college.

### **Governance, Leadership and Management**

The vision of the institute is to achieve excellence in teacher education and to achieve this mission is very well articulated and pursued by college administration. Decentralized and participative management of the college is clearly evident in academic and administrative realms. The college administration is highly decentralized. A well-structured organogram define the hierarchical arrangement of lines of authority. The IQAC and the Principal plays a crucial role in formulating strategic plans in line with the vision, mission and objectives of the institution. E-governance is implemented in administration, finance, admission process, student support and examination. The college facilitates welfare measures to teaching and non-teaching staff. Faculty development programme, skill development programme, workshops are organized time to time for performance enhancement of entire staff. IQAC examines and appraise entire mechanism of academic and administrative process and ascertains sustained quality enhancement.

### **Institutional Values and Best Practices**

Institute promotes energy conservation awareness among students and various sections of society by conducting training awareness program and workshops on grid interactive solar PV systems and renewable energy. The college has adopted different innovative practices such as waste management policy and encourages green practices. The college has taken initiative to make the campus environmental friendly through tree plantation, water harvesting and energy conservation. Green audit, energy audit and environmental audit are conducted on regular basis. The college has facilities for divyangjan such as ramp, lift, wheelchairs, toilets etc. College maintains a complete transparency in all its functionaries. The students, faculties and staff adhere to the prescribed code of conduct. The college has adopted different innovative practices such as adoption of village, health check programs, women's health awareness program, kandarka Swastha Jagrukta Abhiyan and Har Ghar Tiranga Abhiyan. College has installed sanitary pad machine for girls. College regularly celebrates all the State /National/ International days,events and festivals with full enthusiasm by conducting activities.

### **Research and Outreach Activities**

The research and innovation activities of the college are aimed at creating pioneering thinkers to solve problems of society through research and science. The college has an active research cell which promotes research by facilitating participation in research oriented activities and academic writing by teachers at various conferences, seminars, workshops and faculty development programmes. Faculty has published research papers in UGC CARE listed and approved journals, chapters in books with ISBN number and has written books also. College has signed MoUs with institutes of repute to strengthen and enrich educational environment through joint efforts. Extension and outreach activities such as village adoption, tree plantation, sakora vitran in summers are carried out by college student at nearby school community and villages to sensitize the people towards social issues.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SANDIPANI ACADEMY
Address	PLOT NO.- 44, ACHHOTI, THE.- DHAMDHA, CITY- MURMUNDA, DIST.- DURG, CHHATTISGARH
City	Achhoti
State	Chhattisgarh
Pin	490036
Website	<a href="http://sandipanieducation.org">sandipanieducation.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Swati Srivastava	07821-299288	7999757574	-	sandipanidurg.iqac@gmail.com
IQAC / CIQA coordinator	Ram Khilaven Sahu	-	8817951424	-	sandipani.achhoti@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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State	University name	Document
Chhattisgarh	Hemchand Yadav University Durg	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	25-08-2017	<a href="#">View Document</a>
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
NCTE	<a href="#">View Document</a>	13-03-2012	135	As per NCTE regulation they are given recognition once at the time of opening new college

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	PLOT NO.- 44, ACHHOTI, THE.- DHAMDHA, CITY-MURMUNDA, DIST.- DURG, CHHATTISGARH	Rural	7.04	4455.81

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BEd, Education	24	Graduation	English + Hindi	100	100
UG	B.A.BEd, Education	48	Higher Secondary Education	English + Hindi	50	38
UG	B.Sc.B.Ed, Education	48	Higher Secondary Education	English + Hindi	50	50

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				32			
Recruited	0	0	0	0	0	0	0	0	7	12	0	19
Yet to Recruit	0				0				13			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				13			
Recruited	0	0	0	0	0	0	0	0	3	5	0	8
Yet to Recruit	0				0				5			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	8	8	0	16
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	3	0	3
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	7	8	0	15
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	3	4	0	7
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	68	1	0	0	69
	Female	121	1	0	0	122
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	4	13	11	6
	Female	5	13	11	17
	Others	0	0	0	0
ST	Male	2	9	9	16
	Female	3	12	18	25
	Others	0	0	0	0
OBC	Male	18	23	30	21
	Female	50	68	47	15
	Others	0	0	0	0
General	Male	6	14	18	33
	Female	40	45	48	66
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		128	197	192	199

### Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Sandipani Academy is a UG college offering 3 programs in education : B.Ed.,B.Sc B.Ed. and BA B.Ed. These programs gain a multi disciplinary status to the college . The courses are named as core paper ,elective paper, teacher enrichment and contemporary study with specific number of credits to each course. Programs have experiential learning in the form of internship and field visits. The institution is delimited in enabling multiple entry and exit as norms are being decided by the University which give approval of each program offered in the college. All the programs have elective course in which students get exposure to multidisciplinary education by choosing a course in a different domain.
2. Academic bank of credits (ABC):	Being part of the affiliating university ,there are areas in which college is required to adhere to the policies established by it . The installation of ABC at the University is longed by the institute . There is a fundamental consensus between ABC and institute regarding this matter.
3. Skill development:	Dynamic and versatile internship program and value added courses offered by Institute catalyzes skill development. The core principle of NEP is taken care of in which graduates are transformed into empowered individuals. In terms of the skills required in education sector the students are in pace with the recent trends. ICT enabled classrooms ,recording rooms and language lab add to their skill enhancement. However the process of improvement is ongoing and the institute is striving for outstanding performance slowly yet gradually. Life skill programs are conducted to improve their skills. The progress in this field has been astonishing.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Dynamic and versatile internship program and value added courses offered by Institute catalyzes skill development. The core principle of NEP is taken care of in which graduates are transformed into empowered individuals. In terms of the skills required in education sector the students are in pace with the recent trends. ICT enabled classrooms ,recording rooms and language lab add to their skill enhancement. However the process of improvement is ongoing and the institute is striving for outstanding performance slowly yet gradually. Life skill programs are conducted to improve their skills. The progress in this field has been astonishing.

<p>5. Focus on Outcome based education (OBE):</p>	<p>Student centred outcome based education is a regular practice of Sandipani Academy since it's establishment. Teaching learning process at Sandipani Academy emphasizes on experiential learning and building the four abilities in learners: readiness to be actively involved , ability to reflect on experience , decision making and problem solving. Internships , practicals and field visits are experiential learning techniques offered at Sandipani Academy. The teaching learning process at sandeepni Academy is participative where teachers and learners form a partnership and own the outcome. The college regularly organizes conferences, seminars, workshops and life skill programs where students get opportunity to interact with experts and peers. SA participative learning examples: language lab focus on building and strengthening communication skills and support students critical thinking autonomy. Google classroom is an LMS so students and teachers stay in tune for academic discussion, assignments and online assessment. Assignments are usually application oriented based on real life situation that develop creativity, critical thinking and problem solving.</p>
<p>6. Distance education/online education:</p>	<p>Being an University affiliated institution, the college offers only regular, on campus degree programs . No program being offered through online or distance mode. With the advancement in science and technology, the education sector has been completely digitalised. Sandipani Academy promote the application of ICT in teaching learning process. The infrastructure and ICT facility of the college are continuously augmented by the management to meet the current demands of the stakeholders. The covid-19 pandemic has resulted in the paradigm shift from offline to online to blended mode of teaching learning. There are many virtual platforms in teaching learning. Now teacher as well as learner, both are comfortable with online teaching learning tools. During the Covid pandemic , college has made the best use of online and blended learning. Online admissions, online exams ,online quizzes , webinars, online assignments along with regular physical classes have been adopted by the institute as a part of blended learning.</p>

## Extended Profile

### 1 Students

#### 1.1

Number of students on roll year-wise during the last five years..

2021-22	2020-21	2019-20	2018-19	2017-18
573	514	416	319	166
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		
Any other relevant information		<a href="#">View Document</a>		

#### 1.2

Number of seats sanctioned year wise during the last five years..

2021-22	2020-21	2019-20	2018-19	2017-18
200	200	200	200	200
File Description		Document		
Letter from the authority (NCTE / University / R		<a href="#">View Document</a>		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.3

Number of seats earmarked for reserved category as per GOI/ State Govt. rule year wise during the last five years..

2021-22	2020-21	2019-20	2018-19	2017-18
94	94	94	94	94
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		
Central / State Govt. reservation policy for adm		<a href="#">View Document</a>		

#### 1.4



**Number of outgoing/ final year students who appeared for final examination year wise during the last five years..**

2021-22	2020-21	2019-20	2018-19	2017-18
187	112	96	90	43
File Description		Document		
List of final year students with seal and signat		<a href="#">View Document</a>		
Institutional data in prescribed format		<a href="#">View Document</a>		

**1.5****Number of graduating students year-wise during last five years..**

2021-22	2020-21	2019-20	2018-19	2017-18
187	112	96	91	40
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		
Consolidated result sheet of graduating students		<a href="#">View Document</a>		

**1.6****Number of students enrolled(admitted) year-wise during the last five years..**

2021-22	2020-21	2019-20	2018-19	2017-18
191	199	192	197	128
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		
Enrollment details submitted to the state / univ		<a href="#">View Document</a>		

**2 Teachers****2.1****Number of full time teachers year wise during the last five years..**

2021-22	2020-21	2019-20	2018-19	2017-18
25	29	31	31	15

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Copy of the appointment orders issued to the tea	<a href="#">View Document</a>

## 2.2

### Number of Sanctioned posts year wise during the last five years..

2021-22	2020-21	2019-20	2018-19	2017-18
32	32	32	32	32

  

File Description	Document
University letter with respect to sanction of p	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 3 Institution

### 3.1

### Total expenditure excluding salary year wise during the last five years (INR in lakhs)..

2021-22	2020-21	2019-20	2018-19	2017-18
64.69	52.17	53.59	64.28	55.13

  

File Description	Document
Audited Income Expenditure statement year wise d	<a href="#">View Document</a>

### 3.2

### Number of Computers in the institution for academic purposes..

Response: 42

File Description	Document
Invoice bills of purchase of computers	<a href="#">View Document</a>
Copy of recent stock registers	<a href="#">View Document</a>

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curriculum Planning

**1.1.1 Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation.**

**Response:**

Sandipani Academy affiliated to Hemchand Yadav Vishwavidyalaya, Durg Chhattisgarh, since March 2012 runs programs approved by NCTE. The college follows the prescribed curriculum given by the university. Though, the college doesn't have the freedom to design its own curriculum; but it strives to implement the curriculum effectively for the betterment of the students. The College prepares academic calendar in tune with the academic calendar of the university and Higher Education. The college prepares time table prior to the beginning of the academic year and implements it for ensuring the timely and effective completion of the syllabus. Periodic meetings are held to discuss about planning of upcoming events, co-curricular activities, program and cultural activities. At the commencement of the session, an induction program is organized for each course. On first day of session, Induction program is organized in which institutional visit, course details, and syllabus overview is provided to the newly admitted students. The teachers maintain daily diary in which teacher's mentense plan of their instructional activities on daily basis. Course completion report related to each subject provided by the subject teachers to principal every month. The progress of teaching-learning is periodically discussed in a meeting called by the Principal. The college regularly conducts guest lectures, seminars, workshops, webinars, extra co-curricular activities, cultural activities, National Days celebration. To enhance effective delivery of curriculum and improve the capabilities of the students, teachers supplement classroom teaching with their YouTube lectures PPT, Assignments, seminar, group discussion, storytelling, microteaching, quiz, guest lectures and practical methods. ICT and library resources are also available to ensure effective teaching learning process. Teaching aids using local available resources are made by teacher students to make their lesson plan easy to describe and it also helped them in their school teaching program. Regular practical classes are conducted with the theory classes to provide aspiring teachers with the opportunity to develop their teaching skills, build confidence, receive feedback, reflect on their practice and foster professionalism. Model examination are scheduled by the examination committee for each course one month before University exam. After declaration of result, tabulation sheet is collected from university site and result analysis is done.

File Description	Document
Plans for mid- course correction wherever needed for the last completed academic year	<a href="#">View Document</a>
Plan developed for the last completed academic year	<a href="#">View Document</a>
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 Document</a>
Any other relevant information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**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 last completed academic year 1. Faculty of the institution 2. Head/Principal of the institution 3. Schools including Practice teaching schools 4. Employers 5. Experts 6. Students 7. Alumni**

**Response:** A. Any 5 or more of the above

File Description	Document
Meeting notice and minutes of the meeting for in-house curriculum planning	<a href="#">View Document</a>
List of persons who participated in the process of in-house curriculum planning	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
A copy of the Programme of Action for in-house curriculum planned and adopted during the last completed academic year	<a href="#">View Document</a>

**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 1. Website of the Institution 2. Prospectus 3. Student induction programme 4. Orientation programme for teachers**

**Response:** A. All of the above

File Description	Document
Report and photographs with caption and date of teacher orientation programmes	<a href="#">View Document</a>
Report and photographs with caption and date of student induction programmes	<a href="#">View Document</a>
Prospectus for the last completed academic year	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
URL to the page on website where the PLOs and CLOs are listed	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available

**Response:** 94.74

#### 1.2.1.1 Number of optional/ elective courses including pedagogy courses offered programme - wise during the last five years.

2021-22	2020-21	2019-20	2018-19	2017-18
38	38	28	22	18

#### 1.2.1.2 Number of optional / elective courses including pedagogy courses programme wise as per the syllabus during the last five years..

2021-22	2020-21	2019-20	2018-19	2017-18
40	40	30	24	18

File Description	Document
Data as per Data Template	<a href="#">View Document</a>
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	<a href="#">View Document</a>
Academic calendar showing time allotted for optional / electives / pedagogy courses	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 1.2.2 Average Number of Value-added courses offered during the last five years

**Response:** 1.4

#### 1.2.2.1 Number of Value – added courses offered during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	0	1	2	1

File Description	Document
Data as per Data Template	<a href="#">View Document</a>
Brochure and course content along with CLOs of value-added courses	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 1.2.3 Percentage of Students enrolled in the Value-added courses mentioned at 1.2.2 during the last five years

**Response:** 24.95

#### 1.2.3.1 Number of students enrolled in the Value – added courses mentioned at 1.2.2 during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
369	0	48	57	22

File Description	Document
List of the students enrolled in the value-added course as defined in 1.2.2	<a href="#">View Document</a>
Course completion certificates	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 1.2.4 Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through

1. Provision in the Time Table
2. Facilities in the Library
3. Computer lab facilities
4. Academic Advice/Guidance

**Response:** A. All of the above

File Description	Document
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses	<a href="#">View Document</a>
Document showing teachers' mentoring and assistance to students to avail of self-study courses	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 1.2.5 Percentage of students who have completed self-study courses ( online /offline, beyond the curriculum) during the last five years

**Response:** 0.91

##### 1.2.5.1 Number of students who have completed self-study course(s) (online /offline, beyond the curriculum) during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
18	0	0	0	0

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

##### Response:

The institution determines to develop holistic personality of the learner which is reflected in the vision of the college. In the induction program students are explained about the PLOS, CLOS, Vision, mission and objective of the college. The institutional academic and activities calendar are prepared in accordance with University academic calendar. The institution conducts guest lectures, webinars, and workshops on regular basis. Teachers are instructed to conduct co-curricular activities for better academic achievement of the students. To give information about the field of teacher education, online guest lectures were organized by our organization on Role of Effective Teachers for all the students of Education Department. Simultaneously, through micro-teaching students learns about all the skills of teaching : black board skills, communication skills, illustration skills, reinforcements skills etc. A seven-day orientation program was organized by our organization for the students to prepare them as effective future teachers, in which lesson plan, preparation, micro teaching skills, preparation of teaching aids etc. were taught. These progression align with text book content, class test, pedagogy, and other education practice; project work, conducting awareness programs by visiting nearby villages, activities like tree plantation, etc were organized . Apart from this, students are motivated to bring out the knowledge acquired by them and their competencies through PPT presentation, life skill programmes, science exhibition, poster making competition, self-composed story/poem etc.



File Description	Document
Photographs indicating the participation of students, if any	<a href="#">View Document</a>
List of activities conducted in support of the above	<a href="#">View Document</a>
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **1.3.2 Institution familiarizes students with the diversities in school system in India as well as in an international and comparative perspective.**

#### **Response:**

Students are made aware of the diversities in school system in India by giving them theoretical knowledge of the syllabus and the curriculum. The institute organizes school internship and school observation program in schools allotted by the District Education officer in which students observe the working and pattern of the school by live experiencing. In school observation program they learn about the admission process, teaching, and examination and evaluation process, various activities conducted in their prescribed schools. Under the guidance of our institute teachers, a two days seminar was organized by the students on School Education System and Foreign School System, in which all topics like development of school system, functioning of various board of school education, assessment system, norms and standards, state wise variation, difference between Indian school system and foreign school system etc. were the subthemes and students presented their views on these themes. State wise board variations, norms and standards, assessment system and the school education system were discussed by the teacher and the students. The institute plans to aware students by giving them exposure to know about school system of India and foreign school system.

File Description	Document
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Action plan indicating the way students are familiarized with the diversities in Indian school systems	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **1.3.3 Students derive professionally relevant understandings and consolidate these into professional acumen from the wide range of curricular experiences provided during Teacher Education Programme**

**Response:**

The college provides and strengthen theoretical, pedagogical and practical skills of the pupil teacher. The college organizes orientation program for the pupil teachers in which they are given depth inputs about preparation of lesson plan, micro teaching, formulation of objectives, teaching maxims, techniques, approaches, types of methods etc. so that they can relate theory into practice in actual class room setting. Internship program comprising of school observation & school teaching is a vital component of the students curriculum in which students are allotted schools for school observation & school teaching program of one and four month respectively. These Programs are of two to four months. In this duration students complete their internship at allotted school. During school observation Students have to observe infrastructure of allotted school, rules & regulations, functioning, maintenance etc. The objective of school internship is not only to prepare and delever lesson plan of lessons in particular subject but also to help the student teachers to work with the whole school to understand its various aspects along with children's classroom process. This entire school experience program has been designed and developed with this thought in mind. Student teacher experience during school internship helps them to understand the overall functioning of school and prepare them for future. In school teaching students take classes according to their pedagogy. Students prepare lesson plan, teaching aids, models, transparency, PPTs and different methods of teaching to teach students effectively.

File Description	Document
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**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**

1. Students
2. Teachers
3. Employers
4. Alumni
5. Practice teaching schools/TEI

**Response:** B. Any 4 of the above

File Description	Document
Sample filled-in feedback forms of the stake holders	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**1.4.2 Feedback collected from stakeholders is processed and action is taken; feedback process**

**adopted by the institution comprises the following**

**Response:** B. Feedback collected, analysed and action has been taken

<b>File Description</b>	<b>Document</b>
Stakeholder feedback analysis report with seal and signature of the Principal	<a href="#">View Document</a>
Action taken report of the institution with seal and signature of the Principal	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrollment percentage of students during the last five years..

**Response:** 90.7

File Description	Document
Document relating to Sanction of intake from University	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Approved admission list year-wise/ program-wise	<a href="#">View Document</a>
Approval letter of NCTE for intake for all programs	<a href="#">View Document</a>
Any additional link	<a href="#">View Document</a>

#### 2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the last five years..

**Response:** 64.47

##### 2.1.2.1 Number of students enrolled from the reserved categories during last five years..

2021-22	2020-21	2019-20	2018-19	2017-18
60	82	62	63	36

File Description	Document
Final admission list published by the HEI	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	<a href="#">View Document</a>
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	<a href="#">View Document</a>

#### 2.1.3 Percentage of students enrolled from EWS and Divyangjan categories during last five years

**Response:** 0.11

**2.1.3.1 Number of students enrolled from EWS and Divyangjan categories during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	0	0	0

<b>File Description</b>	<b>Document</b>
List of students enrolled from EWS and Divyangjan	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Certificate of EWS and Divyangjan	<a href="#">View Document</a>

**2.2 Honoring Student Diversity**

**2.2.1 Assessment process is in place at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students..**

**Response:****ASSESSMENT PROCESS IS IN PLACE AT ENTRY LEVEL TO IDENTIFY DIFFERENT LEARNING NEEDS**

Every learner is unique having their own learning style and needs. The assessment of admitted students learning levels is an essential part of the post-admission process. Although students are given admission on the merit basis after counselling, still college conducts separate assessment to explore their learning levels and organizes special programmes as per need.. The college offer following provisions : one to one interaction with the Principal, interaction with parents, PTA meetings and induction program.

**Induction Programme**

It is mandatory for all the fresh students taking admission in any UG programme offered by the college.

It help the students feel comfortable in the new environment and adjust to the customs and practices of the college.

To enable the students to become familiar with the amenities and accessing the intellectual and physical resources of the institutions The main aim of the program is to in still the ideas, practices and spirit of our “Sandipani Academy” and its unique features. To enable the students to understand and have better relationship with the faculties for setting the pace of fruitful teaching learning experiences .To create comfortable environment to the newly admitted students to approach faculty mentor when facing any academic, financial and psychological problems through the well-structured Mentor Mentee network Giving attention to stimulating social integration of students among themselves and with teachers.

Our main aims are:-

- 1) An Awareness on Mentor?Mentee System
- 2) Feedback & Evaluation
- 3) Identifying Advanced Learners and Slow learners.

### **INDUCTION PROGRAMME – FOLLOW UP**

It is not just a few days program for the first-year students. It should be continued throughout till the completion of graduation.

Mentor-mentee system in the college is employed for the follow-up action apart from the involvement of the HOD and class teacher. Mentors meet the mentees regularly and discuss about students progress and welfare and at the end of every semester it should be documented and the documents should be maintained in the department.

Follow-up of each student is discussed with the parents during class PTA meetings.

Regular evaluation of Students Induction Program

#### **Fresher’s program for new admitted students.**

At Sandipani Academy the students organizes freshers party (Welcome Program) for newly admitted students, “Freshers Party” is an event ,which every student eagerly awaits for right from the time of their admission,, given by their seniors. The main objective of this program is to make juniors feel welcomed ,well known to each other, to erase their hasitations.and to interact with each other

<b>File Description</b>	<b>Document</b>
The documents showing the performance of students at the entry level	<a href="#">View Document</a>
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**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 1. Mentoring / Academic Counselling 2. Peer Feedback / Tutoring 3. Remedial Learning Engagement 4. Learning Enhancement / Enrichment inputs 5. Collaborative tasks 6. Assisitive Devices and Adaptive Structures (for the differently abled) 7. Multilingual interactions and inputs**

**Response:** B. Any 4 of the above

<b>File Description</b>	<b>Document</b>
Reports with seal and signature of Principal	<a href="#">View Document</a>
Relevant documents highlighting the activities to address the student diversities	<a href="#">View Document</a>
Photographs with caption and date, if any	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### **2.2.3 There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students**

**Response:** Only when students seek support

<b>File Description</b>	<b>Document</b>
Reports with seal and signature of the Principal	<a href="#">View Document</a>
Relevant documents highlighting the activities to address the differential student needs	<a href="#">View Document</a>
Photographs with caption and date	<a href="#">View Document</a>

### **2.2.4 Student-Mentor ratio for the last completed academic year**

**Response:** 30:1

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

Response: 19

<b>File Description</b>	<b>Document</b>
Relevant documents of mentor-mentee activities with seal and signature of the Principal	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>

## **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**

**Response:**

**Response:-**

Our college always tries to enable our students to realize their potential and evolve as leaders and transforming agents of society. Some of the methods employed by the college in this process are:

- Project work is assigned in all practical subjects to encourage teamwork and participative learning.
- A dedicated Activity Period is assigned every to organize various events by different committees and departments.

Short-duration Add-on Courses like Spoken English Classes, and competitive exams classes (like CGTET, CTET) are conducted to fill the gaps in knowledge and give students a competitive edge.

- Teachers make and present PowerPoint presentations in the classrooms which help them creating an interactive conversation with the students. Presentations are the best way to make notes as they can be updated with the latest changes in the knowledge, presenting diagrams, charts, etc.
- Teachers have started taking lectures online on Google Meet, and Zoom Meetings. FDPs (Faculty Development Program) are conducted to familiarize the teachers with these online platforms.
- Teachers share reading materials, short notes, e-books over different media like WhatsApp and website etc.
- Interactive classrooms with the help of laptop and projector, the contents from the syllabus are explained to the students.
- Field trips to museums, biodiversity parks, heritage sites, etc. are organized to promote grass root understanding of concepts.
- Use of ICT & E-resources by students is encouraged.
- Pedagogical efforts:-

Following are some pedagogical efforts taken by the department in addition to Chalk & Talk, Lectures, Assignments, power point presentation, tutorials;

- Seminars/ presentations
- Group Discussions
- Lecture interspersed with discussions among students
- E-tutorial
- Group assignments and projects with defined individual roles.

File Description	Document
Course wise details of modes of teaching learning adopted during last completed academic year in each Programme	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### **2.3.2 Percentage of teachers integrating ICT (excluding use of PPT) for effective teaching with Learning Management Systems (LMS), Swayam Prabha, e-Learning Resources and others during**



**the last five years**

**Response:** 97.71

**2.3.2.1 Number of teachers integrating ICT for effective teaching with Learning Management Systems (LMS), e-Learning Resources and others excluding PPT..**

2021-22	2020-21	2019-20	2018-19	2017-18
27	28	27	31	15

File Description	Document
Data as per Data Template	<a href="#">View Document</a>

**2.3.3 Students are encouraged to use ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning including on field practice..**

**Response:** 33.33

**2.3.3.1 Number of students using ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning, for the last completed academic year**

Response: 191

File Description	Document
Programme wise list of students using ICT support	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional Links	<a href="#">View Document</a>

**2.3.4 ICT support is used by students in various learning situations such as**

- 1. Understanding theory courses**
- 2. Practice teaching**
- 3. Internship**
- 4. Out of class room activities**
- 5. Biomechanical and Kinesiological activities**
- 6. Field sports**

**Response:** B. Any 3 of the above

File Description	Document
Lesson plan /activity plan/activity report to substantiate the use of ICT by students in various learning situations	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>

### 2.3.5 Continual mentoring is provided by teachers for developing professional attributes in students

#### Response:

Mentoring is a complex and multi-dimensional process of guiding, teaching, influencing and supporting a beginning of pupil teacher. It is generally accepted that a mentor teacher leads, guides and advises. All regular teachers are assigned as a mentor of particular class; they find out and solve the problems and queries mentioned by students and to cope with academic and professional growth. Mentors help students in academic, non-academic, personal and behavioral issues. The mentors guide and encourage students to participate in various training sessions, events, curricular and co-curricular activities organized by college as well as in other colleges like quiz programs, speech competition, science exhibition etc.).

Mentors maintain regular contact with newly admitted students to help them experience conducive environment in college. The mentors provide a hassle-free environment for developing mutual trust and respect and regularly monitor the progress of students and help them in teaching, seminars and assignments.

File Description	Document
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**2.3.6 Institution provides exposure to students about recent developments in the field of education through 1. Special lectures by experts 2. 'Book reading' & discussion on it 3. Discussion on recent policies & regulations 4. Teacher presented seminars for benefit of teachers & students 5. Use of media for various aspects of education 6. Discussions showcasing the linkages of various contexts of education- from local to regional to national to global**

**Response:** B. Any 4 of the above

File Description	Document
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	<a href="#">View Document</a>
Documentary evidence in support of the selected response/s	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### Response:

#### RESPONSE

Sandipani Academy play an active role in training the faculty through “FDP(Faculty Development Program)” and by organizing national and int competitive international seminars. The trained as well as other sensitized faculty takes effective measures in implementing innovative techniques in teaching –learning, to enhance motivation and self-directed learning among the students. The various innovative practices tried are mentioned below:-

- 1.MCQ based teaching:-** we use “MCQ”(in oral mode) for students after teaching any particular topic/chapter, for enhancing their individual ability as well as erasing their hesitation.
- 2.Model-construction:-** Intra-college competition is organized for students to exhibit the hand -made models related to science and environmental studies. This shows the integrity and proficiency in students.
- 3.Life skills education:-** The involvement of students is tremendous in teaching and learning process. The methods used to facilitate this active involvement include working in small groups and pairs, brainstorming, role play, games and debates.. The topics of which are based on national and International cross cutting issues and current affairs related to environment ,gender ,professional ethics etc..
- 4.Career guidance/counseling:-** Career counseling program are organized for students to provide a right path to start their journey. These program are basically for last year/semester students. Here they learn how can they start preparation of any competitive examination or what career option they can choose for?
- 5. Teachers feedback form by students:-** For making teaching effective and to check the knowledge of students there is a regular practice of getting feedback forms filled by students to asses teachers at several level. A range of feedback are collected from the students
- 6.Different Methods:-** Various changes are adopted in the teaching techniques and learning process . Some of methods adopted are:-
  - Discussion:- It is a purposeful conversation proceeding towards a certain objective. Discussion involves exchange and sharing of ideas, experiences, facts and opinion on given

topics. The conversation can be used in large or small groups. Following are the methods being used:-

- Clarifying attitudes and values of students
- Gathering opinions from others
- Building consensus
- Gathering ideas
- Learning new skills like listening critically
- **Debate**:- A debate on a given topic or subject between groups generate new ideas that adds to the knowledge of students. ∴
- Debate develops the following skills in students
- Negotiation
- Effective communication
- Assertiveness
- Decision making
- Non-violent conflict resolution
- **Brain storming**:- For making students use their brain efficiently and effectively following practices are followed
- establishing the entry behavior of the participants
- exploring new concepts
- encouraging involvement of all participants
- building consensus or agreement

File Description	Document
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</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**

- 1. Organizing Learning (lesson plan)**
- 2. Developing Teaching Competencies**
- 3. Assessment of Learning**
- 4. Technology Use and Integration**
- 5. Organizing Field Visits**
- 6. Conducting Outreach/ Out of Classroom Activities**
- 7. Community Engagement**
- 8. Facilitating Inclusive Education**
- 9. Preparing Individualized Educational Plan (IEP)**

**Response:** A. Any 8 or more of the above

File Description	Document
Reports of activities with video graphic support wherever possible	<a href="#">View Document</a>
Documentary evidence in support of the selected response/s	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**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 1. Formulating learning objectives 2. Content mapping 3. Lesson planning/ Individualized Education Plans (IEP) 4. Identifying varied student abilities 5. Dealing with student diversity in classrooms 6. Visualising differential learning activities according to student needs 7. Addressing inclusiveness 8. Assessing student learning 9. Mobilizing relevant and varied learning resources 10. Evolving ICT based learning situations 11. Exposure to Braille /Indian languages /Community engagement**

**Response:** A. Any 8 or more of the above

File Description	Document
Reports and photographs / videos of the activities	<a href="#">View Document</a>
Documentary evidence in support of each selected activity	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Attendance sheets of the workshops/activities with seal and signature of the Principal	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**2.4.3 Competency of effective communication is developed in students through several activities such as**

- 1. Workshop sessions for effective communication**
- 2. Simulated sessions for practicing communication in different situations**
- 3. Participating in institutional activities as ‘anchor’, ‘discussant’ or ‘rapporteur’**
- 4. Classroom teaching learning situations along with teacher and peer feedback**

**Response:** C. Any 2 of the above

File Description	Document
Details of the activities carried out during last completed academic year in respect of each response indicated	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>

**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**

- 1. Teacher made written tests essentially based on subject content**
- 2. Observation modes for individual and group activities**
- 3. Performance tests**
- 4. Oral assessment**
- 5. Rating Scales**

**Response:** B. Any 3 or 4 of the above

File Description	Document
Samples prepared by students for each indicated assessment tool	<a href="#">View Document</a>
Documents showing the different activities for evolving indicated assessment tools	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>

**2.4.5 Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of 1. Preparation of lesson plans 2. Developing assessment tools for both online and offline learning 3. Effective use of social media/learning apps/adaptive devices for learning 4. Identifying and selecting/ developing online learning resources 5. Evolving learning sequences (learning activities) for online as well as face to face situations**

**Response:** B. Any 4 of the above

File Description	Document
Sample evidence showing the tasks carried out for each of the selected response	<a href="#">View Document</a>
Documentary evidence in respect of each response selected	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 2.4.6 Students develop competence to organize academic, cultural, sports and community related events through

- 1.Planning and scheduling academic, cultural and sports events in school
- 2.Planning and execution of community related events
- 3.Building teams and helping them to participate
- 4.Involvement in preparatory arrangements
- 5.Executing/conducting the event

**Response:** B. Any 4 of the above

File Description	Document
Report of the events organized	<a href="#">View Document</a>
Photographs with caption and date wherever possible	<a href="#">View Document</a>
Documentary evidence showing the activities carried out for each of the selected response	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>

#### 2.4.7 A variety of assignments given and assessed for theory courses through

- 1.Library work
- 2.Field exploration
- 3.Hands-on activity
- 4.Preparation of term paper
- 5.Identifying and using the different sources for study

**Response:** A. Any 4 or more of the above

File Description	Document
Samples of assessed assignments for theory courses of different programmes	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### Other Upload Files

1

[View Document](#)

#### 2.4.8 Internship programme is systematically planned with necessary preparedness..

**Response:**

The professional skills are instilled in students by proper training and live experiences. School internship program for pupil teachers is very important for developing skills and quality of good teacher. College organizes internship program with utmost care and involves school staff and faculty members for planning and execution of the program. The college takes the permission of district education officer for conducting Internship and allotment of middle, high and higher secondary government, private, rural and urban schools. After getting permission, students are allotted schools and their lists are prepared school wise and this list is sent to the practice teaching school. There are two types of school teaching experience programs: school observation and Internship in B.Ed., B.Sc. B.Ed. and B.A. B.Ed. In B.Ed. school observation is scheduled for B.Ed II Semester for one month (4 weeks) and Internship is in B.Ed. IV semester for 4 months (16 weeks). In B.Sc.B.Ed. and B.A. B.Ed. school observation is in second year for one month (4 weeks), one month in third year, in fourth year internship is of 3 months (12 weeks). Prior to sending the pupil teachers for training they are oriented about the entire process, procedures, rules and formats for doing the internship and observation. During internship program they are motivated to perform and deliver their duties with determination and systematically. A supervisor is assigned for each school who guides them during the program and supervises their performance. Students are mentored and guided in the school regarding all the activities conducted in school and monitored by the school staff, teachers and principal. The trainee teachers activities are assessed by the teacher Supervisor/Mentor along with the school Principal activities and provides systematic support, feedback and guidance.

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

#### 2.4.9 Average number of students attached to each school for internship during the last completed academic year

**Response:** 8.13

##### 2.4.9.1 Number of schools selected for internship during the last completed academic year

Response: 23

File Description	Document
Plan of teacher engagement in school internship	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Copy of the schedule of work of internees in each school	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>



**2.4.10 Nature of internee engagement during internship consists of**

1. Classroom teaching
2. Mentoring
3. Time-table preparation
4. Student counseling
5. PTA meetings
6. Assessment of student learning – home assignments & tests
7. Organizing academic and cultural events
8. Maintaining documents
9. Administrative responsibilities- experience/exposure
10. Preparation of progress reports

**Response:** A. Any 8 or more of the above

File Description	Document
School-wise internship reports showing student engagement in activities claimed	<a href="#">View Document</a>
Sample copies for each of selected activities claimed	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**2.4.11 Institution adopts effective monitoring mechanisms during internship programme.**

**Response:**

School internship program is properly monitored for its successful accomplishment pathway of which is laid during induction programme to instill the teacher behavioural components. The school experience includes school observation and school internship for B.Ed, B.Sc. B.Ed and B.A. B.Ed. School list is allotted by District Education Officer. After getting the school list, college allots students in given schools and school wise students list is prepared for effective monitoring. College assigns teacher educators as supervisor in each school, who guides, orients and monitors the activity of the student. Attendance is taken daily in each school. Pupil teachers also give update to their respective supervisor and also share their problems if they face any, during school internship and observation program. Student teachers send school activities pictures in college what's-app group. Supervisor visits their school regularly and assess them on terms of their attendance, regularity and deliverance of work in internship and observation and give report to principal and HOD. Teacher educators assist the student teachers in preparing lesson plans, model the demonstration lesson plans and offer their service in all circumstances. School Principal monitors the overall conduct and completion of class schedule and attest the work on completion. The student teachers approach the school teachers as directed by the school principal. The teacher assign the lessons / topics to be covered.

<b>File Description</b>	<b>Document</b>
Documentary evidence in support of the response	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**2.4.12 Performance of students during internship is assessed by the institution in terms of observations of different persons such as**

- 1. Self**
- 2. Peers (fellow interns)**
- 3. Teachers / School\* Teachers**
- 4. Principal / School\* Principal**
- 5. B.Ed Students / School\* Students**

(\* 'Schools' to be read as "TEIs" for PG programmes)

**Response:** C. Any 2 or 3 of the above

<b>File Description</b>	<b>Document</b>
Two filled in sample observation formats for each of the claimed assessors	<a href="#">View Document</a>
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	<a href="#">View Document</a>

**2.4.13 Comprehensive appraisal of interns' performance is in place. The criteria used for assessment include**

- 1. Effectiveness in class room teaching**
- 2. Competency acquired in evaluation process in schools**
- 3. Involvement in various activities of schools**
- 4. Regularity, initiative and commitment**
- 5. Extent of job readiness**

**Response:** A. All of the above

File Description	Document
Format for criteria and weightages for interns' performance appraisal used	<a href="#">View Document</a>
Five filled in formats for each of the aspects claimed	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Any additional Link	<a href="#">View Document</a>

## 2.5 Teacher Profile and Quality

<b>2.5.1 Percentage of fulltime teachers against sanctioned posts during the last five years</b>	
<b>Response:</b> 81.88	
File Description	Document
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

<b>2.5.2 Percentage of fulltime teachers with Ph. D. degree during the last five years</b>	
<b>Response:</b> 15.27	
<b>2.5.2.1 Number of full time teachers in the institution with Ph.D. degree during last five years</b>	
<b>Response:</b> 4	
File Description	Document
Data as per Data Template	<a href="#">View Document</a>
Certificates of Doctoral Degree (Ph.D) of the faculty	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

<b>2.5.3 Average teaching experience of full time teachers for the last completed academic year.</b>	
<b>Response:</b> 7.2	
<b>2.5.3.1 Total number of years of teaching experience of full-time teachers for the last completed academic year</b>	

Response: 180

File Description	Document
Copy of the appointment letters of the fulltime teachers	<a href="#">View Document</a>

#### 2.5.4 Teachers put-forth efforts to keep themselves updated professionally through

- **In house discussions on current developments and issues in education**
- **Sharing information with colleagues and with other institutions on policies and regulations**

#### Response:

Staff meetings are regularly conducted in which reflection is done on any emerging area of teacher education and how knowledge would lead to development of future learning and teaching initiatives. The faculty members take initiatives in organizing seminar, life skill programmes. The college is always supportive and motivated the teachers to attend seminars, workshops, and webinars and faculty development programs. They are motivated to publish research papers and articles in journals and chapters in edited books. Teachers enrolled in Ph.D. are provided NOC for doing their Ph.D work. Besides this, leave on third Saturday is given to faculty for conducting their Ph.D. and related work. College also organizes seminars/ webinars on current topics to keep them updated on recent trends and policies. Faculty development program is conducted for their professional growth. Regular field visits are also organised to connect to community so as to enrich the learning experiences.

File Description	Document
Documentary evidence to support the claims	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Evaluation Process

#### 2.6.1 Continuous Internal Evaluation(CIE) of student learning is in place in the institution

#### Response:

Sandipani Academy adopts rules and regulations that contribute to continuous and comprehensive evaluation. Students attendance is reviewed on regular basis and students falling under short attendance are intimated by their mentors. Formative assessment is done on the basis of their assignment files, co-curricular activities and their regularity. College prepares program learning outcomes and course learning

outcomes which helps in measuring attainment of objectives through the student's performance. For internal assessment college conducts unit test, model exam, students presentation and assignment been given to students for their assessment. Students are informed about the schedule of the unit test, model test and assignment. Students apply the theoretical concepts to real life situation in practical classes that are regularly conducted and teachers informally observed their practical skills. Students are informed about the entire syllabus and examination pattern in the Induction program. Internship and school observation is also assessed by the teachers and they study all the formats and lesson plan copies and suggest necessary corrections. Student's behaviors are observed by the teacher during co-curricular activities and guided them accordingly. The college also organizes several activities for their growth and development.

File Description	Document
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### **2.6.2 Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal evaluation**

- 1. Display of internal assessment marks before the term end examination**
- 2. Timely feedback on individual/group performance**
- 3. Provision of improvement opportunities**
- 4. Access to tutorial/remedial support**
- 5. Provision of answering bilingually**

**Response:** A. Any 4 or more of the above

File Description	Document
Documentary evidence for remedial support provided	<a href="#">View Document</a>
Copy of university regulation on internal evaluation for teacher education	<a href="#">View Document</a>
Annual Institutional plan of action for internal evaluation	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### **2.6.3 Mechanism for grievance redressal related to examination is operationally effective**

**Response:**

Sandipani Academy has a well formed.Examination Committee and Grievance Committee that receives the grievances ,if any , related to internal and university examinations. Grievances related to examination are taken up for consideration and redressed by the examination cell. To avoid any discrepancies, students are informed about internal examination in advance and for external examination Hemchand Yadav Vishwavidyalaya is the authoritative body. If student any problem related to practical examination and theory examination, they are helped out by the grievance cell and examination cell .The grievances of students are communicated through the mentors and faculties. In case of internal grievances that are usually related to the dissatisfaction in the evaluation in internal exams , the authorised faculty takes required measure to satisfy the students query. .External grievances dealt by Examination committee and Grievance committee are generally about result declaration, their admit card printed incorrectly , wrongly marked absent in specific paper . In any such case they report to the cell and their correction is done by informing the university. In the same way mark sheets correction are done with the help of the university. If there is any correction in mark sheet like the spelling of the name they can write a letter to principal for correction in mark sheet, the grievance cell take the application and also the mark sheet with original mode and rights where the correction needs to be done. The marksheet sent to University , the University take some working days and provides the corrected marksheet. If any of the students are not satisfied with their result they can go for revaluation, recounting. Internal evaluation copies are shown to students and corrections are made immediately, if any encountered. In this way college is ever ready to address the grievance of the students.

File Description	Document
Relevant documents reflecting the transparency and efficiency related to examination grievances with seal and signature of the Principal	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 2.6.4 The Institution adheres to academic calendar for the conduct of Internal Evaluation

##### Response:

Before the commencement of the academic year, university introduces its academic calendar in accordance of which college prepares its academic calendar mentioning the information of teaching learning schedule, working days ,holidays upcoming events , sports and examination schedules. The college prepares its academic calendar in accordance with the university calendar . The teaching and evaluation schedule of the assigned subject is planned by the teachers and internal evaluation is schaeduled in consultation with the Head. The Head compiles the academic plan submitted by teachers and ascertains no overlapping of any activity. Head forwards the academic calendar to the IQAC . Then IQAC prepares a comprehensive plan. The academic calendar is displayed in Principal/ HOD offices and is uploaded on college website. The schedule of the internal and external examination is displayed on notice board and sent in whatsapp group of the students.The faculty inform the students and a prior notice is given to students in case of any change in university and internal examination schedule. The Principal/HOD

examines the internal marks of the students. Principal/HOD reviews the academic calendar and make sure for the successful conduction of all activities. Timely completion of syllabus is essential for all staff. Remedial and extra classes are conducted before university examination.

File Description	Document
Academic calendar of the Institution with seal and signature of the Principal	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.7 Student Performance and Learning Outcomes

### 2.7.1 The teaching learning process of the institution are aligned with the stated PLOs and CLOs.

#### Response:

College adopts the outcome based education. The program learning outcomes and course learning outcomes aligned with vision and mission are developed by the college which guides teachers and students to attain learning objectives. The PLOS and CLOS of B.Ed, B.Sc. B.Ed and B.A. B.Ed are designed according to the syllabus prescribed by the Hemchand Yadav Vishwavidyalaya, Durg, Chhattisgarh. After designing PLOS and CLOS, faculties are oriented about them. The program and course learning outcomes are introduced to students during induction program which is conducted program wise. To achieve these outcomes time-table, annual academic calendar and activities calendar are prepared. Monthly upcoming event list prepared for timely conduction of the activities. Regular classes, unit test, model test and assignments are given according to the scheduled time. Guest lectures, co-curricular activities, national days celebration, various competitions, sports day, cultural activities awareness programs, seminar, webinars, workshop are conducted to achieve the PLOS and CLOS. The faculty members are also encouraged to update and upgrade themselves according to the present trends and organize FDPS for enhancing the quality of the teachers as it helps in effective attainment of PLOS and CLOS.

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

### 2.7.2 Average pass percentage of students during the last five years

Response: 98.3

**2.7.2.1 Total number of students who passed the university examination during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
185	112	95	88	39

File Description	Document
Result sheet for each year received from the Affiliating University	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Certified report from the Head of the Institution indicating pass percentage of students programme-wise	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**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****Response:**

The college offers B.Ed., B.Sc.B.Ed.and BA B.Ed programmes..The program learning outcomes and course learning outcomes are in sync with each other and are framed according to the prescribed syllabus of university and teaching learning and evaluation process is aligned with these outcomes. The college has a well planned and systematic process in place for collecting and evaluating data on programme and course learning outcomes which it then uses to overcome learning barriers. The internal evaluation comprises of unit test, model examination and assignments are given to students and evaluated them according to their performances in given test and assignments. On the basis of evaluation suggestions and guidance are given to students. In the theory classes teachers observe their learning behavior and needs and help them for educational achievement. Students are observed during practical whether they apply proper procedure, handling equipments and achieve the result as well as they follow the rules properly and teachers guide them in proper conduction of the practical in every manner. The external examination includes theory and practical are scheduled by the university. Before final exam model exam are conducted so that students can be prepared for the finals. Final practical is preceded by the preparation classes which are conducted throughout the year. The result of the examination are analysed and recorded for upgrading the pedagogical process of the institution. Various activities are conducted to meet the PLOS and CLOS. Continuous assessment is done through class test, assignments , model exams , participation in various activitties etc.. Students and faculty are made aware of learning outcomes through learning activitiea , result analysis and display of names of meritorious students.



File Description	Document
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 2.7.4 Performance of outgoing students in internal assessment

**Response:** 99.47

##### 2.7.4.1 Number of students achieving on an average 70% or more on internal assessment activities during last completed academic year

Response: 186

File Description	Document
Record of student-wise /programme-wise/semester-wise Internal Assessment of students during the last completed academic year	<a href="#">View Document</a>
Data as per Data template	<a href="#">View Document</a>

#### 2.7.5 Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to.

**Response:**

The College has made various provisions for identifying and assessing student's learning needs. Learners are explored and different methods are used according to the learning styles. Various assessment activities like oral presentations , assignments , internal exams ,participation in co - curricular activities indicate the students progress and improvement in their performance.

After admission of the student teachers, the college conducts orientation program for the students, which is followed by an Induction programmes. The newly admitted student teachers are thus, acquainted with the course, mode of internal assessment, curricular and co-curricular activities, rules and regulations as well as other facilities available in the college

Student teachers are provided with reading material and the faculty members coordinate with them by providing help to the learner who need extra support through the remedial classes.

Internal exams for the B.Ed. programme are assessed through attendance, performance in assignments, projects, unit tests, model examination, community activity and Co-curricular activities.

.Curricular and Co-curricular activities helps to develop life skills among students. It also ensures unity in diversity and develops appreciation of our rich culture, customs and traditions, moral values and Ethics among students. Group activities like cultural programme, Celebration of important days etc to develop leadership skills, social values. Sports activities helps to develop a balanced physical and mental well-being of students The College conduct several workshops and organizes various competitions and through these activities their leadership quality, time management, co-relation with others, co-working with teachers, social leaders, active participation, etc are assessed. The pupil teachers, who excel in the activities, are also awarded with certificate of appreciation.

The outreach programme conducted by the college also helps to sensitize the student with the problems and challenges that exist in our society.

External Exams is conducted by Hemchand Yaav Vishwavidyalaya, Durg and is based on the prescribed curriculum. The results declared by the university are analyzed, displayed and communicated. The pupil teachers who stand 1st and 2nd during the 2nd and 4th semester are facilitated with cash award through cheque by the Institution and the overall aggregate are also awarded with prize which enhance the morale of prize winners and inspires others to do well

File Description	Document
Documentary evidence in respect to claim	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.8 Student Satisfaction Survey

### 2.8.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.76

## Criterion 3 - Research and Outreach Activities

### 3.1 Resource Mobilization for Research

#### 3.1.1 Average number of research projects funded by government and/ or non-government agencies during the last five years

Response: 0.4

##### 3.1.1.1 Number of research projects funded by government and non- government agencies during the last five years..

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	0	0

File Description	Document
Sanction letter from the funding agency	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 3.1.2 Average grants received for research projects from government and / or non-government agencies during the last five years (INR in Lakhs)

Response: 0

##### 3.1.2.1 Total grants received for research projects from government and / or non-government agencies during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0.2	0	0	0	0

File Description	Document
Sanction letter from the funding agency	<a href="#">View Document</a>
Income expenditure statements highlighting the research grants received, duly certified by the auditor	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**3.1.3 In-house support is provided by the institution to teachers for research purposes during the last five years in the form of: 1.Seed money for doctoral studies / research projects 2. Granting study leave for research field work 3. Undertaking appraisals of institutional functioning and documentation 4. Facilitating research by providing organizational supports 5. Organizing research circle / internal seminar / interactive session on research**

**Response:** A. Any 4 or more of the above

File Description	Document
Sanction letters of award of incentives	<a href="#">View Document</a>
Institutional policy document detailing scheme of incentives	<a href="#">View Document</a>
Income-Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	<a href="#">View Document</a>
Documentary proof for each of the claims	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**3.1.4 Institution has created an eco-system for innovations and other initiatives for creation and transfer of knowledge that include**

- 1.Participative efforts (brain storming, think tank,etc.) to identify possible and needed innovations**
- 2.Encouragement to novel ideas**
- 3.Official approval and support for innovative try-outs**
- 4.Material and procedural supports**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Reports of innovations tried out and ideas incubated	<a href="#">View Document</a>
Documentary evidences in support of the claims for each effort	<a href="#">View Document</a>
Details of reports highlighting the claims made by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 3.2 Research Publications

<p><b>3.2.1 Average number of research papers / articles per teacher published in Journals notified on UGC website during the last five years</b></p> <p><b>Response: 0.84</b></p>														
<p><b>3.2.1.1 Number of research papers / articles per teacher published in the Journals notified on UGC website during the last five years</b></p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>05</td> <td>02</td> <td>02</td> <td>03</td> </tr> </tbody> </table>					2021-22	2020-21	2019-20	2018-19	2017-18	10	05	02	02	03
2021-22	2020-21	2019-20	2018-19	2017-18										
10	05	02	02	03										
<b>File Description</b>	<b>Document</b>													
First page of the article/journals with seal and signature of the Principal	<a href="#">View Document</a>													
E-copies of outer jacket/content page of the journals in which articles are published	<a href="#">View Document</a>													
Data as per Data Template	<a href="#">View Document</a>													
Any additional information	<a href="#">View Document</a>													
Link for additional information	<a href="#">View Document</a>													
<p><b>3.2.2 Average number of books and / or chapters in edited books published and papers in National / International conference-proceedings per teacher during the last five years</b></p> <p><b>Response: 1.07</b></p>														
<p><b>3.2.2.1 Total number of books and / or chapters in edited books, papers in National / International</b></p>														

**conference proceedings published during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
09	11	07	01	00

<b>File Description</b>	<b>Document</b>
First page of the published book/chapter with seal and signature of the Principal	<a href="#">View Document</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 year-wise	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**3.3 Outreach Activities****3.3.1 Average number of outreach activities organized by the institution during the last five years..****Response:** 6.6**3.3.1.1 Total number of outreach activities organized by the institution during the last five years.**

2021-22	2020-21	2019-20	2018-19	2017-18
16	07	01	03	06

<b>File Description</b>	<b>Document</b>
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**3.3.2 Percentage of students participating in outreach activities organized by the institution during the last five years**

**Response:** 62.98**3.3.2.1 Number of students participating in outreach activities organized by the institution during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
573	282	20	200	177

File Description	Document
Report of each outreach activity with seal and signature of the Principal	<a href="#">View Document</a>
Event-wise newspaper clippings / videos / photographs with captions and dates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**3.3.3 Percentage of student participation in national priority programmes such as Swachh Bharat, AIDs awareness, Gender sensitivity, Yoga, Digital India, National Water Mission during the last five years****Response:** 63.73**3.3.3.1 Number of students participated in activities as part of national priority programmes during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
470	400	20	200	177

File Description	Document
Documentary evidence in support of the claim along with photographs with caption and date	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Any other relevant link	<a href="#">View Document</a>

### 3.3.4 Outreach activities in the community in terms of influencing and sensitizing students to social issues and contribute to community development

#### Response:

#### Response

The college organizes number of outreach activities in the community for the welfare of the society and provides opportunities to students to participate in various social activities and developing in them sense of responsibility. This effort of the institution enables students to sensitize about the various issues related to society and environment and broaden their vision to serve the nation throughout their life. Our effort is to provide quality teaching as well as quality initiatives in various aspects of education for overall growth of the students and society. The college conducted several outreach activities such as awareness rallies on water conservation, no plastic use, health survey, plantation in nearby villages and campus. Women and Child awareness, Cleanliness, Health Awareness, Yoga and meditation, Nature conservation, Aids Awareness, Farmer Awareness Program, Blood Donation, Health Checkup Program and Program on Digital India Scheme & Digitalization are conducted in the institution. National days are celebrated every month such as World Environment Day, Water day, Aids Day etc.

Institute also conducted short term research project on “Durg jile ke Dhamdha Vikaskhand Mein Navin Krishi Paddhati ka Krishi Utpaadan per Prabhav” In association with Chhattisgarh Educational, Social and Cultural Organisation. The institution conducted research on “Durg jile ke Dhamdha Vikaskhand Main Shiksha ke Prati Badhati Udasinta” in association with Leela’s Foundation. These types of programs are very beneficial for developing interaction between students & society. Students observe all social issues very closely & also understand the problems and way to resolve them. These programs help in developing feeling of brotherhood, cooperation, and sensitivity towards various societal issues.

File Description	Document
Report of each outreach activity signed by the Principal	<a href="#">View Document</a>
Relevant documentary evidence for the claim	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 3.3.5 Number of awards and honours received for outreach activities from government/ recognized agency during the last five years

Response: 8

#### 3.3.4.1 Total number of awards and honours received for outreach activities from government/ recognized agency during the last five years.

2021-22	2020-21	2019-20	2018-19	2017-18
03	04	00	01	00



File Description	Document
Data as per Data Template	<a href="#">View Document</a>
Appropriate certificates from the awarding agency	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 3.4 Collaboration and Linkages

#### 3.4.1 Average number of linkages for Faculty exchange, Student exchange, research etc. during the last five years

**Response:** 2.4

##### 3.4.1.1 Number of linkages for faculty exchange, student exchange, research etc. during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
08	04	00	00	00

File Description	Document
Report of each linkage along with videos/ photographs	<a href="#">View Document</a>
List of teachers/students benefited by linkage exchange and research	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 3.4.2 Functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the last five years

**Response:** 6

##### 3.4.2.1 Number of functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the last five years

Response: 6	
File Description	Document
Data as per Data Template	<a href="#">View Document</a>
Copies of the MoUs with institution / industry/ corporate houses	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 3.4.3 Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes

1. Local community base activities
2. Practice teaching /internship in schools
3. Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education
4. Discern ways to strengthen school based practice through joint discussions and planning
5. Join hands with schools in identifying areas for innovative practice
6. Rehabilitation Clinics
7. Linkages with general colleges

**Response:** C. Any 3 or 4 of the above

File Description	Document
Report of each activities with seal and signature of the Principal	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## Criterion 4 - 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**

**Response:**

All the departments of the college are being supported via various infrastructural scaffolds. The institution possesses equipment, apparatus, Books, Teaching- aids, Furniture and Fixtures, ICT facilities and other consumables. Further, infrastructural enhancements are also done through various other financial resources in the form of UGC grants, Municipal Corporation, Research Projects etc. Also, future needs are identified and supplemented from time to time. The details of the available infrastructural resources are as follows:

1. Classrooms: 16 well aerated classrooms with proper sitting capacity and electrification. Green boards are available in all the classrooms.

2. Laboratories: College has well equipped laboratories : physics and mathematics lab , chemistry lab , zoology lab , botany lab computer and English language lab , art and craft lab , curriculum lab and psychology lab. .

3. Smart classrooms: There are nine functional Classroom in the Campus.

4. Computer Labs: The College has one computer lab having 24 computers. All have Internet facilities.

5. Language lab: the college has 1 language lab with 12 computers, fixed LCD along with audio video facilities and microphones. English language lab software are used for learning English language.

6. The college laboratories are as follows:

Departments	Number of Labs
Physics & Mathematics	1
Chemistry	1
Zoology	1
Botany	1
Computer & English Language Lab	1
Art & Craft Lab	1
Curriculum Lab & Psychology Lab	1
Music Lab	1

7. For outdoor games the college has playground of 1.5 acres and on an average 100-150 students use it daily.

8. The players are provided sports kit and instruments for practice.

9. Winners are felicitated with mementos/cash awards.

10. Dias ,mike arrangement, podium, banner for felicitation during annual meet are arranged by the institution.

11. Institution provides its playground for organizing events.

12. The college has well equipped Fitness centre whose built-up area is approximately 484 sq.fts.

13. Garden for social gatherings attended by students, staffs and management officials.

14. Well-equipped stage of 20'X 15' used for conducting annual function and various cultural activities.

15. One multipurpose hall of 2474 sq. fts. with sound system and the seating capacity of approximately 300 students simultaneously for conducting various cultural programs.

File Description	Document
List of physical facilities available for teaching learning	<a href="#">View Document</a>
Geo tagged photographs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

**Response:** 52.94

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

Response: 09

##### **4.1.2.2 Number of Classrooms and seminar hall(s) in the institution**

Response: 17

File Description	Document
Geo-tagged photographs	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to relevant page on the Institutional website	<a href="#">View Document</a>

**4.1.3 Percentage of expenditure excluding salary for infrastructure augmentation during the last five years****Response:** 11.95**4.1.3.1 Expenditure for infrastructure augmentation excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
16.74	5.79	3.21	4.56	4.33

File Description	Document
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**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****Response:**

Library is Wi-Fi enabled having reading room with seating capacity of 84 users ,well equipped for students and faculty members. Library is automated since 2015 September with integrated library management system (ILMS)Software 'SOUL'. the library uses 2.0.0.12 version of SOUL,a web-based integrated library system with SQL database back end with cataloguing data stored in MARC.it's a fully automatic library management information system that support in-house operation of the library. The institute library and information centre support teaching learning and research activity . Along with supporting the central library , keeps data of all departments.the library contain sufficient material to serve the student & staff community of college. The library is well equip with resources relevant to all the courses offered by the college including books , journal and online resources. The library system contains approximately 8,820 books related to the teaching and academic interest of the staff and students ranging from books related to competitive exams and curriculum. Students subscribe to our resources and its access is available on campus, on student computer and mobile and it can be accessed remotely too. There is extensive reading and study area in the library, with book issuing facilities to students and staff. Library has 5 computers with internet access . Word processing software , printer and scanning facilities are available in the central library as well as reading room.

Description of library :

- Name of the ILMS Software – SOUL2.0
- Nature of automation (fully or partially) – Fully automated
- Version – 2.0.0.12
- Year of automation - 2015

Name of Resource No.	No.
Books	8250
e-Books	1,90,000+ Via NLIST
Journals	12
e-Journals	6,000+ Via NLIST
Encyclopedias	25
Reference Books	360

File Description	Document
Bill for augmentation of library signed by the Principal	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>
Web-link to library facilities	<a href="#">View Document</a>

#### 4.2.2 Institution has remote access to library resources which students and teachers use frequently

##### Response:

Sandipani Academy has a fully developed well equipped library that support and assist students in their learning and faculties in teaching , serving as a gateway to the world of knowledge for prospective teachers by offering a wide spectrum of books to ignite their minds and cultivate reading habits. The library provides free Internet access with high speed broadband, free Wi-Fi facilities to all students and faculty for conducting research, writing research papers, other research oriented activities, etc. The college has subscribed services of National Library and Information Services Infrastructure for Scholarly Content (N-LIST) under ID /8307, which is jointly executed by e-shodhsindhu consortium, INFLIBNET Centre and INDEST-AICTE consortium. National Library and Information Services Infrastructure for Scholarly Content (N-LIST) provides access to more than **6,000 e-journals** and more than **1,90,000 e-books**. The college has also subscribed services of **e-shodhsindhu, e-Shodhganga**, which are digital repositories of Indian e-theses and e-dissertations set-up by the INFLIBNET Centre, is also made availability of e-resources in open access. The students, researchers and faculty of the college The college library provides remote login facility of to all undergraduates : 4 years B.A.- B. Ed./B.Sc.B.Ed.Integrated and 2 years B.Ed., faculty members to access digital resources online subject on following conditions: -

- Users can access online journals and e-books as per guidelines (rules) created under e-resource access policy and remote access policy.
- The information retrieved from these e-resources through remote/campus access facility is used only for educational and research purposes and not for any commercial gains.

File Description	Document
Details of users and details of visits/downloads	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Landing page of the remote access webpage	<a href="#">View Document</a>

#### 4.2.3 Institution has subscription for e-resources and has membership/ registration for the following

- 1.e-journals
- 2.e-Shodh Sindhu
- 3.Shodhganga
- 4.e-books
- 5.Databases

**Response:** A. Any 4 or more of the above

File Description	Document
Receipts of subscription /membership to e-resources	<a href="#">View Document</a>
E-copy of the letter of subscription /member ship in the name of institution	<a href="#">View Document</a>
Data as per Data template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books, journals, and e-resources during the last five years (INR in Lakhs)

**Response:** 1.17

##### 4.2.3.1 Annual expenditure for purchase of books, journals and e-resources during the last five years. (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
1.41	0.66	1.09	0.71	1.96

File Description	Document
Income Expenditure statements highlighting the expenditure on books, journals, e- resources with seal and signature of both the Principal and Chartered Accountant	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**4.2.5 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year**

**Response:** 72.02

**4.2.5.1 Number of teachers and students using library for Month 1(not less than 20 working days) during the last completed academic year**

**Response:** 8500

**4.2.5.2 Number of teachers and students using library for Month 2 (not less than 20 working days) during the last completed academic year**

**Response:** 8328

**4.2.5.3 Number of teachers and students using library for Month 3 (not less than 20 working days) during the last completed academic year**

**Response:** 8952

**4.2.5.4 Number of teachers and students using library for Month 4 (not less than 20 working days) during the last completed academic year.**

**Response:** 8320

**4.2.5.5 Number of teachers and students using library for Month 5 (not less than 20 working days) during the last completed academic year.**

**Response:** 8970



File Description	Document
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 last completed academic year with seal and signature of both the librarian and principal	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</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="#">View Document</a>

**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**

- 1. Relevant educational documents are obtained on a regular basis**
- 2. Documents are made available from other libraries on loan**
- 3. Documents are obtained as and when teachers recommend**
- 4. Documents are obtained as gifts to College**

**Response:** C. Any 2 of the above

File Description	Document
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 4.3 ICT Infrastructure

**4.3.1 Institution updates its ICT facilities including Wi-Fi**

**Response:**

The college has a well-developed system for providing IT facilities to the users. Some of the facilities are as under:

1. There are many classrooms, which are functioned with LCD projectors.
2. The computers and printers of departments have software installed in it and the Hardware is also maintained timely.
3. The college website is monitored and updated time to time by the IQAC cell of the college.
4. The computers and printers of Administrative block and Computer Lab are connected in LAN.

5. The whole campus of the college has Wi-Fi facility with a speed of 10 mbps.
6. Dedicated computing facility- The computers of the college are connected with printers and scanners wherever required.
7. Most of the computers have internet facility via LAN
8. The institute has software installed in English Language Lab, Computer Lab and Library (OPAC)
9. The institute has 4 smart classrooms for better teaching learning process.
10. Most of the departments have LCD for Power Point presentation of students
11. Most of the departments have computers, most of which have Internet facility via Wi-Fi for preparation of power point presentation as teaching learning materials.
12. All the department of the teachers use Internet for providing notes to the students wherever required and necessary
13. The maintenance of computer, Internet Wi-Fi networking, and installation of software and up-gradation of hardware have done by tender which is contract basis.
14. The college takes the help of experts for maintenance and repairs of computers and also for up-gradation of its website.
15. Maintenance and up-gradation is done from time to time.

File Description	Document
Document related to date of implementation, and updation, receipt for updating the Wi-Fi	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 4.3.2 Student – Computer ratio for last completed academic year

**Response:** 14:1

File Description	Document
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 4.3.3 Internet bandwidth available in the institution

**Response:** 10

##### 4.3.3.1 Available bandwidth of internet connection in the institution, in MBPS

**Response:** 10

File Description	Document
Receipt for connection indicating bandwidth	<a href="#">View Document</a>
Bill for any one month during the last completed academic year indicating internet connection plan, speed and bandwidth	<a href="#">View Document</a>
Any other relevant Information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development are available in the institution such as

1. Studio / Live studio
2. Content distribution system
3. Lecture Capturing System (LCS)
4. Teleprompter
5. Editing and graphic unit

**Response:** C. Any 2 or 3 of the above

File Description	Document
List the equipment purchased for claimed facilities along with the relevant bills	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to videos of the e-content development facilities	<a href="#">View Document</a>
Link to the e-content developed by the faculty of the institution	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus and Infrastructure

##### 4.4.1 Percentage expenditure incurred exclusively on maintenance of physical and academic support facilities during the last five years (INR in Lakhs)

**Response:** 31.95

##### 4.4.1.1 Expenditure incurred exclusively on maintenance of physical and academic support facilities during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
38.17	13.59	9.41	17.42	14.01

File Description	Document
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 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

##### Response:

Yes, there are established systems and procedures for maintaining and utilizing physical, academic and support facilities. The procedures are given below:

##### Laboratories:-

- All the laboratories are well maintained, lab in-charge and staff in-charge are taking care of maintenance works, which is monitored by the Our administrator.
- Annual maintenance contract (AMC) is in place for each machine/product.
- Well established procedure is available for service and maintenance of lab equipments.
- Lab technician periodically maintains all the equipments.

##### Library:-

- The Library of the Institute is stacked with thousands of books and periodicals. These materials have been arranged neatly in the prescribed order. Pest control is being done regularly. Established procedures in Library
- All the members of the Institution are eligible to get library membership.
- Library users have to register their details in the entry register, whenever they visit.
- Faculty, staff, students, research scholars of the Institution need to fill up library membership form with the certification of authorities . After becoming member, library membership cards issued to staff, students, Research scholars and faculties, respectively.
- The students and faculty members can use the borrowed book(s) upto 07 days time. The book(s) can be renewed if the there is no reservation for the particular book. Late return of the book earns fine of Rupee one, per day.
- Valid ID card must for utilizing library services and reference books and periodicals will not be issued. The borrower is the responsible for the book(s) borrowed against their membership.
- News about conference / seminar and workshop is being sent to various user groups by online.
- Staff / research scholars / students can use digital library for their academic and research purpose.
- Annual stock verification is being carried out regularly. Book purchase procedure ,Librarian will

call for books and journals requirement

**Computer Maintenance Cell** - The Computer Maintenance cell consisting of 30 system for teacher and students, staff can work under one roof taking care of the Network, Hardware, Software, and Ups maintenance activities of the Institution. In this connection email ids are created for the queries related to system services, Network and Hardware Issues.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>
Appropriate link(s) on the institutional website	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

**5.1.1 A range of capability building and skill enhancement initiatives are undertaken by the institution such as:**

- 1. Career and Personal Counseling**
- 2. Skill enhancement in academic, technical and organizational aspects**
- 3. Communicating with persons of different disabilities: Braille, Sign language and Speech training**
- 4. Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two**
- 5. E-content development**
- 6. Online assessment of learning**

**Response:** B. Any 4 or 5 of the above

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Sample feedback sheets from the students participating in each of the initiative	<a href="#">View Document</a>
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	<a href="#">View Document</a>
Photographs with date and caption for each initiative	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.1.2 Available student support facilities in the institution are:**

- 1. Vehicle Parking**
- 2. Common rooms separately for boys and girls**
- 3. Recreational facility**
- 4. First aid and medical aid**
- 5. Transport**
- 6. Book bank**
- 7. Safe drinking water**
- 8. Hostel**
- 9. Canteen**
- 10. Toilets for girls**

**Response:** A. Any 8 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Geo-tagged photographs	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.1.3 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases such as**

- 1. Institution has guidelines regarding redressal mechanism approved by appropriate statutory/regulatory bodies**
- 2. Details of members of grievance redressal committees are available on the institutional website**
- 3. Awareness programmes are conducted to communicate the guidelines for redressal of student grievances to teachers and students**
- 4. Provision for students to submit grievances online/offline**
- 5. Grievance redressal committee meets on a regular basis**
- 6. Students' grievances are addressed within 7 days of receiving the complaint**

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Samples of grievance submitted offline	<a href="#">View Document</a>
Institutional guidelines for students' grievance redressal	<a href="#">View Document</a>
Data as per Data Template for the applicable options	<a href="#">View Document</a>
Composition of the student grievance redressal committee including sexual harassment and ragging	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.1.4 Institution provides additional support to needy students in several ways such as: 1. Monetary help from external sources such as banks 2. Outside accommodation on reasonable rent on shared or individual basis 3. Dean student welfare is appointed and takes care of student welfare 4. Placement Officer is appointed and takes care of the Placement Cell 5. Concession in tuition fees/hostel fees 6. Group insurance (Health/Accident)**

**Response:** B. Any 3 or 4 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the Placement Cell	<a href="#">View Document</a>
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	<a href="#">View Document</a>
Data as per Data template	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Percentage of placement of students as teachers/teacher educators

**Response:** 8.94

#### 5.2.1.1 Number of students of the institution placed as teachers/teacher educators during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
17	09	12	05	04

File Description	Document
Data as per Data Template	<a href="#">View Document</a>
Appointment letters of 10% graduates for each year	<a href="#">View Document</a>
Annual reports of Placement Cell for five years	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education during the last completed academic year

**Response:** 16.04

#### 5.2.2.1 Number of outgoing students progressing from Bachelor to PG.

Response: 30

#### 5.2.2.2 Number of outgoing students progressing from PG to M.Phil.

Response: 00



**5.2.2.3 Number of outgoing students progressing from PG / M.Phil to Ph.D.**

Response: 00

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

**5.2.3 Percentage of students qualifying state/national level examinations during the last five years (eg: NET/SLET/ TET/ CTET)**

Response: 11.41

**5.2.3.1 Number of students qualifying in state/ national level examinations (eg: NET/SLET/ TET/ CTET) during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
28	17	15	0	0

File Description	Document
Data as per Data Template	<a href="#">View Document</a>
Copy of certificates for qualifying in the state/national examination	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.3 Student Participation and Activities****5.3.1 Student council is active and plays a proactive role in the institutional functioning**

Response:

**STUDENT'S COUNCIL**

The process for framing student council at collegial level started in year 2020-21. The council organizes different activities and plays an active role in all academic ,co- curricular , infrastructural and

administrative activities.

### **Composition of student council**

(a) President

(b) Secretary

(c) Members

### **Eligibility criteria for president and secretary**

- 75% attendance in last academic session.
- Good conduct in college.
- No gap or repeat in university examinations.

### **Eligibility criteria for members**

- First year / first semester students are eligible.
- Good conduct.

### **Key functions of student council**

Student council representative work in collaboration with the staff and students for the benefit of the college and students.

Students council make valuable contribution towards the betterment of the college.

Student council creates a sense of ownership towards the college and its activities among the students population.

Promotes conducive environment for educational and personal development.

Enhance communication between student, management and staff.

Promote friendship and mutual respect among pupils.

Support staff in the development of the college.

Develop the tendency to respect the view of the students on matters of general concern to them.

The role of principal is of central importance in the establishment and operation of a student council.K

### **Key functions of student council**

- The function and activities of a student council should support the aim and objective of the council and promote the development of the college and welfare of its students.
- Work closely with the teachers and students.

- Consult regularly with students in the college and involve as many students as possible in the activities of the council.
- Contributing to the development of college policy.
- Assisting with induction and for mentoring for new first year student.
- Assessing in college sporting and cultural events for charity.
- Supporting the educational development and progress of students,
- Promoting good communications within the college .
- Bridging with students council in other college.
- Assisting with organizing fund raising events for charity.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
List of students represented on different bodies of the Institution signed by the Principal	<a href="#">View Document</a>
Documentary evidence for alumni role in institution functioning and for student welfare	<a href="#">View Document</a>
Copy of constitution of student council signed by the Principal	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.2 Average number of sports and cultural events organized at the institution during the last five years

**Response:** 12.6

#### 5.3.2.1 Number of sports and cultural events organized at the institution during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
39	08	04	08	04

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the events along with the photographs with captions and dates	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Copy of circular / brochure indicating such kind of events	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 Alumni Association/Chapter (registered / non-registered but functional) contributes significantly for the development of the institution.

#### Response:

Sandipani alumni association formed with the purpose to provide students the rich experience of alumni in terms of professional, social and motivational so that students equip with not only theoretical understanding but can gain practical experience of alumni. The aims of alumni association are cited below:

1. To provide students the practical experience of alumni.
2. To provide alumni's motivation to students.
3. To use alumni skill for skill development of the students.
4. To involve alumni for curriculum enrichment and development of the institution.
5. To take support from alumni for placement advice and support.
6. To organize interactive meetings and get-togethers for establishing good relationship among alumni as well as with the current students.
7. To make the students understand the gap between college life and career life.
8. To enroll and register alumni every year and keep them abreast with college activities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of office bearers and members of alumni association	<a href="#">View Document</a>
Certificate of registration of Alumni Association, if registered	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.4.2 Alumni has an active role in the regular institutional functioning such as 1. **Motivating the**

**freshly enrolled students 2. Involvement in the in-house curriculum development 3. Organization of various activities other than class room activities 4. Support to curriculum delivery 5. Student mentoring 6. Financial contribution 7. Placement advice and support**

**Response:** C. Any 2 or 3 of the above

<b>File Description</b>	<b>Document</b>
Report of alumni participation in institutional functioning for last completed academic year	<a href="#">View Document</a>
Documentary evidence for the selected claim	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Any additional link	<a href="#">View Document</a>

#### **5.4.3 Number of meetings of Alumni Association held during the last five years**

**Response:** 5

##### **5.4.3.1 Number of meetings of Alumni Association held during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	1	1	1

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</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 Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### **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.**

**Response:**

Alumni association comprising of former students plays a valuable role in growth of college . Alumni of Sandipani Academy are very well placed in various fields : teaching profession , fine arts, business, social work etc. Alumni group of college is very active, participating in annual gathering of the college and other

welfare activities. The mission of Sandipani's alumni group is to promote general welfare of the institute for which day organise regular meetings every year at college premises.

Two significant contributions of alumni are as follows:

### **Curriculum Enrichment:**

As the institution follows the curriculum given by university but internally institution added various activities which enhance learners personality for this institution formed curriculum planning and adoption committee (2022) involving alumni for inviting their experiences for designing various life skill and personality development programs. Alumni feedback is also taken to evaluate curriculum and other college functionaries. The alumni also included in regulatory body **Internal Quality Assurance Cell** which works for over all development of the institution and contribute significantly in institution's development.

### **Motivational Lectures and Training:**

The alumni association of Sandipani Academy contributes significantly in motivating our students through motivational lectures and enhances their skill sets by providing training photography training and motivational lecture were conducted by the alumni and upcoming event has been planned for the session 2022 for providing our students the companionship of alumni and enhance their knowledge and skill set. On the occasion of the alumni meet they planted trees for developing green campus and gave the message about environment protection to students.

Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering any special talents in them.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Documentary evidence in support of the claim	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 6 - 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

##### Response:

“Sandipani Academy” ensures to provide affordable quality education, while equipping students with knowledge and skills in their chosen stream, inculcate values, identify hidden talents, provide opportunities for students to realize their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings.

##### Vision:

Every student will succeed. Each day, we empower our students, inspire them to achieve. Energize their passion and purpose. Sharper the focus of vision, navigate their challenge together, encourage exploration and self-discovery, create a community of learners.

##### Vision, Mission & Objective

We envision being the leading institute of education and providing opportunity to teacher educators for holistic development, so as to produce quality teachers for the nation.

##### Mission:

- Develop policy and strategy for promotion of quality in the institution.
- Promise to provide best infrastructural facilities for qualitative growth.
- Creating an environment to promote research and innovation.
- Developing collaboration with other institution and organization for giving the best to our students.
- Promise to give good governance and evaluating the planning and strategies for timely reform.
- Develop democratic environment in the institution.

##### Objective:

- To promote research activities in the institution.
- To develop teaching learning process by applying innovative method of teaching.
- To organize programs that contain plethora of self-directed tasks includes case studies workshops, seminars and conferences for teachers and students.
- To promote extension and social activities for the community, environment, sanitation, health nutrition.
- To make student friendly environment by giving the opportunity to study in conducive environment.
- To organize life skill training and value added programs.
- To plan timely evaluation of academic, non-academic and administrative activities.
- To organize teacher training programs.

- To promote teachers for their work.
- To increase the participation of Alumni of the institution.
- To give scholarship to the needy students.
- To provide support and welcome students for developing incubation center and start-ups.
- To develop environment friendly campus.
- To promise sustainable development of every aspects.
- To provide best library and laboratory services.
- To provide best services for physical and mental health of the staff and students.
- To promote optimal use of education technology.

#### Core values:

- Ambition – Aspiring to our Best.
- Respects-Treating others as we wish to be Treated.
- Service-Being a responsible Citizen in our Community.

Team work-Working together for Excellence.

File Description	Document
Vision and Mission statements of the institution	<a href="#">View Document</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 Document</a>
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### 6.1.2 Institution practices decentralization and participative management

##### Response:

The structure of “SANDIPANI ACADEMY” is based on the management, governing body, the principal, an advisor, the teaching staff, non-teaching staff and students.

To govern college, several committees, and governing bodies are formed which plays an important role in an “organization”. This demonstrates the process of decentralization and participative management making efforts and ascertaining maintenance of transparency in the academic, financial and administrative functioning of the college. Apart from these various committees are formed in college to ensure good governance such as;



- Science Association Committee
- Admission Committee
- Nature Club
- Healthy Practices/ Campus Eco-Friendly Cell
- Sports Council
- Academic Committee
- Grievance Committee
- Placement Guidance & Counseling Cell
- Student Scholarship Cell
- First Aid and Health Committee
- SC/ST/OBC Cell
- Examination Committee
- Discipline, Anti-Ragging Committee
- Feedback Committee
- Alumni Association Committee
- Student Council
- Women Cell/ Prevention Sexual Harassment
- National Days/ National Festivals Celebrations Committee

File Description	Document
Relevant documents to indicate decentralization and participative management	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 6.1.3 The institution maintains transparency in its financial, academic, administrative and other functions

#### Response:

#### The Governing Body:

The governing body is formed as per the ordinances of the UGC , University and the state government to monitor and streaming the policies, decisions and recommendations made by the principal, the academic council the finance committee HOD's and the faculty for functioning of all plans and policies. On the recommendations of the academic council IT institutes scholarship, medals, prices and certifications. It approves new programmes, forms committees and fulfills other objectives.

#### The Academic Management:

The academic council monitors the formation of the board of studies and review of curriculum. Teaching learning evaluation and student's academic progressive performance is discussed regularly. If required, suggestive measures are implemented. The council also monitors and executes extra curriculum and co-curriculum activities through the head of the departments and faculty members. Necessary steps are taken

to execute these activities through the committees both academic and extra academic. The committees further take the responsibility for the successful implementation of this plans and activities at the end of the academic session. Each department and committee submits its audit report along with annual departmental activity report.

### **Finance Committee and Management:**

The role of the finance committee is to share the workload of the treasures in managing and monitoring the organizations finances. Typically chaired by the treasures, it provides an opportunity for detailed discussion and consideration of financial matters, with regular reporting to the full management committee.

<b>File Description</b>	<b>Document</b>
Reports indicating the efforts made by the institution towards maintenance of transparency	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## **6.2 Strategy Development and Deployment**

### **6.2.1 The institutional Strategic plan is effectively deployed**

#### **Response:**

Education is a fundamental way to achieve development and growth. We are all aware of this fact which makes education an integral part of the Indian culture. Keeping this in mind, it is essential to design and develop educational infrastructure in such way so that it maximize the accessibility and effectiveness of education being delivered. Also infrastructure plays a vital role in the development of the college.

The strategy followed by the college is an action oriented. In order to achieve the goals the “Sandipani Academy” has designed specific short term and long terms plans. The time bounded strategic plan developed

by the college is effectively implemented and supported with appropriate financial allocations.

The college has chosen to focus on important areas as part of its strategic plan for the starting five years. This includes

- a. ICT resource center
- b. College hostel
- c. Transport facilities
- d. Audio visual classes

- e. Conference room
- f. Canteen for all Sandipani family
- g. Reception area
- h. Projector hall
- i. Multipurpose hall
- j. Play ground
- k. Botanical garden
- l. Cultivating wellness on campus

File Description	Document
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>
Link to the page leading to Strategic Plan and deployment documents	<a href="#">View Document</a>

### **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.**

#### **Response:**

#### **Governing Body:**

The governing bodies as per the constitution of the college has to monitor and streamline the policies, decision and recommendations made by director, principal, advisor, the academic council, the finance committee, HOD's and faculty for functioning of all plans and policies.

#### **Administrative Set Up:**

The director, administrator and the principal, advisor forms the nucleus of the administration with the former being the final authority in all matters. The principal, team of departmental heads, the IQAC coordinator, the teachers' council secretary and head clerk assist the Principal in the discharge of this work.

#### **The Functions of Various Bodies:**

The finance sub-committee, the building sub-committee and the hostel sub-committees take important decisions regarding finance, building construction, renovation, maintenance and issues related to the college hostel. There is also a teachers' council and association of the non-teaching staff.

#### **Service Rules, Procedures, Recruitment and Promotion policies:**

Service rules and procedures are guided by the institution, the constitution of the college and the rules of the state government as amended from time to time in this regard. The recruitment rules for the teaching staff are as per the eligibility criteria prescribed by the UGC; that for non-teaching staff is as per college norms. Increments on performance based are highly motivating. Recognize and reward to good performers & counsel to low performers.

#### **Grievance Redressal Mechanism:**

There are several grievance redressal mechanisms including the anti-sexual harassment cell with its internal complaints committee; the anti-ragging cell; a grievance redressal cell with complaint boxes prominently placed and ascertains full implementation of the right to information .

<b>File Description</b>	<b>Document</b>
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution website	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### **6.2.3 Implementation of e-governance are in the following areas of operation**

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination System**
- 6.Biometric / digital attendance for staff**
- 7.Biometric / digital attendance for students**

**Response:** E. Any 1 or none of the above

File Description	Document
Geo-tagged photographs	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual e-governance report	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions / decisions.**

##### **Response:**

The institution has various committees for implementation in academic & administrative level. Also governing body framed the following cells, committees and clubs for the smooth functioning of all the academic and administrative work of the college such as:

- Admission Committee
- Academic Committee
- Science Association
- Nature Club
- Healthy Practices/ Campus Eco-Friendly Cell
- Sports Council
- Placement Guidance and Counseling Cell
- SC/ST/OBC Cell
- Student Scholarship Cell
- First Aid and Health Committee
- Alumni Association
- Examination Committee
- Discipline, Anti-Ragging Committee
- Grievance Committee
- Feedback Committee
- Research Cell and Intellectual Property Rights
- Staff Welfare Committee
- Women Cell/ Prevention of Sexual Harassment
- Encon Club
- Institutional Social Responsibility Committee
- National Days/ National Festivals Celebrations Committee

File Description	Document
Minutes of the meeting with seal and signature of the Principal	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Action taken report with seal and signature of the Principal	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

<p><b>6.3.1 Effective implementation of welfare measures for teaching and non-teaching staff is in place</b></p> <p><b>Response:</b></p>	
<p><b>6.3.1 Effective implementation of welfare measures for teaching and non-teaching staff is in place</b></p> <p><b>Response:</b></p> <p>Sandipani academy has given foremost importance to welfare of staff as well as students. Welfare initiatives for teaching staff reflects on the output and selfless contribution towards tremendous growth of any institution:-</p> <ul style="list-style-type: none"> <li>• All staff of Sandipani Academy are allowed paid leave.</li> <li>• On duty leave is provided to teachers for attending seminars, workshops and for visiting as externals.</li> <li>• All female employees are entitled for maternity leave for 2 month.</li> <li>• Employees are provided help to avail housing loan through housing development finance corporation limit.</li> <li>• Sandipani Academy believes that, employees need to relax amidst their busy work schedule. In this regard, are allowed to organize tour/picnic program serves as a platform for the employees to develop a pleasant atmosphere among themselves.</li> <li>• As institution has a multicultural environment in this campus. The management ensures the celebration of festivals together.</li> <li>• Campus organizes several professional development programme and FDP for teaching and non-teaching staff.</li> <li>• Soft skill and personality development programme are organised time to time.</li> <li>• Campus always does activities like international yoga day, fitness week, annual sports day and others as well.</li> <li>• Transport facilities are free of cost for staff members and for students it is on reasonable cost.</li> <li>• Institute has in place a policy of offering monetary gift on the occasion of marriage of employees and their families.</li> <li>• Seed money of rupees 200000 to be allocated for research activities.</li> <li>• Employees who have completed 1 year's uninterrupted services from their date of joining maybe eligible for promotion.</li> <li>• Sandipani Academy gives one month summer vacation to all staff.</li> <li>• Provision of ESIC and PF.</li> <li>• Off on 3rd saturday is provided to all staff to complete their personal assignments.</li> </ul>	

File Description	Document
List of welfare measures provided by the institution with seal and signature of the Principal	<a href="#">View Document</a>
List of beneficiaries of welfare measures provided by the Institution with seal and signature of the Principal	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 6.3.2 Percentage of teachers provided with financial support to attend seminars / conferences / workshops and towards membership fees of professional bodies during the last five years

**Response:** 4.58

#### 6.3.2.1 Number of teachers provided with financial support to attend seminar / conferences / workshops and towards membership fees of professional bodies during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	0	0	0	0

File Description	Document
Institutional Policy document on providing financial support to teachers	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Certificate of participation for the claim	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

**Response:** 5

#### 6.3.3.1 Total number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	1	0	0	0

<b>File Description</b>	<b>Document</b>
List of participants of each programme	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Brochures / Reports along with Photographs with date and caption	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### **6.3.4 Percentage 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**

**Response:** 58.02

#### **6.3.4.1 Total 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 during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
75	1	0	0	0

<b>File Description</b>	<b>Document</b>
Data as per Data Template	<a href="#">View Document</a>
Copy of Course completion certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### **6.3.5 The institution has a performance appraisal system for teaching and non-teaching staff**

**Response:**

Sandipani Academ has a performance based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academics, research activities and other extracurricular activities.

Organization is committed to ensure that on official relationship with stakeholders are legal and based on professional integrity managers should be notified when a gratuity has been received if the gratuity has



been received as a Thank you for work performed then it should be noted in the employees personal file to ensure that it is included in the employees next appraisal.

Employees who have completed one year uninterrupted service from their date of joining may be eligible for increment.

Increments on performance basis are highly motivating. Recognition and reward is given to good performers and counselling is provided to low performers

The evaluation of each employee is done annually according to their performance as mentors , incharges , teaching activities and other activities in which they were involved. This practice motivates employees to for progress and professional development.

File Description	Document
Proforma used for Performance Appraisal for teaching and non-teaching staff signed by the Principal	<a href="#">View Document</a>
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal or/and external financial audit regularly

#### Response:

“Sandipani Academy” has setup a system for directing external audits for ensuring proper accounting for receipts Payments of the students fees is looked after by the management. All vouchers are examined internally on yearly basis. The expenses incurred under various leads are completely checked by conforming the bills and vouchers. In the condition of encountering any discrepancy it is brought to the notice of the administrator. A similar cycle is being followed throughout the last five years.

#### **The mechanisms to monitor the effective and efficient use of financial resources are follows;**

The college budget includes recurring expenses such as salaries, electricity internet charges maintenance costs, stationary, other consumable fees non-recurring expenses such as Lab purchase, furniture and other development expenses.

The expenditure will be monitor by the accounting department as per the allocated budget.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

**Response:** 0

##### 6.4.2.1 Total funds received from non-government bodies, individuals, philanthropists during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

File Description	Document
Data as per Data Template	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilization of funds and the optimal utilization of resources are in place.

**Response:**

Resources mobilization refers to all activities involved in securing new and additional resources for an organization. "Sandipani Academy" is a self-financed private organization. The major resource of the institution is a tuition fee that comes from students. The organization has a strong yet flexible structure and accountable, its structure and good governance allows it to respond to the shifting priorities if its supporters and new responsibilities towards its stakeholders, while creating a positive work climate for its staff.

**Utilization of resources:**

Major utilization of resources to develop a useful infrastructure. Build a library less with facilities. Salary grant for all staff (teaching and non-teaching staff). Spend on culture activities, sports event. Resources used to purchase maximum books for students better experience. Spend on seminars and faculty development programs (FDP), Building and campus maintenance, Electricity expenses, miscellaneous expenses.

Green initiative expenses.

Academic support facilities.

Infrastructure augmentation.

File Description	Document
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 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

#### Response:

“Sandipani Academy” has adopted quality management strategies in academic and administrative aspects. It is geared to promote an ambience of creativity, innovation and improving quality.

The college formulated and established an internal quality assurance cell (IQAC) so as to respond to the changing educational, social and market demand

The cell makes assessment of different aspects of the functioning of the college, and monitors their functioning. It gives suggestions from time to time that are beginning to the end of the courses. This cell also exams and address the suggestions received through different modes such as verbal communication or through suggestion box. Its major activities include.

Development and application of quality of benchmarks/ parameters for the various academic and administrative activities of the college.

Facilitating the creation a learner centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

Arrangement for feedback and responses from students, parents and other stakeholders on quality related institutional process.

Dissemination of information on the various quality parameters.

Documentation of the various programs/ activities of the college, leading to quality improvement.

The development of quality culture.

File Description	Document
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### Response:

“Sandipani academy” is sensitive towards the quality of education as well as to cater to the changing educational, social and stakeholders demands.

The college has IQAC and program advisory committee which assess the performance of the program approved by it. The quality is reflected in the implementation of the academic programs and quantum of target achieved.

The college takes utmost care in planning and implementation of academic programs. To sustain the quality of its academic programs the stakeholders feedback and the previous year’s results are the benchmark for further improvements.

The college makes all efforts to:

Ensure adherence to academic calendar with the help of schedule for all activities.

Supervises content delivery by faculty via principal.

Ensure high performance of students in internal examination and academics.

Monitors attendance of the students and also keep the students informed on quarterly basis.

To make the library student friendly the institution has taken the measure to digitalize the library. Internet facility is also provided to the students in the library.

Evaluation of teaching learning periodically through students feedback.

File Description	Document
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**6.5.3 Average number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the last five years.**

**Response:** 14

**6.5.3.1 Number of quality initiatives taken by IQAC or any other mechanism for promoting quality during the last five years.**

2021-22	2020-21	2019-20	2018-19	2017-18
65	02	01	01	01

File Description	Document
Report of the work done by IQAC or other quality mechanisms	<a href="#">View Document</a>
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**6.5.4 Institution engages in several quality initiatives such as 1. Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements 2. Timely submission of AQARs (only after 1st cycle) 3. Academic Administrative Audit (AAA) and initiation of follow up action 4. Collaborative quality initiatives with other institution(s) 5. Participation in NIRF**

**Response:** B. Any 3 of the above

File Description	Document
Feedback analysis report	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Consolidated report of Academic Administrative Audit (AAA)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to the minutes of the meeting of IQAC	<a href="#">View Document</a>

### 6.5.5 Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives

#### Response:

- The three classrooms have been converted into Smart Classrooms to enhance teaching learning process.
- College website has been redesigned.
- Improved ICT lab for better learning in education.
- The academic calendar is prepared prior to commencement of every session to make academics work more effective.
- Faculty members are encouraged & felicitated by college for research work in field of education.
- Free WI-FI facility is available in the College campus for students & faculties.
- Guest lectures are conducted every month for better education. Webinar / Seminar / workshop and outreach activities are organised for students to enrich their learning.
- College library is upgraded by new books and N-List.
- Faculty Development Programs, Orientation & Induction program etc. are organized in the college for the personal and professional growth of the faculties.
- Well organized laboratories have been constructed for quality education like: Physics lab, Chemistry lab, Botany Lab, zoology lab, Multilingual Class, Music room, Craft room and Curriculum lab.
- Keeping in mind the physical and mental development of students, Gym has been inaugurated in the college campus.

#### Administrative Initiatives:

- To overview on Administrative management.
- Infrastructure development.
- Life skill programs.
- To encourage faculties for computer training.
- To organize personality development programs for faculties and non-teaching staff.

#### Two examples:-

### 1. Got Affiliation of two new degree programs

The college got affiliation of course **B.Sc.B.Ed. & B.A.B.Ed. (Four years integrated course)** from session **2017-2018** with **50** seats.

### 1. Updation of E-Governance and Infrastructure

The e-governance maintains the records of all faculties & non-teaching staff, admission process, student details, examination schedule, result analysis, infrastructure, inventory etc.

File Description	Document
Relevant documentary evidence in support of the claim	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## Criterion 7 - 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**

**Response:**

#### **ENERGY POLICY**

SANDIPANI ACADEMY ACHHOTI DURGA offering Education at UG level plays important role in development of economy by providing quality education professionals.

**Our mission is**

- Minimize Energy consumption by use of Energy efficient Equipment's and maximum use of day light, natural ventilation and Energy substitution.
- Maximize use of renewable Energy
- Create Awareness about Energy conservation

**This we plan to achieve:**

- Manage efficiently utilization of Energy resources by use of cleaner and more efficient technologies.
- Train faculties, students, Industry professionals to make institute the pace setter in the area of Energy conservation.
- Promote awareness related with Energy conservation among various sections of society.
- Enrich our experience on Energy conservation by exchange of ideas with other organizations.
- Carry out regular internal energy audit to identify energy conservation opportunities.

**Energy management action plan-**

**Improvement in Energy efficiency:**

- Use of star labeled Equipment's such as Air conditioners.
- Replacement of Conventional T8 36/40-watt florescent lamps by T8 18W LED tube.
- Replacement of 150HPSV street light fixtures by 72 W LED Street Light Fixtures.
- Use of TFT computer monitors.
- Replacement of conventional ceiling fans by BLDC ceiling Fans.
- Solar PV systems on Roof.

**Elimination of Energy wastages:**



- Maximum use of natural day light for indoor illumination.
- Use of natural ventilation.
- Good House-keeping practices.
- Fine tuning of temperature setting of Air conditioners and Water coolers.
  
- Use of dual trigger RIPFC panel to optimize DG fuel consumption.

### Training and awareness program

- Conducting awareness program for staff, students and society.
- Active involvement of college students in awareness program in schools.
- Conduct work-shops on grid interactive solar PV systems and Renewable energy.
- Organize seminar and poster presentation in the area of renewable energy and environmental protections.
- Encourage students to undertake UG projects in the area of Energy Management.

File Description	Document
Institution energy policy document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 7.1.2 Institution has a stated policy and procedure for implementation of waste management

#### Response:

#### WASTE MANAGEMENT POLICY

Sandipani Academy Achhoti, Durg, is committed to transform lives and serve the society through pursuit of excellence in teaching, innovation, lifelong learning, cultural enrichment and outreach services. Institution **with the objective to promote inter-disciplinary higher education and research in the fields of environmental, ecological and life sciences.** Sandipani Academy Achhoti, Durg has been made various efforts for waste management because it's a big factor for providing & maintaining healthy work environment for realizes sustainable and holistic waste management essential in reducing its environmental footprint and providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors. Institution's "Healthy practices/Campus Eco friendly cell"& Nature Club have introduced and implanted "Waste management policy" with a objectives and action plan. Students and staff are oriented about policy and action plan.

## Policy Objectives

The objectives of this policy are:

- 1.To ensure that waste management is performed in accordance with proper methods & small practices.
- 2.To follow repair, reuse and recycling over the disposal of waste for better future.
- 3.To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management.
- 4.To promote environmental awareness about waste management not only in Campus but also nearby villages.
- 5.To invest into the expansion of recycling and reuse opportunities on the Academy's campuswith transform waste into value added products.
- 6.To ensure the safe management of wastes on Academy's campus.
- 7.To provide appropriate information for teacher, resident, staff, students.
- 8.To promote approach of waste management in the entire campus.
- 9.To promote use of technologies (E-books, Online Study Materials, etc.)

## Action plan –

Academy takes many important actions for waste management-

- 1.Awareness programs organize by Academy about waste management to minimize waste management issues.
- 2.We give our Academy's Contribution inprogramslikeSwachh Bharat Abhiyan, Best out of waste, etc.
- 3.College's Wastes are classified into wet, dry, sanitary, and E-Waste.
- 4.Canteen's waste is converted into fertile manure by Vermi Composting and used for gardening and plantation of organization.
- 5.Liquid waste of college coming out from canteen not wasted in drain but used to irrigate nearby trees and plants.
- 6.Waste water coming from sewage is sent through a pipeline topond which is nearby campus.
- 7.E- Waste (Electronics Waste)s are either repaired or used for explaining about components.
- 8.We aware and motivate students to use digital books, notes and information about online websites provided to them.

File Description	Document
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 7.1.3 Institution waste management practices include

1. Segregation of waste
2. E-waste management
3. Vermi-compost
4. Bio gas plants
5. Sewage Treatment Plant

**Response:** B. Any 3 of the above

File Description	Document
Income Expenditure statement highlighting the specific components	<a href="#">View Document</a>
Geo-tagged photographs	<a href="#">View Document</a>
Documentary evidence in support of each selected response	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 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

**Response:** B. Any 3 of the above

File Description	Document
Income Expenditure statement highlighting the specific components	<a href="#">View Document</a>
Geotagged photographs	<a href="#">View Document</a>
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Any additional link	<a href="#">View Document</a>

### **7.1.5 Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment**

#### **Response:**

**Cleanliness** is a habit not an act. However starting a campaign or drive highlights the issue, builds champions and brings focus on the task at hand. This also further leads to internalizing and inculcating cleanliness as a matter of habit and routine.

Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free and healthy environment. Our institute is taking various actions and efforts to maintain healthy and hygienic environment for cleanliness of our classroom, corridors, laboratories etc. we assign various duties to different staff such as-

1. The College started managing a 'Swachchh College Abhiyan'. The cleanliness drive has been started with a Swachchh College Week wherein the focus is on an intensive effort spread over a week to clean the facility followed by maintenance and further improvements.

Sweeping, mopping, washing curtains, cleaning of drinking water cooler, water tanks, hand wash corners, etc. is assigned to cleanliness maintaining staff.

- Key steps for implementing Cleanliness drive include - Internal meetings are held with all the staff to explain the aims, objectives, key activities and develop a plan which includes gaps, key areas of attention and actions required. This is undertaken for each department .
- The faculty in charge is allocated responsibility within the team, in which individuals are accountable for actions in their designated areas.
- Information, Education and Communication (IEC) materials are displayed to highlight the work, its importance and methodology. IEC material include educational posters for the students and other visitors and on how they can help in keeping the area clean.
- The cleaning staff is provided with necessary equipment like brooms, bins, mop cloths, personal protection equipment, detergents, etc.
- Special areas such as water tanks, hand wash corners, water coolers cleaned by following laid down procedure.
- Waste bins with appropriate liners are placed wherever required and a schedule is laid down for removal of waste and cleaning of the bins.
- Segregation of general waste into biodegradable and recyclable is done at the point of generation to facilitate disposal.

#### **For maintenance of sanitation:**

We have set-up dustbins of different colors black, blue, green & red for e-waste, dry waste, wet waste respectively for segregation of wastages which apply very important role in maintaining sanitation.

College has installed sanitary pad machine for girl student.

Regular conduction of health check-up camp for our student to maintain their health and hygiene

**Green cover:**

Numerous trees are planted in front of our college. We also conduct plantation program in schools ,village and community to make them aware about pollution free & healthy environment. We installed solar panels and conducted bicycle campaign to aware use of e-vehicles, cycle in spite of fossil fuel using vehicles.

File Description	Document
Documents and/or photographs in support of the claim	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**7.1.6 Institution is committed to encourage green practices that include: 1. Encouraging use of bicycles / E-vehicles 2. Create pedestrian friendly roads in the campus 3. Develop plastic-free campus 4. Move towards paperless office 5. Green landscaping with trees and plants**

**Response:** A. All of the above

File Description	Document
Videos / Geotagged photographs related to Green Practices adopted by the institution	<a href="#">View Document</a>
Snap shots and documents related to exclusive software packages used for paperless office	<a href="#">View Document</a>
Circulars and relevant policy papers for the claims made	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**7.1.7 Percentage of expenditure on green initiatives and waste management excluding salary component during the last five years (INR in Lakhs)**

**Response:** 7.04

**7.1.7.1 Total expenditure on green initiatives and waste management excluding salary component during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
6.429	0.28	00	00	13.7

File Description	Document
Income Expenditure statement on green initiatives, energy and waste management	<a href="#">View Document</a>
Data as per Data Template	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### **7.1.8 Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges.**

#### **Response:**

SANDIPANI ACADEMY ,a college of education is always sensitive and empathetic towards social, environmental and community problem. Time to time the college has organized the seminars, webinars and programs touching the issue of environment and society. The college is willing to nurture a healthy environment for which different programs like plantation are organized. India is a country of multi ethnic culture where people belonging to diverse religious, racial, cultural and lingual identities live together harmoniously. So to maintain an inclusive environment and to give environmental awareness and knowledge about resources and community , practicality is very necessary to the students. Keeping this view in mind. Sandipani Academy tries to maintain harmony and create good will among students. Students involved in the national developmental activities, national festivals, awareness rallies and government and non-government campaigns. The flex board of environmental awareness and use of different resources are displayed on the college campus. College plays an effective role as catalysts in the area to maintain healthy and pollution free environment. The college regularly organizes different activities for inculcating the values of our earth and how to protect it from all aspects. These activities have a very positive impact on society. The college thereby celebrates Independence Day, Republic Day, Gandhi Jayatiand Rashtriya Ekta Divas every year with great honors and respect. These programs organized by the college promote greater value of life, love, integrity, fraternity and patriotism in the minds of the students. The students and staff visit villages nearby college to conduct awareness program , Health Checkup Campaign, Aids Rally and other programs to sensitize the local people on social issues.

#### **Some of the special efforts are following**

##### **1. Adaptation of village achhoti**

We want to make them profitable by our existence. Since they are in neighborhood we initiated an awareness program “abhiyan” and tree plantation to make them profitable.

## 2. Tree plantation & health checkup program in Godhi School

Our institution has organized tree plantation and health checkup program for Government higher secondary school students to make them aware about nature, their health and fitness.

## 3. Women health awareness program

Woman's health awareness program was organized by our institution in the village panchayat Godhi on Tuesday, 12/10/21, in which the women of the village gave their presence from the beginning in the life of women. Tea was provided with information on various health related aspects related to infancy, adolescent stage, youth stage, old age and their ill effects in the last moments of infancy. Free face masks were distributed to protect against the effects of COVID- 19.

## 4. Kandarka Swastha jagrukta Abhiyan

We organized swasthya jagrukta abhiyan village Kandarka based on theme “Only One Earth” to make them aware about their health and surrounding by presenting nukard natak and awareness slogans.

## 5. HarGharTiranga Abhiyan

Students of our institute took participation in “HarGharTirangaAbhiyaan”. They went to different villages near by our college and distributed national flag to make them aware about importance of our National Flag “TIRANGA” and to inculcate value of National Integration.

File Description	Document
Documentary evidence in support of the claim	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**7.1.9 Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways**

- 1.Code of Conduct is displayed on the institution’s website**
- 2.Students and teachers are oriented about the Code of Conduct**
- 3.There is a committee to monitor adherence to the Code of Conduct**
- 4.Professional ethics programmes for students, teachers, administrators and other staff are organized periodically**

**Response:** B. Any 3 of the above

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

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC format given on its website)

#### Response:

#### BEST PRACTICE – 1

##### 1. Title of the Practice: Life Skill Development Programs

**2. Objectives of the Practice:** The main objectives of Life skill development programs are to build up leadership quality, communication skill, confidence etc. which give good impact on the necessary skills and knowledge, in students as well as faculties.

**3. Context: Life skills are as important as academic skills .** Learning life skills help to deal with workplace issues effectively. Employers seek employees with mastery of different life skills. Skilled students yield great achievements and have the ability to work effectively and efficiently. Students learn life skills through experience. In this context, the college has taken initiatives to provide life skill development programs and has provided the required platform.

**4. Practice:** students learn life skills through experience. We have scheduled life skill development programs which are organized by our college at each Saturday of every month as mentioned in the time table. We update list of life skill programs, which are scheduled to be held on upcoming month, at staff room's notice board. Life skill programs are conducted by Faculty.



**5. Evidence of Success:**(i) Sandipani Academy has a regular practice of celebrating maximum national days by organising competition in which skilled students get awarded and receive appreciation not only at college level but also in university level competitions. Success is evident as follows:

1. Communication skills :

- Active listening- guest lectures seminar workshops grooms students to active listeners.
- Adapting communication styles to audience - this is evident through Nukkad Natak release and awareness programs.
- Confidence - this is evident in micro teaching and school teaching.
- Responsiveness - students are fast communicators as is evident from their feedback.

**6. Problems encountered and resources required**

(i) Training of faculty (ii) To develop framework for conducting Life skill development programs.

**7. Outcome**

- Improved communication skills.
  - Better Time Management and organisation.
  - Enhanced problem solving and decision making skills.
  - Increased career readiness
- 
- Some students selected for jobs just after course completion. Some students go to higher studies with good skill. Some students transfer importance of skill to their juniors.

**BEST PRACTICE – 2**

**1. Title of the Practice:Celebration of national days and cultural activities**

**2. Objectives of the Practice:**The main objectives of celebration of National days and cultural activities are teaching students the value of our constitution and its necessity for good governance, inspire them to be self-reliant. Organize competitions to uplift their skills and provide platform for utilizing skill they have.

**3. Context:**Celebration of national days and cultural activities make students more aware about Festivals, Freedom Fighters, many special days in many ways such as organize Awareness Programs, Nukkad Natak, and Drama etc. competitions in which they participate and know about social responsibility.

**4. Practice:**

flag hoisting ceremony followed by National anthem and speeches by college authorities and wisted guest is regular practice. We celebrate every national day. We organize programs debate, essay writing, poster making and speech competitions.

**5. Evidence of Success:**(i) We celebrate maximum national days as a competition and more skilled students get prizes not only in college level but also in university level competitions.

**6. Problems encountered and resources required:**N/A

**7. Outcome:**(i) Some students go to higher studies with good skill.

(ii) Some students transfer importance of skill to their juniors.

(iii) Students get sensitized on national issues and values enshrined in our constitution.

File Description	Document
Photos related to two best practices of the Institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**7.3 Institutional Distinctiveness****7.3.1 Performance of the institution in one area of distinctiveness related to its vision, priority and thrust****Response:****Institutional Distinctiveness**

Sandipani Academy, an institution established in a village Achhoti, surrounded by rural area is very sensitive about social issues. So, we emphasise the development of the society because society is most important factor in development not only at rural, state, national level but at universal level. Many facts can be considered as cause of improvement of society. Our institute always tries to make aware them about their constitutional rights & duties, We create awareness by organising programs regarding different social issues related amongst the rural people. We conduct many programs such as Drama, Nukkad Natak, awareness Rally, etc.

## 1. Conservation of Nature

Nature is the most important part of our society, because our existence depends on nature and taking care of nature and aware people to protect it is our first duty. That's why we organize environmental concern programs such as awareness program on conservation of natural resources, tree plantation, water conservation rally, bicycle campaign, protection of birds during summer by distributing sakora.

### 1. Women and Child Awareness Program

Women and Child development is a most important factor for the society and we work for this sensitive issue of today. So, we also take care of it and conduct awareness programs and trying our best for the growth and development of child and women.

### 1. Expansion of Educational Services

We provide free coaching of Pre-B.Ed., Pre-B.Sc. B.Ed./B.A.B.Ed. Pre. B.Sc.(Nursing) and PAT which are conducted by CGVYAPAM for 1 Month. We have a PUBLIC LIBRARY which is available free of cost for outside poor students. College has the N-List facility, recording room and English Language Lab for giving best educational facility to students by developing their skills and making them employable.

File Description	Document
Photo and /or video of institutional performance related to the one area of its distinctiveness	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

Sandipani Academy strives to bring out and nurture the skills of students with quality education, developing their competence by providing conducive environment.

- Provide value based education for holistic development.
- Prepare students for career through training in soft skills, life skills and personality development.
- Provide adequate and well equipped infrastructure for academic, co-curricular and extra-curricular activities.
- Organizes National seminars, conferences and workshops.
- Motivate and encourage students to participate in co-curricular and extra-curricular activities.
- Motivates faculties to publish research paper in UGC CARE listed journals and proceedings of National / International conferences.
- Provide hostel facility to girls.
- Develop and promote clean and green environment.
- Sensitized students and society on cross cutting issues.
- Provide resources and opportunities for continuous improvement.
- Promote and nurture creativity and innovativeness among students.

### A college with a difference

College aims to provide unique and meaningful educational experiences that prepare the students to be successful and responsible members of society.

- Education is such important that it stimulates the minds and inflames the intellect of students.
- Continuous growth with respect to students in take, faculty, infrastructure and number of students gaining position in the merit list of university.
- Increasing trend in the student's progression to higher studies.
- Successful organisation of National days / events.
- Conduct of university curriculum with full effectiveness.
- Emphasis on co-curricular extra-curricular activities to ensure holistic development of personality.

### Concluding Remarks :

Right from its establishment , college has always been a student centric teacher managed organisation and has grown leaps and bounds in all aspects till date and assures of sustained progressive growth in future as well. The college is continuously refining its focus as well as modus operandi in achieving the vision. The descriptive summary and data compiled under key indicators of each criteria itself speaks of the sincere efforts of the college in this direction. The growth in infrastructure ,academics , co- curricular ,extra-curricular activities , sensitizing students on cross cutting issues for creating awareness are in accordance with the expectations of NAAC.



## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.3	<p><b>Percentage of Students enrolled in the Value-added courses mentioned at 1.2.2 during the last five years</b></p> <p>1.2.3.1. <b>Number of students enrolled in the Value – added courses mentioned at 1.2.2 during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>472</td> <td>0</td> <td>49</td> <td>57</td> <td>22</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>369</td> <td>0</td> <td>48</td> <td>57</td> <td>22</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per clarification.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	472	0	49	57	22	2021-22	2020-21	2019-20	2018-19	2017-18	369	0	48	57	22
2021-22	2020-21	2019-20	2018-19	2017-18																	
472	0	49	57	22																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
369	0	48	57	22																	
2.1.2	<p><b>Percentage of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the last five years..</b></p> <p>2.1.2.1. <b>Number of students enrolled from the reserved categories during last five years..</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>144</td> <td>100</td> <td>126</td> <td>138</td> <td>82</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>60</td> <td>82</td> <td>62</td> <td>63</td> <td>36</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per clarification.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	144	100	126	138	82	2021-22	2020-21	2019-20	2018-19	2017-18	60	82	62	63	36
2021-22	2020-21	2019-20	2018-19	2017-18																	
144	100	126	138	82																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
60	82	62	63	36																	
3.3.2	<p><b>Percentage of students participating in outreach activities organized by the institution during the last five years</b></p> <p>3.3.2.1. <b>Number of students participating in outreach activities organized by the institution during the last five years</b></p>																				

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
582	282	20	200	177

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
573	282	20	200	177

Remark : DVV has made the changes as per clarification.

**4.4.1 Percentage expenditure incurred exclusively on maintenance of physical and academic support facilities during the last five years (INR in Lakhs)**

**4.4.1.1. Expenditure incurred exclusively on maintenance of physical and academic support facilities during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
12	86	11	11	10

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
38.17	13.59	9.41	17.42	14.01

Remark : DVV has made the changes as per clarification.

**5.3.2 Average number of sports and cultural events organized at the institution during the last five years**

**5.3.2.1. Number of sports and cultural events organized at the institution during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
31	09	06	11	05

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
39	08	04	08	04

Remark : DVV has made the changes as per clarification.

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.5	<p><b>Number of graduating students year-wise during last five years..</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>185</td> <td>112</td> <td>95</td> <td>88</td> <td>39</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>187</td> <td>112</td> <td>96</td> <td>91</td> <td>40</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	185	112	95	88	39	2021-22	2020-21	2019-20	2018-19	2017-18	187	112	96	91	40
2021-22	2020-21	2019-20	2018-19	2017-18																	
185	112	95	88	39																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
187	112	96	91	40																	
2.1	<p><b>Number of full time teachers year wise during the last five years..</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>28</td> <td>30</td> <td>33</td> <td>15</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>29</td> <td>31</td> <td>31</td> <td>15</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	27	28	30	33	15	2021-22	2020-21	2019-20	2018-19	2017-18	25	29	31	31	15
2021-22	2020-21	2019-20	2018-19	2017-18																	
27	28	30	33	15																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
25	29	31	31	15																	