YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**Dronacharya PG College of Education, Rait**
• Name of the Head of the institution	**Dr. Bhupinder Singh Bagh**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Alternate phone No.	**01892237856**
• Mobile No:	**9816270645**
• Registered e-mail ID (Principal)	**dronacharyahp@gmail.com**
• Alternate Email ID	**gspathania7@gmail.com**
• Address	**VPO-Rait, Tehsil-Shahpur, Distt-Kangra**
• City/Town	**Rait**
• State/UT	**Himachal Pradesh**
• Pin Code	**176208**
2.Institutional status	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	**Co-education**

• Location	**Rural**
• Financial Status	**Self-financing**
• Name of the Affiliating University	**Himachal Pradesh University, Shimla**
• Name of the IQAC Co-ordinator/Director	**Dr. Parveen Kumar Sharma**
• Phone No.	**9418563328**
• Alternate phone No.(IQAC)	
• Mobile (IQAC)	
• IQAC e-mail address	**dronacharyahp@gmail.com**
• Alternate e-mail address (IQAC)	
3.Website address	**http://dcedu.in/**
• Web-link of the AQAR: (Previous Academic Year)	
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	
5.Accreditation Details	

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.32	2010	04/09/2010	03/09/2015

6.Date of Establishment of IQAC | 28/10/2009

7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNMTT etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	NIL	NIL	Nil	0

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

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

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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes

- (Please upload, minutes of meetings and action taken report) | [View File]()

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

- If yes, mention the amount

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

Student Seminar on Stages of Cognitive Development National Webinar on National Education Policy 2020 Faculty Development program on Teaching with Technology and Teaching Skills Three day awareness cum orientation programme on Internal Quality Assurance Cell Parent Teacher Association and Alumni Meet College club/cells activities

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

Plan of Action	Achievements/Outcomes
Faculty Development Programme	Conducted three FDPs related to educational topics
IQAC Orientation	Three Days IQAC Orientation cum awareness workshop was conducted for the facukty
National Webinar on NEP(National Education Policy)	National Webinar on NEP 2020 was conducted online through ZOOM Platform
Research workshop on Synopsis preparation	Research workshop for M.Ed. students was organised
Online students seminar-Sakhsam	Online students seminar Saksham was organised for the students

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
COLLEGE MANAGEMENT COMMITTEE	29/11/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	21/02/2022

Extended Profile

2.Student

2.1 Number of students on roll during the year	215

File Description	Documents
Data Template	[View File](#)

2.2	**250**
Number of seats sanctioned during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**135**
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	

File Description	Documents
Data Template	[View File](#)

2.4	**198**
Number of outgoing / final year students during the year:	

File Description	Documents
Data Template	[View File](#)

2.5Number of graduating students during the year	**198**

File Description	Documents
Data Template	[View File](#)

2.6	**215**
Number of students enrolled during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1	**17835769.14**
Total expenditure, excluding salary, during the year (INR in Lakhs):	

4.2 Total number of computers on campus for academic purposes	95

5.Teacher

5.1 Number of full-time teachers during the year:	31

File Description	Documents
Data Template	View File
Data Template	No File Uploaded

5.2 Number of sanctioned posts for the year:	41

Part B

CURRICULAR ASPECTS

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. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words

The college is affiliated to Himachal Pradesh University, Shimla and it follows the syllabi framed by Himachal Pradesh University, Shimla . The college frames academic calendar at the start of the session and includes different activities related to the designed syllabus.

A time-table is prepared keeping in mind all the activities to be included in the semester allotting stipulated time to the subjects with the help of interactive activities like classroom teaching, group discussions, power point presentations, quiz, debates, academic tests, etc.

The time table is circulated to all the faculty members well in advance before the commencement of the session. Teaching Plans are made by each faculty member who details out the number of lectures in each week in the subject and total number of lectures allotted in the subject in their teacher's diary. Teacher's diary is prepared by each faculty teaching the subject and is signed by the Head of the Institution. The College Annual Calendar prepared at the beginning of the academic year gives clear indication of activities to be

performed during the session. The Regular staff / committee meetings are held under the chairmanship of Principal /Convener for interaction with teachers for coordination.The periodic class tests ,unit tests and MCQ examinations on google forms and are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again in remedial classes. The curriculum is enriched by participation of our teachers in, national and international Seminars and training workshops . Updating the library with books of the changed syllabi every year. All the laboratories are upgraded annually as per requirement of the curriculum. Subject tours and industrial visits are organized to provide practical exposure to the students. Seminars, debates, quiz competitions and workshops are being organized. skill-oriented courses are offered to the students for enhancing their skills and access to jobs in national/international job markets.

D.El.Ed. two year Programme (NIOS) (Session 2017-19) and Six month Professional development Programme of Elementary course (Session -2019) was organised under the instruction of Directorate of Elementary Education ,Shimla for various untrained in service teachers Personal Contact and Workshop based activities was organIsed in the college .

The B.Ed. students are divided into four houses- Vivekananda, Radhakrishnan,Tagore and Kalam. The weekly meetings schedule of four houses (Vivekanda, Radhakrishnan,Tagore,Kalam) mentioned in time table and every Saturday is fixed for house interaction.

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

1.1.2 - At the institution level, the curriculum | C. Any 3 of the above

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

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

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

File Description	Documents
Data as per Data Template	[View File](#)
URL to the page on website where the PLOs and CLOs are listed	https://dcedu.in/downloads/program-course-learning-outcomes/
Prospectus for the academic year	[View File](#)
Report and photographs with caption and date of student induction programmes	[View File](#)
Report and photographs with caption and date of teacher orientation programmes	[View File](#)
Any other relevant information	**No File Uploaded**

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

1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year

12

File Description	Documents
Data as per Data Template	[View File](#)
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	[View File](#)
Academic calendar showing time allotted for optional / electives / pedagogy courses	https://dcedu.in/downloads/time-table-for-teaching-pedagogy-subjects-2020-21/
Any other relevant information	[NA](#)

1.2.2 - Number of value-added courses offered during the year

1

1.2.2.1 - Number of value-added courses offered during the year

1

File Description	Documents
Data as per Data Template	View File
Brochure and Course content along with CLOs of value-added courses	View File
Any other relevant information	**No File Uploaded**

1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

32

1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

32

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	View File
Course completion certificates	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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

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

0

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

0

File Description	Documents
Data as per Data Template	**No File Uploaded**
Certificates / evidences for completing the self-study course(s)	**No File Uploaded**
List of students enrolled and completed in self study course(s)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The college providedifferent opportunities for the students to

acquire and demonstrate their knowledge. As per the fundamental or coherent understanding of the field of teacher education during the academic year students has to be taught according to the semester system which has been divided into four semester for two year B.Ed course andM.Ed course.under this every subject has their different objectives which is mentioned in all the subject papers and described by the subject teachers when they teach the students under their particular subject course. Procedural knowledge that creates teachers for different level of school education skills that are specific to one's chosen specialization-: Students has to be gained and attained knowledge from different ways of sphere . The Institution always moving the learners to teach different things according to their level of learning. The students enhance their skills by micro teaching while they are divided in to small groups in which they learned how to teach with the help of different skills and components such as ; chalk board writing , explanation , demonstration etc ;Including simulation teaching.

Capability to extrapolate from what one has learnt apply acquired competencies:- The Institution extrapolate the learner to come forward to enhance their different skills by applied acquiring knowledge for the competencies students during micro teaching,simulation and school block teaching practices .

Skills /competencies such as ; The Institution always provide the healthy atmosphere for the learner to make themselves appropriate learner for future perspective. The college developthe students to enhance their skills , by the activities of various clubs,cell and committtess through in which the learner develop confidence ,collaboartion and competencies Workshops , seminars , guest lectures ,youth empowerment programmes on varied themes areorganized by the college time to time to enhance the personality of the students.

File Description	Documents
A fundamental or coherent understanding of the field of teacher education	**No File Uploaded**
Procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization	**No File Uploaded**
Capability to extrapolate from what one has learnt and apply acquired competencies	[View File]()
Skills/Competencies such as: Emotional Intelligence, Critical Thinking, Negotiation and Communication Skills, Collaboration with others, etc.	[View File]()

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

The institution makes attempt to provide congenial and conducive environment to the students for their all round development . Academic Calendar is provided at the beginning of the course to enable the faculty and students to plan and execute all academic and extracurricular activities. The students are acquainted with the development of school system in the class through paper -Language across curriculum which covers various education commissions ,education policies and educational structures . During morning assembly students apart from general education topics ,students also present topics on educational issues encompassing teaching -learning practices, assessment , national and international perspectives and diversity in functioning of various boards of school education. Guest talks , Seminars ,students seminars and presentations are conducted to sensitise students to develop national and international perspectives and innovations in education system .Extension activities by the various cells and clubs like Women Empowerment cell, Red Ribbon club, Environment club, Rotaract club, Sanjeevni Club ,Sang Bequest widens mental horizon of the students.All the above mentioned activities cater to the development of broader understanding of the education field.An orientation

program is conducted for the new students of the institution. Assistent Proffeser Dr. Kanika conducted the orientation programme to introduced new students about the diversities in school system in Himachal Pradesh . In which she awared all the students of the new session 2019-21 on the working and functioning of all the boards of all schools. i.e. H.P. Board, CBSE Board, ICSE Board.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	*View File*
Documentary evidence in support of the claim	*View File*
Any other relevant information	**No File Uploaded**

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

The college plans out activities before the start of the new session and incorporate them in academic calendar. The students are acquainted with course curricula by faculty members and with the activities of various clubs and cells by clubs/cells incharges. The college organises relevant guest lectures ,seminars ,workshops on themes of research , effective teaching- learning transaction, innovation, Technology adoption ,value education, life skills along with cultural , creative ,literary and academic activities to develop their inherent latent talents and develop confidence .Skill in teaching competition ,students seminar ,Navrang - Annual youth fest , value oriented The students coordinators and members of various clubs/ cells organise the activities of the clubs/ cells with an aim to develop requisite 21st century skills for their professional development. The students learn about pedagogical practices in their subjects which are reinforced in the form of Micro teaching ,Internship practice (one month and four months) along with simulation and block teaching practice in Government schools enable the students to put to practice teaching skills learnt in college to hone their teaching skills in comprehensive manner. In internship of one month , students learn about the school system prevalent in Government Schools governed by Himachal Pradesh

Board of School Education.The students also learn to maintain attendance register,stock register and organise activities to celebrate national and international important days in schools prepares a comprehensive file of all Short term value added course on life skills is organised to empower youth and prepare them for the professional acumen.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

1.4 - Feedback System

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

File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	No File Uploaded

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

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	View File
Action taken report of the institution with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of students during the year

250

2.1.1.1 - Number of students enrolled during the year

215

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

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

119

2.1.2.1 - Number of students enrolled from the reserved categories during the year

119

File Description	Documents
Data as per Data Template	View File
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	View File
Final admission list published by the HEI	**No File Uploaded**
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.1.3 - Number of students enrolled from EWS and Divyangjan categories during the year
0

2.1.3.1 - Number of students enrolled from EWS and Divyangjan categories during the year
0

File Description	Documents
Data as per Data Template	No File Uploaded
Certificate of EWS and Divyangjan	No File Uploaded
List of students enrolled from EWS and Divyangjan	No File Uploaded
Any other relevant information	No File Uploaded

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 Describe the assessment process at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students, in not more than 100-200 words.

At entry level to Identify different learning needs of the students entry level behaviour is assessed through a questionnaire after identifying different learning needs academic support is incorporated as per requirement.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Documents showing the performance of students at the entry level	No File Uploaded
Any other relevant information	No File Uploaded

2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic	Six/Five of the above

Counselling Peer Feedback / Tutoring Remedial Learning Engagement Learning Enhancement / Enrichment inputs Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs

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

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

`One of the above`

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

2.2.4 - Student-Mentor ratio for the academic year

`1:14`

2.2.4.1 - Number of mentors in the Institution

12

File Description	Documents
Data as per Data Template	**No File Uploaded**
Relevant documents of mentor-mentee activities with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Focussed group discussion, online mode and lecture method are commonly used to disseminate teaching learning process. The basic rationale behind using focussed group discussion mode is to clarify and test pre-conceived thoughts and findings. It gives ample chance to share their ideas, opinions, knowledge and insight about the topic at hand. It provides flexiblity to acquaint with the needs and opinions of the group. Regarding on-line mode the biggest rationale is affordability and accessibility of time and place a part from this modern generation is more advanced in using technology and show more interest. During corona it proved the best alternate for teaching learning. As we all know lecture method has no other alternate in higher classes. This method is quite useful to cover syllabus particularly in lengthy topics.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	View File
Any other relevant information	**No File Uploaded**

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

28

File Description	Documents
Data as per Data Template	**No File Uploaded**
Link to LMS	**Nil**
Any other relevant information	**No File Uploaded**

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

215

File Description	Documents
Data as per Data Template	View File
Programme wise list of students using ICT support	View File
Documentary evidence in support of the claim	View File
Landing page of the Gateway to the LMS used	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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

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

For the purpose of professional development among students the mentor acts as a trusted advisor and guide to the menter and supports them in developing new skills, navigating learning environment, challenging ideas and encouraging career development and intils a spirit of working in teams for achieving personal and common goal during learning. Mentoring provides comprehensive opportunity to deal with students diversity like some may be highly aspirated , ambitious, enthustestic, belongs to higher socio-economic status and other may be from poor background and other life challenges. Continous mentoring not only enhance learning skills and achievement but learning skills and achievement but also improves self-awareness and their conduct with respect to their colleagues and Authorities. It helps in strengthening good support between mentor and menter and acts as a base for ideals. When students are motivated and by virture of this process their goal becomes easier to achieve and consequenty it gives them new identity and recognition before their colleagues and authorities. When instructional objectives and other behavioural managements are guided under the supervision of a mentor. It inculcates confidence and balance among mentor and it helps in reducing academic as well as other stress.

Students are guided regarding learing apps and learning resources.The information about various learning resoures like open online courses, national digital library etc are provided. Visits to libraries, employment exchange and information about scholarship are arranged. Students are helped to prepare their curriculum vitae (CV) and presentation skills.Mentor teachers who already teaching the given subjects guide the students regarding curriculum . Mentor teachers are responsible for observing the students regarding difficulty being faced or any mistake being committed by them .Micro incharge teachers are appointed to observe their micro, simulation and teaching lessons and provide feedback or suggestions, when required and student of master are also helped in preparing questionaire research objective and writing research article etc.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

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

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

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

In the class room while teaching to know the understanding of the content and to create curiousily among students, students opinions or views are invited to make the teaching learning process more participative and optimise learning. Probing- questioning as well as leading questions are asked to instill more thinking power among students. Each student of the class has to prepare assignment given on the basis of intellectual and creative reflection. Further Blooms six types of thinking skills like are also developed knowledge, comprehension, application, analysis synthesis and evaluation among students in the teaching learning process, All these learning experience help in developing like skills, students learn how to face life challenges these life skills enable the students to develop their critical thinking, self-awareness decision making ability, communication, empathy stress reducing ability etc.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

2.4 - Competency and Skill Development

2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include Organizing Learning (lesson plan) Developing Teaching Competencies Assessment of Learning Technology Use and Integration Organizing Field Visits Conducting Outreach/ Out of Classroom Activities Community Engagement Facilitating Inclusive Education Preparing Individualized Educational Plan(IEP)	Three/Four of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities with video graphic support wherever possibl	No File Uploaded
Any other relevant information	No File Uploaded

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

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

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

File Description	Documents
Data as per Data Template	View File
Details of the activities carried out during the academic year in respect of each response indicated	View File
Any other relevant information	**No File Uploaded**

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

File Description	Documents
Data as per Data Template	**No File Uploaded**
Samples prepared by students for each indicated assessment tool	**No File Uploaded**
Documents showing the different activities for evolving indicated assessment tools	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Two of the above

File Description	Documents
Data as per Data Template	[View File](#)
Documentary evidence in support of each response selected	[View File](#)
Sample evidence showing the tasks carried out for each of the selected response	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution ofcommunity related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event

Four of the above

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

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

File Description	Documents
Data as per Data Template	View File
Samples of assessed assignments for theory courses of different programmes	View File
Any other relevant information	**No File Uploaded**

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

Permission from Dy. Director of Higher Education for school intership is taken. Teaching practice schools are selected vicinity of the college for one month internship programme. School principals and teachers are acquained about the requisite of programme.

Orientation programme is conducted for pupil teachers before joining school internship. In the beginning of internship Principals/ Headmasters of the school familiarize pupil-teachers about different school committees, activities and defines role of teachers in the school. Pupil teachers prepare record of different types of activities, policies carried by state government for tjhe welfare of the school students, school committees and their functioning, school

`record . Pupil teachers are given adequats exposure to learn valuable knowledge from school set up. Finally grade are awarded to pupil-teacher on th basis of internship records.`

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

2.4.9.1 - Number of final year students during the academic year

`199`

File Description	Documents
Data as per Data Template	View File
Data as per Data Template	`No File Uploaded`
Plan of teacher engagement in school internship	View File
Any other relevant information	`No File Uploaded`

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

File Description	Documents
Data as per Data Template	No File Uploaded
Sample copies for each of selected activities claimed	No File Uploaded
School-wise internship reports showing student engagement in activities claimed	No File Uploaded
Wherever the documents are in regional language, provide English translated version	No File Uploaded
Any other relevant information	No File Uploaded

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

In one month internship programme comprehensive learing expreience are provided to pupil various records and documents are prepared and maintained in internship. File under the guidance of an monitoring of teachers/educators.

Mid day meal (MDM) scheme school management committes constitution and their structure, PTA, time table preparation. All prinicipals of the school given orientation and familiarize about the diferent school activities and schemes carried by state government for the welfare of the student, school teacher deliver their lesson before the pupil teacher for the learing process. And afterwards the school teacher joins the classes of pupil teacher and they provide their assistance when required in teaching, learining assessment and conducting school activities. For the purpose of effective monitoring college prinicipalalso ensures his visit in the internship schools.

A group leader is selected in all micro groups and he plays active role in carrying and implementing all informationand instructions from his authorities..

File Description	Documents
Documentary evidence in support of the response	View File
Any other relevant information	View File

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

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

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

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	View File
Five filled in formats for each of the aspects claimed	**No File Uploaded**
Any other relevant information	View File

2.5 - Teacher Profile and Quality

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

31

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

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

5

File Description	Documents
Data as per Data Template	View File
Certificates of Doctoral Degree (Ph.D) of the faculty	View File
Any other relevant information	**No File Uploaded**

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

166

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

166

File Description	Documents
Copy of the appointment letters of the fulltime teachers	View File
Any other relevant information	**No File Uploaded**

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

Teacher professional development is any type of continuing education

effort for teachers. It is one-way teachers can improve their skills and in turn, boost student outcomes. Teachers of Dronacharya PG College of Education follow the above efforts for up-gradation. For professional development teachers attend various seminars, webinars, faculty development programs, workshops, refresher courses etc. In the college inter department faculty development programs are organized for providing support and training to faculty members to help them improve their work performance. Faculty development programs often includes areas of teaching excellence, learning, research, ICT skills and professional development. Faculty development focused on building relationships. The interactions between resource person and more importantly between faculty are the key component to creating an environment for open discussion and sustainable progress. In faculty development programmes, teachers share information with their colleagues on policies and regulations. During Covid-19 situation, faculty attended various faculty development programmes, webinars, workshops, refresher courses through online mode to improve their knowledge skills, teaching effectiveness, and to improve the vitality of institute. And mostly the teaching faculty involves in other educational programmes and also visit in other colleges for academic purposes. This activity enhances their personal academic performance and keep them updated.

File Description	Documents
Documentary evidence to support the claim	View File
Any other relevant information	**No File Uploaded**

2.6 - Evaluation Process

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

Continuous internal evaluation system is the integral part of the overall personality development of the students. The college follows the guidelines of Himachal Pradesh University, Shimla for Continuous Internal Evaluation. For internal assessment 20 marks are allotted for major paper (80 marks) and 10 for minor paper (40 marks). In Dronacharya College internal assessment marks is based on the overall performance of the students.The internal assessment criteria include classroom attendance percentage, assignments, class test, unit test, house test and classroom behaviour. Each student will have to attend a minimum of 80% lectures/tutorials/practical's.

Students having less than 80% attendance will not be allowed to appear in the end semester examination. However, the exemption from 80% attendance will be given to those participating in prescribed co-curricular activities to the extent of 20%. 5 marks weightage is given to classroom attendance. Remaining 15 marks of Continuous internal evaluation in each semester is awarded on the basis of theory assignments, class test, unit test, house test, presentations and participation in co-curricular activities to be assigned by the concerned subject teacher to mprove internal evaluation methodology; teachers adopt different assessment tools i.e google form, oral and written are used. Teacher makes conscious efforts to give everyone fair chance to improve and showcase their capabilities. Only those students who have attended minimum 75% of lectures are allowed to sit for examination.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

2.6.2 - Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal evaluation Display of internal assessment marks before the term end examination Timely feedback on individual/group performance Provision of improvement opportunities Access to tutorial/remedial support Provision of answering bilingually	One of the above

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

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

The college has a well-organized mechanism for grievance redressal related to examination. The student can approach the subject teachers, examination committee and Principal to redress grievance related to examination. If any student is not able to appear for house examination due to medical or any genuine reason, re-house examination is conducted for those students. The grievance of the students with reference to assessment are made clear by showing his or her performance on the answer sheet. The answer sheet of such student is assessed by the faculty once again in the presence of the student. Any corrections in the total marks or assessment of answer sheets as identified by students are immediately done by the faculty members.University examination related grievances of the students are addressed by the concerned committee.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
Any other relevant information	View File

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

Institute prepares academic calendar according to the guidelines of Himachal Pradesh University, Shimla. Before the commencement of the academic year, the institution prepares and publishes 'Academic Calendar' containing the relevant information regarding the teaching-

learning schedule, various events viz. annual function, sports meet, schedule of micro and macro teaching, unit tests, house tests, seminars, university exams, quiz competition etc. Academic calendar is made available on college website as well as prospectus. The academic calendar is prepared so that teachers should know all the activities regarding continuous internal evaluation process and it is also displayed in Principal's office and staff room. The students' academic progress is monitored regularly by adopting the strategy of continuous internal evaluation. For the implementation of internal assessment process, Internal Assessment Committee is formed at the college level which monitor overall internal assessment process. The record of internal assessment is maintained at college level. Faculty follows its schedule sincerely and plans curricular activities accordingly. Preparation of academic calendar Immensely contributes towards achieving the well-defined activities that has to take place during the session and that contributes largely for making all round development of the students. The academic calendar lays down the strong foundation for effective delivery of the activities throughout the session. The academic calendar moreover, ensures the completion of syllabus and other related activities in stipulated time. The academic calendar contains information regarding the following activities: Curricular activities, Co-curricular activities and extra-curricular activities.

2.7 - Student Performance and Learning Outcomes

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

Programme General Outcomes for B.Ed. (2 Years)

On completion of B.Ed. two-year programme pupil-teachers will be able to develop:

1. Teaching Competency: Know, select and use of learner-centred teaching methods, understanding of paradigm shift in conceptualizing disciplinary knowledge in school curriculum, necessary competencies for organizing learning experiences, select and use of appropriate assessment strategies for facilitating learning.

2. Pedagogical Skills: Applying teaching skills and dealing with classroom problems.

3. Teaching through non-conventional modes: Evolving a system of education which enhances the potential of every learner to acquire,

retain and transform knowledge leading to wisdom society through creative, experiential and joyful modes of learning.

4. Critical thinking: Analysis of curriculum, construction of blue print selecting appropriate teaching strategies according to needs of students and conducting action research to solve classroom problems.

5. Effective communication: presenting discussions, seminars before peer students and teachers and practicing communication skills through various linguistic activities and applying it for better classroom communication.

6. Sensitivity towards inclusion: Identifying the diversities and dealing it in inclusive classrooms environment, guidance and counselling programmes for disabled students.

7. Effective citizen ethics: understand values, morality, social responsibilities for the society.

8. Self-directed learning: preparing scripts for seminars, lesson plans and online content.

9. Social resilience and to use technology: understand about social entities and to cope up with adverse conditions of life and train to use technology.

10. Sensitivity towards environment: understand about the responsibilities regarding environment and ecosystem.

11. Physical and mental health development: Physical education, games, sports and practice yoga, meditation and breathing for mental health.

12. Team work: Enable to work as a member or leader in diverse teams and in multi-disciplinary setting by following the principles of collaborative learning, co-operative learning, team teaching and focused group learning.

13. Unity and national integration: Enable students to respect other religions and instil spirit of national integration through celebration of important days and festivals.

Programme Specific Outcomes for B.Ed. (2Years):

1. Enable to understand Childhood and Development Years,

Contemporary India and Education, Language across the Curriculum, Understanding Disciplines and Subjects, Text Reading and Reflections and conducting Micro Skills in Teaching.

2. Enable to know about Learning and Teaching, Assessment for Learning, Drama and Art in Education, Pedagogy of School Subjects (PART-A) like Physical Science, Life Science, Mathematics, Social Sciences, Commerce, English, Hindi and Sanskrit and conduction of one-month internship programme.

3.Enable to know about (Part-B) like Physical Science, Life Science, Mathematics, Social Sciences, Commerce, English, Hindi and Sanskrit and Simulation Teaching and four months School Teaching Practice (Block Teaching).

4. Enable to understand Knowledge and Curriculum, Gender School and Society, Inclusive School, ICT in Teaching-Learning Process, Understanding the Self and to elect one optional paper among Health and Physical education, Vocational and Work Education, Education for Peace and Guidance and Counselling.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	No File Uploaded

2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	No File Uploaded
Result sheet for each year received from the Affiliating University	No File Uploaded
Certified report from the Head of the Institution indicating pass percentage of students program-wise	No File Uploaded
Any other relevant information	No File Uploaded

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

The progressive cognitive and professional performance of pupil teachers is assessed continuously on the basis of theoretical course

content knowledge through class tests (Oral as well as written), Unit Test, House Test whereas practically their performance is assessed and evaluated subject to their exposure to micro and macro classes which are monitored by concerned teacher supervisor maintained in the ratio of 1:14. Mentors help pupil teachers to learn the skill of delivering content as per the need of the audience (students). They are trained to prepare and achieve teaching-learning objectives in the class with outmost accuracy.

Pupil teacher's personal needs are assessed through a programme "PARIVARTAN" developed to assess pupil teachers' entry behaviour during the admission period. On the basis of said assessment pupil teachers are given the environment essential for their personal as well as professional development. Organisation has constituted an online yoga and meditation body "6 AM Club", for the mental and physical well being of the pupil teachers. Effect of yoga and meditation is assessed by Pre and Post questionnaire prepared for the same sake.

In order to develop pupil teachers professionally, college organizes number of seminars, webinars, extension lectures, exposes them to latest ICT resources and many more.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	View File
Any other relevant information	No File Uploaded

2.7.4 - Performance of outgoing students in internal assessment

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

B.Ed.- 704 M.Ed.- 51

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

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

Initially students are assessed on the basis of questionnaire prepared to identify their learning needs. This questionnaire under the Programme "Parivartan" checks the entry behaviour of students at the time of their admission. Questionnaire clearly focuses on finding out the strengths and weaknesses students posses on the basis of their self awareness. These questionnaires are later analysed and interpreted on the basis of which we summarized that students needs to be strengthened on ICT skills, they are well aware that they lack confidence, have stage fear, issues in communication , urge for good handwriting skills etc.

As all the above mentioned attributes are necessary to prepare a skilled teacher,on the basis of data interpretation we prepare our annual calendar and time table quite suitable to develop these traits amongst students.

In order to develop these traits, students are exposed to micro as well as macro classes where skill in chalkboard writing is enhanced by making them continuously practising on board, students deliver lesson plans on regular basis so that the content knowledge and confidence can be enhanced, they have a time table where due place is given to ICT classes to develop basic computer skills quite essential in this era. Moreover it is mandatory for every student to involve himself/herself in college activities mentioned in college annual calendar to remove their stage fear.

Final check is given in order to assess whether learning needs of the students are catered which were identified during the Parivartan programme were assessed in a personal interview cum guidance

programme "Sharp Plus", where students are asked and interviewed to find out whether their terminal behaviour possess all those traits which they were wished to have and expected that this institution would help them to attain those traits.

File Description	Documents
Documentary evidence in respect to claim	View File
Any other relevant information	No File Uploaded

2.8 - Student Satisfaction Survey

RESEARCH AND OUTREACH ACTIVITIES

3.1 - Resource Mobilization for Research

3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Sanction letter from the funding agency	No File Uploaded
Any other relevant information	No File Uploaded

3.1.2 - Number of grants received for research projects from government and / or non-government agencies during the year (INR in Lakhs)

0

File Description	Documents
Sanction letter from the funding agency	No File Uploaded
Income Expenditure statements highlighting the research grants received certified by the auditor	No File Uploaded
Any other relevant information	No File Uploaded

3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting	One of the above

study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research

File Description	Documents
Data as per Data Template	**No File Uploaded**
Institutional Policy document detailing scheme of incentives	**No File Uploaded**
Sanction letters of award of incentives	**No File Uploaded**
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	**No File Uploaded**
Documentary evidence for each of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

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

`One of the above`

File Description	Documents
Documentary evidences in support of the claims	**No File Uploaded**
Details of reports highlighting the claims made by the institution	**No File Uploaded**
Reports of innovations tried out and ideas incubated	**No File Uploaded**
Copyrights or patents filed	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.2 - Research Publications

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

1

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

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

3

File Description	Documents
Data as per Data Template	View File
• First page of the published book/chapter with seal and signature of the Principal	View File
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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.3 - Outreach Activities

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

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

File Description	Documents
Data as per Data Template	**No File Uploaded**
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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

3

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	**No File Uploaded**
Report of each outreach activity with seal and signature of the Principal	View File
Any other relevant information	View File

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

5

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

350

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the claim along with photographs with caption and date	View File
Any other relevant information	**No File Uploaded**

08-04-2022 09:57:19

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

The college focuses on development of personality of the students by providing them enriching and empowering opportunities through college clubs initiatives. Participation in club activities helps pupil teachers to gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, finance, presentation and public speaking. Orientation is provided to the students about the clubs functioning and activities. Students are inducted in the college clubs as per their interests .The participation of students in Rotaract club, Environment Club,Red Ribbon Club, Sanjeevni Club, Sang bequest club , has contributed in developing confidence and widening of mental horizon of the pupil teachers.These engaging and participatory activities build drive, self-initiative, enthusiasm and energy. National and International days i.e. Teachers' Day, World AIDS Day, Shrimad Bhagwad Geeta Jayanti, Environment Day and International Human Rights Day celebrated to inculcate spiritual, moral and humane values in teacher trainees. Literacy drive, Cleanliness drive, AIDS Awareness, drug addiction and environment sensitization and Yoga and meditation activities through proactive clubs are a regular feature of Dronacharya PG College of Education

File Description	Documents
Relevant documentary evidence for the claim	**No File Uploaded**
Report of each outreach activity signed by the Principal	View File
Any other relevant information	View File

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

0

File Description	Documents
Data as per Data Template	**No File Uploaded**
Appropriate certificates from the awarding agency	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.4 - Collaboration and Linkages

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

0

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

0

File Description	Documents
Data as per Data Template	**No File Uploaded**
List of teachers/students benefited by linkage – exchange and research	**No File Uploaded**
Report of each linkage along with videos/photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

0

File Description	Documents
Data as per Data Template	**No File Uploaded**
Copies of the MoU's with institution / industry/ corporate houses	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Clinics Linkages with general colleges

File Description	Documents
Data as per Data Template	**No File Uploaded**
Report of each activities with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute provides state of the art infrastructure and facilities for Teaching –learning process. There are 12classrooms and 2halls and in which 10 classrooms have LCD Projectors and WI –fi facilities ,there is one seminar hall and one multi –purpose hall with projectors and wi –fi connections , printer and power back through Electric Green generator. 5 laboratories which are fully equipped –psychology lab, mathematical lab ,language lab ,science lab ,art and craft lab which helps students in their holistic development. The institute has both indoor and outdoor games facilities .Among outdoor games There are badminton court , volleyball court ,basketball court. Among indoor games the students enjoy playing carom, table tennis etc .And in a fitness center there is a well - equipped gym with a capacity of 10 students at a time ,there is a HAPPY 6 AM CLUB in which both teachers as well as students practice yoga for their good physical and mental health. There are 80 computers with wi –fi facilities used by teachers and students for teaching learning process . The whole campus has wi-fi availability which helps students and teachers in teaching and learning.

File Description	Documents
List of physical facilities available for teaching learning	[View File](#)
Geo-tagged photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

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

12

File Description	Documents
Data as per Data Template	[View File](#)
Geo-tagged photographs	[View File](#)
Link to relevant page on the Institutional website	https://dcedu.in/mandatory-disclosure/
Any other relevant information	**No File Uploaded**

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

17835769.14

File Description	Documents
Data as per Data Template	[View File](#)
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	[View File](#)
Any other relevant information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

ADVANTA Library Management System Software is a part of complete library management system which maintains complete data for books ,

magazines , newspaper issue and return of books , fine managementin which due fine receipt register available , library card , member list, accession register ,book stock etc. This module helps to manage print materials like books, journals, magazines etc. It maintains accession register, books catalog, books purchased list etc. This module can be integrated with barcodes. Advanta Library Management software allows you to manage entire library through its simple and interactive way. It becomes easy to the library staff to manage all the items details (like author , name edition , publishers , language etc) and it tracks all the books issued to students and staff . Also, we can easily maintain fine for books being late deposited or returns.

File Description	Documents
Bill for augmentation of library signed by the Principal	View File
Web-link to library facilities, if available	https://dcedu.in/mandatory-disclosure/
Any other relevant information	No File Uploaded

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

College library is being strengthened by adoption of automation in libary management.

File Description	Documents
Landing page of the remote access webpage	No File Uploaded
Details of users and details of visits/downloads	View File
Any other relevant information	No File Uploaded

4.2.3 - Institution has subscription for e-resources and has membership / registration for the following e-journals e-Shodh Sindhu Shodhganga e-books Databases	

File Description	Documents
Data as per Data template	**No File Uploaded**
Receipts of subscription /membership to e-resources	**No File Uploaded**
E-copy of the letter of subscription /member ship in the name of institution	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

38056

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	View File
Any other relevant information	**No File Uploaded**

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

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

56

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	View File
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	**Nil**
Any other relevant information	View File

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

File Description	Documents
Data as per Data Template	View File
Any other relevant information	**No File Uploaded**

4.3 - ICT Infrastructure

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

As institute recognised the importance of technology in education , the institute implemented latest IT facilities including wi-fi in the institution. The institute implemented wi-fi since 2015 for the betterment of students . The IT provides a competitive advantage in its core area of education and research. All IT infrastructure in the campus is also provided power through centralised UPS. The students as well as teachers uses laptops for teaching learning

process and research work with the help of wi- fi as whole campus have has wi -fi connections .

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	View File
Any other relevant information	**No File Uploaded**

4.3.2 - Student – Computer ratio during the academic year

1:4

File Description	Documents
Data as per data template	View File
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	View File
Any other relevant information	View File

4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:	**E. < 50 MBPS**
4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit	**One of the above**

File Description	Documents
Data as per Data Template	**No File Uploaded**
Link to videos of the e-content development facilities	**Nil**
List the equipment purchased for claimed facilities along with the relevant bills	**No File Uploaded**
Link to the e-content developed by the faculty of the institution	**Nil**
Any other relevant information	**No File Uploaded**

4.4 - Maintenance of Campus and Infrastructure

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

794180

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View File
Any other relevant information	**No File Uploaded**

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

Institute maintains physical and academic facilities annually . There is fixed time table for visiting and learning new things in laboratories . The stock registers are maintained by different incharges of the labs and maintainance of equipments is done by incharges . There is a library committee which meet regular intervals for facilitating smooth running of the library activities . In sports complex there are indoor and outdoor sports complxes which are maintained by physical instructors .There are 80 computers in whole campus and student visit computer lab in their respective periods allotted by academic administration . The IT instructor maintained the computer system. Classrooms are maintained by the Academic Administration.

File Description	Documents
Appropriate link(s) on the institutional website	**Nil**
Any other relevant information	**No File Uploaded**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the	**Three of the above**

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

File Description	Documents
Data as per Data Template	View File
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	View File
Sample feedback sheets from the students participating in each of the initiative	**No File Uploaded**
Photographs with date and caption for each initiative	View File
Any other relevant information	View File

5.1.2 - Available student support facilities in institution are Vehicle Parking Common rooms separately for boys and girls Recreational facility First aid and medical aid Transport Book bank Safe drinking water Hostel Canteen Toilets for girls Indicate the one/s applicable

Nine or more of the above

File Description	Documents
Geo-tagged photographs	View File
Any other relevant information	**No File Uploaded**

5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely

B. Any 3 of the above

redressal of the grievances through appropriate committees

File Description	Documents
Data as per Data Template for the applicable options	**No File Uploaded**
Institutional guidelines for students' grievance redressal	**No File Uploaded**
Composition of the student grievance redressal committee including sexual harassment and ragging	**No File Uploaded**
Samples of grievance submitted offline	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

File Description	Documents
Data as per Data template	View File
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	**No File Uploaded**
Report of the Placement Cell	View File
Any other relevant information	**No File Uploaded**

5.2 - Student Progression

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

Number of students placed as teachers/teacher educators	Total number of graduating students
19	215

File Description	Documents
Data as per Data Template	View File
Reports of Placement Cell for during the year	View File
Appointment letters of 10 percent graduates for each year	View File
Any other relevant information	No File Uploaded

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

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

22

File Description	Documents
Data as per Data Template	No File Uploaded
Details of graduating students and their progression to higher education with seal and signature of the principal	No File Uploaded
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

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

9

File Description	Documents
Data as per Data Template	View File
Copy of certificates for qualifying in the state/national examination	View File
Any other relevant information	No File Uploaded

5.3 - Student Participation and Activities

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

For the convenience of students Dronacharya has framed SCA which serves as a medium of communication between the college Management/authority and the students of the institution. SCA plays an important role in decision making process of various committies of the college.

SCA is also responsible for conducting various college events like fresher's and farewell parties, Diwali, Holi and other events that adds glory to Dronacharya College of Education.

SCA plays a very significant role in organizing the annual fest of the college "NAVRANG".

SCA is framed by teacher convener and a group of students who look after the atmosphere of the college and are responsible for maintaining discipline and a proper atmosphere in the college.

The members of SCA with the support and guidance of the teachers work for the betterment of the students and the institution.

File Description	Documents
Copy of constitution of student council signed by the Principal	View File
List of students represented on different bodies of the Institution signed by the Principal	View File
Documentary evidence for alumni role in institution functioning and for student welfare	View File
Any other relevant information	**No File Uploaded**

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

3

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

5.4 - Alumni Engagement

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

Alumni are an effective role model and can be easily accepted by students. Alumni are great role models for current students and are often well placed to offer practical support as they start their careers. Alumni serve many valuable roles, such as helping to build and grow an institution's brand through word-of-mouth marketing. College also rely an alumni to provide mentoring, internships, and career opportunities to the students .Alumni bring in needed revenue through donations, attendance at sports events, etc., which can help institutions weather the "Perfect storm" of financial issues that many currently face. Alumni are resources that can provide meaningful and mutually beneficial relationships over time.

File Description	Documents
Details of office bearers and members of alumni association	View File
Certificate of registration of Alumni Association, if registered	No File Uploaded
Any other relevant information	No File Uploaded

5.4.2 - Alumni has an active role in the regular institutional functioning such as Motivating the freshly enrolled students Involvement in the in-house curriculum development Organization of various activities other than class room activities Support to curriculum	One/Two of the above

delivery Student mentoring Financial contribution Placement advice and support

File Description	Documents
Documentary evidence for the selected claim	**No File Uploaded**
Income Expenditure statement highlighting the alumni contribution	**No File Uploaded**
Report of alumni participation in institutional functioning for the academic year	View File
Any other relevant information.	**No File Uploaded**

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

3

File Description	Documents
Data as per Data Template	**No File Uploaded**
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	View File
Any other relevant information	**No File Uploaded**

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

Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing by giving them equal participation in the college activities such as guest lecture by alumni on the various activities or topics such as Brain science to enhance the skills of the students.

Association provides opportunity for the students to explore their talents through cultural events and competitions. These clubs associated with various events like,Explorica (Literary Events, Quiz, and Music Events, Declamation event, Dance Events, Painting Events, poster making and Photography). Each Team comprises of event Professors as event in-charges and Students as student secretaries

and performers.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Dronacharya envision to nurture and train pupil-teachers with ethical values, vibrant knowledge and professional skills, so that they become a useful instrument in the national development and peace.

Total commitment to excellence in education and research with the holistic concern for quality of life, environment and ethics. To engender this Dronacharya has a passionate, enthusiastic, innovative and dynamic work force wherein individual has been chosen on the basis of his/her talent and aptitude irrespective of age and designation.

Motto: 'Where Knowledge is created not just communicated.'

For the institution, there is decision making body in which teacher, students and non teaching staff included. Which take part for the proper functioning and management of whole institution.

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

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

For effective management of College participation of Students, various decentralized sub units have been created by the College authorities. For the proper decentralization and participative management the proper process is followed by the institution like the first decision is taken by Principal and the various cells are constituted.

Among them, two best practices of decentralized governance are:

1. Creation of separate examination unit,
2. Separate Admission Cell.

To manage the examination related activities such as conducting Unit examinations, House Examination, end-term examinations, filling up forms, valuation of answer scripts etc. , a separate examination Committee has been created. This Committee is managed by a group of teachers headed by Convenor of Examination. This examination Committee undertakes the work for printing of question papers, procurement of answer sheets, publication of time line for conduct of various types of examinations. This Committee also manages form fill up work and distribution of admit cards to the students. The examination Committee is well equipped with Desktop computers, printers, Internet facilities.

The College also having a separate Admission Committee. This Committee is headed by Convener of admission supported by senior assistant and Members of Admission Committee. This Committee manages all the admission related activities of the Professional (B.Ed./M.Ed.) students.

The Institution has a management Information System.

1. **Proper administrative procedures are being followed through Circulars , Notices and General meeting with Conveners and Staff members. All the accounts are audited at the end of every financial year.**
2. **Use of ADVANTA Software is made to keep students and faculty records in the office and library.**

3. Admissions were made as per the Guidelines provided by HPU. Shimla through Advertisement and Admission Committee. Information sent to the selected candidates through mails, phone calls, SMS and also displaying their names in the college notice boards.

4. The record of students is computerized where one can know about all the particulars of the students.

5. All student activities are available in the Student's Hand book cum Prospectus. Student activities are recorded in the student's Performa and House Activity File.

Important information related to activities, tests and examination is sent to the students with the help of online SMS service.

File Description	Documents
Relevant documents to indicate decentralization and participative management	<u>View File</u>
Any other relevant information	**No File Uploaded**

6.1.3 - The institution maintains transparency in its financial, academic, administrative and other functions Describe the efforts of the institution towards maintenance of transparency in its financial, academic, administrative and other functions in not more than 100 - 200 words.

The institution towards maintenance of transparency in its financial proper internal auditing by superintendent of the college and external auditing is done by external auditor during the year.

In academic important information related to time table, class test , unit test , House Examination displayed on display board and also in their respective whatsapp groups of the students. For avoiding confusion on the part of students, Every information is shared with proper transparency. under which the examination committee display the result of unit test ,House test and university Examination.

Examination committee is also share top ten position in the morning assembly . For administrative process of the institution Proper administrative procedures are being followed through Circulars , Notices and General meeting with Conveners and Staff members. All the accounts are audited at the end of every financial year.

For the organization of functions, firstly activities performed by the students as per academic calendar, proper meeting with convener and members, proper circular are being followed. After performing activities every details updated on college website with their results.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	[View File](#)
Any other relevant information	[View File](#)

6.2 - Strategy Development and Deployment

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

? Curriculum Development Curriculum is prepared by the Himachal Pradesh University, Shimla. The college has prepared an updated module on Teacher Eligibility Test, Seminars, Workshops and Guest talks on Statistical Analysis, Sampling, Experimental Designs and dissertation report writing and latest educational issues are held in the college from time to time. ? Teaching and Learning 1. SMART Lab facilitates teaching learning through ICT. 2. Powerpoint Presentation is used by the faculty and students. 3.Presentations,Seminars , Guest Lectures and Students' seminars enrich students. 4. Personality Development Programme and Teacher EligibilityTest/National Eligibility Test training programs. 5. Microsoft Word,Excel and Educational online sites are used by the faculty as well as students. 6.Conducting of Psychological tests 7. Observation of peer-teaching and feedback 8. Teaching through Micro-lessons and practice of simulation and practice teaching in schools. 9. Teaching learning process also undergoes through Digital basis.

? Examination and Evaluation 20% marks (Internal Assessment) is evaluated by the college and the rest 80% is evaluated by the University conducted examination. House tests,Unit tests, Class tests and innovative methods such as Viva Voce, Presentations are used for evaluation by the college. Remedial classes are undertaken

for slow and weak learner

? Research and Development Research is important factor in Teacher Education. Seminars, workshops and Guest talks are organised for M.Ed Scholars on relevant themes related to research problems, sampling, statistical analysis, dissertation report writing.are The College has a Research Committee to assess, initiate and monitor Research Projects.

? Library, ICT and Physical Infrastructure / Instrumentation

There is a central library with more than 8120 books.There are more than 17educational and Research Journals for reference, 15 magazines along with 7 daily Newspapers.

2. The college has a Wi-Fi campus with 24-hrs broad band facility. The lab has more than 50 computers. 3. ICT facilities such as computers, laptops, internet and Smart lab is used by the faculty and students. 4. The College has a four storey building It has large and airy Class-rooms, a big multipurpose air-conditioned hall, a conference hall, Library, Computer Resource centre, Psychology Resource centre, Language resource centre, Social Science resource centre, Science and Mathematics Resource centre , Staffroom, Girls Common room, sports room, Hostel and Canteen facilities . 5. CCTV camera has been installed in classrooms , library and corridors for security. 6. Silent Green Generator provides 24x7 electricity Supply. 7. A spacious reading room has been made functional. 8. Refurbished Psychology Lab is equipped latest psychology tests and apparatus. ? Human Resource Management The Faculty Members as well as the students are encouraged to showcase their talents and skills in different aspects. Faculty is encouraged to participate in seminars and capacity building workshops. Training programmes for non teaching staff on computers ,communication skills ,etiquette and innovative practices are organised. Accidental Insurance scheme is in place for the faculty ? Industry Interaction / Collaboration 1 .Dronacharya Rotary Club in association with Rotary club,Shahpur and Rotary International organise community welfare initiatives. i.e. Blood donation, Aids Awareness, Health and Sanitation. 2. Various Clubs of the college collaborates with District AIDS Awareness Society, Patanjali Yog, Shahpur, Brahmakumaris Ishavriya Vidyalaya . 3. College collaborates with Government schools for practice teaching. 4. The college has organised a workshop on Good Parenting in association with Central University,HP

? Admission of Students Admissions are made on the basis of Entrance Exam conducted by the University.

Advertisement regarding admission is given in the local newspaper and college website. Reservation for SC/ST/OBC Communities. The students with 50% marks either in the Bachelor's Degree and/or in the Master's Degree in Science/Social Science/Humanities/Commerce are eligible to apply for admission in B.Ed. Course. Bachelor's in Engineering or Technology with Specialization in Science and Mathematics with 55% marks form UGC recognized University/Institution are also eligible for admission. Admission shall be made on merit on the basis of marks obtained in the entrance examination conducted by the University Financial help, flexibility in the payment of fees in easy installments is allowed for the• needy students.

The committee is constituted for the preparation of Academic Calender for the organization of various activities. For the activities to be performed the institution is always follow academic calendar fror the strategical planning. Whatever acitivity the committee comes under, the concerning committee conduct meetings, discuss agenda points.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	https://dcedu.in/downloads/academic-calendar-2020-21/
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

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

The main policies of the institution to nurture and train pupil-teachers with ethical values, vibrant knowledge and professional skills, so that they become a useful instrument in the national development and peace.The Appointment and service rules of the institution is guided by h p Universities Act and Statutes. Rules and Regulations are formed for efficient management of administrative work and proper functioning of the institution. These Rules and Regulation followed by the institution with proper manner to achieve excellence in their field and these rules and regulations helps to achieve college motto, mission and vision.

File Description	Documents
Link to organogram on the institutional website	https://dcedu.in/organogram/
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

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

File Description	Documents
Data as per Data Template	View File
Screen shots of user interfaces of each module	View File
Annual e-governance report	No File Uploaded
Geo-tagged photographs	View File
Any other relevant information	No File Uploaded

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

The institution has various cells/ committees-Environment Cell, Anti ragging Cell, Cultural committee , Red ribbon committee, admission committee, Examination committee , Block Teaching committee Women empowerment cell etc. All the committees and cells successfully implemented all decision according to minutes of the meeting . as per resolution discussed in meeting. After making resolutions action taken by each committee and cell

For the reflection of our above discussed things we are here to discuss about Block Teaching Committee. In Block Teaching Committee, proper meetings were undertaken by the convener with members of committee and all faculty members as per requirement. The minutes of meeting were discussed with the member and faculty member in the

presence of Principal. After discussion on minutes of meeting the proper action taken by concerning committee by implementation every discussed point.

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

6.3 - Faculty Empowerment Strategies

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

The institution takes welfare measures for the teachers, non-teaching staff and students when required on the basis of their needs and requirement. The existing welfare measurements for teaching and non-teaching staff are accidental Insurance and EPF Scheme for teaching and non-teaching staff are the effective welfare measures undertaken by the College. The scholarship is provided by the institution for the deserving candidates. The students who is not able to pay their fees due to their poor financial conditions the institution takes special measures for those students by relaxing their fees by the institution. The students has to raise their problem for not paying fees of college to grievance and redressal committee after that application forwarded to Principal by the committee and after sanctioned by the principal the application forwarded to management for the particular relaxing the fees process.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	View File
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

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

0

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

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

8

File Description	Documents
Data as per Data Template	View File
Brochures / Reports along with Photographs with date and caption	View File
List of participants of each programme	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

3

File Description	Documents
Data as per Data Template	View File
Copy of Course completion certificates	View File
Any other relevant information	**No File Uploaded**

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

The institution has a performance appraisal system for teaching and non-teaching staff under which yearly performance appraisal Performa filled b y Head of the Institution and according to performance of faculty rewards is given. And this performance appraisal system is also the criteria for up -gradation and promotion of the faculty . By the performance appraisal system Performa the teaching and non teaching staff is rewarded by giving special incentive to the teaching and non-teaching staff. The citeria for the preparation of performance appraisal already shared with teachers. The teachers and non- teaching staff performed all responsibilities and their work according to this criteria.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	View File
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

An audit is important asit provides credibility to a set of financial statementsand gives the shareholders confidence that the accounts are true and fair. It can also help to improve a company's internal controls and systems. There are two types auditing in our college i.e. internal auditing and external auditing.Internal Auditing is done by Administrative Staff and External Auditing is done by Chartered Accountant. Chartered Accountantfirst compile the report of financial year and revert back to the college and then it is uploaded on the college website. whole transparency followed by institution because all document related to finance uploaded on the website of the institution.

File Description	Documents
Report of Auditors of during the year signed by the Principal.	View File
List of audit objections and their compliance with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

NIL

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

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

NA

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	**No File Uploaded**
Any other relevant information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell has been constituted as per the guidelines of NAAC .The cell monitors all activities of the college and its infrastructure needs with a view to improve and strengthen quality sustenance initiatives .The IQAC meets four times a year .The main agenda of discussion and decision making are admission, staff positions, college infrastructure, result of annual University examination, academic and socio activities planning ,review of unit tests and half-yearly examination and remedial action for slow learners. Internal Quality Assurance Cell (IQAC) ensures active participation of students in college decision making process by electing representative from the students in the form Students Council. Academic Calendar is prepared at the beginning of the session incorporating all the significant activities to be organised

in the new session and it is discussed withDean academics and Heads of the Department. The institution has constituted various\committees to execute different functions like admissions, academic activities, examination, management of library etc. Feedbacks from students, Practising schools, Alumni Parents are gathered through online forms and suggestion boxes for bringing qualitative improvement.The time table, the schedule of micro and simulation teaching, co-curricular activities, practice sessions and the evaluation schedules are finalized in advance. Periodic meetings are also conducted for decision-making and performance improvement .There are committees headed by a faculty members as the convener, two teachers and a student representative as its members. The decision taken by a committee is forwarded to College Development Committee who together with the IQAC and Principal takes final decision. Internal Quality Assurance Cell is the apex body that focuses on the promotion and maintenance of the quality in the institution .

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	[View File](#)
Any other relevant information	No File Uploaded

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

Academic Calendar is framed before the beginning of the session.College Committees are framed and classes are allotted in the time table for the teachers. College committees/Clubs and Cells conduct their meeting and plan their action plan for the session. Inclusion of value added courses on soft skills development,computer literacy and value based activities periodically develops wholesome personality and prepare them for the professional domain.Orientation about Syllabi and clubs and committees are carried out by the subject teachers and coordinators of the respective clubs/cells. Micro teachers act as mentors to their micro group students. During micro teaching ,simulation and block teaching practice ,the micro incharges corrects the lesson plans of each teaching subjects and provide feedback to the pupil teachers in the preparation of lesson plans ,teaching aids and teaching skills. Apart from the peer observation, School teachers' observation, Principal of the practicing school also provide constructive feedback to the

students. Students feedback on faculty is utilized to improve the teaching learning process and evaluation. One to one session of faculty with Principal is held and feedback for improvement is provided. Feedback collected from stakeholders i.e. Parent Teachers Association,Alumni and Practising schools are utilized to bring about reform in the teaching learning process. Academic monitoring is carried out by the Dean academics ,Heads of the department of B.Ed. and M.Ed. Punctuality of the teacher and the students are emphasized. Attendance registers of classes ,Teachers' Diary ,stock registers are checked regularly.The academic monitoring team regularly visits classroom and also ascertains the performance of the students in the class test,unit tests,house tests and University results and suggests Examination committee and subject teachers for remedial action. Remedial classes, revision are conducted for slow learners whenever the need is required. Syllabus completion report is ascertained by the Principal before the end of each semester .Adoption of ICT by the faculty and pupil teachers is reinforced with regular conduct of Faculty development programmes and students orientation and ICT Lab classes asn students' seminars.Use of Online tools i.e.Google meet ,Zoom ,Google classroom is promoted.Google forms ,Powerpoint presentation and video presentations also considered to evaluate the students' performance.

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

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

14

File Description	Documents
Data as per Data Template	View File
Report of the work done by IQAC or other quality mechanisms	View File
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	View File
Any other relevant information	**No File Uploaded**

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

One of the above

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	https://dcedu.in/downloads/minutes-2020-21
Link to Annual Quality Assurance Reports (AQAR) of IQAC	https://dcedu.in/aqar/
Consolidated report of Academic Administrative Audit (AAA)	**No File Uploaded**
e-Copies of the accreditations and certifications	**No File Uploaded**
• Supporting document of participation in NIRF	**No File Uploaded**
Feedback analysis report	**No File Uploaded**
Any other relevant information	**No File Uploaded**

6.5.5 - Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives For first cycle:

Describe two examples to show incremental improvements achieved within the institution during the year in not more than 100 - 200 words each For second and subsequent cycles: Describe two examples to show incremental improvements achieved within the institution due to quality initiatives since the previous accreditation in not more than 100 - 200 words each

Incremental improvements achieved within the institution during the year:

1. Dronacharya Examination Committee

The college examination committee is one of the important committee in the college. Examination committee the access the academic achievements of the students; provide feedback to the students and undertakes remedial measures to improve the performance of the students. The committee also preserves the achievement records in order to award the internal assessment of the students. Examination committee has three teaching faculty as its members .Class tests,Unit tests and house tests are planned in the Examination committee meeting and are discussed in the staff meeting in the presence of of Principal and Dean Academics.Schedule of examination activitiesm are put in the college academic calendar before the start of the session.Date sheets are prepared and displayed on the notice board,whatsapp groups.After the class tests,unit tests and house tests performance of the students is analysed in all the subjects and remedial classses are planned for the slow learners.The committee compares and analyze the achievements between the latest and previous session.All the academic achievers are honoured in the College's Annual fest-'Navrang' on the basis of position.The following academic achievers have won top honors In the B.Ed. Final year University Examination (Session-2018-20) Saloni sharma secured First Position in the college by scoring 1160 Marks out of 1400 .Whereas Shally Rana secured second position by scoring 1142 marks followed by Rimpal in third position who scored 1132 marks. In the B.Ed. 3rd semester, University Examination (Session-2018-20) Shally Rana secured First Position in the college by scoring 300 marks out of 350. Saloni Sharma secured second position in the college by scoring 299 marks. Whereas Rashmi secured third position by scoring 295 marks respectively. In the B.Ed. 4th semester, University Examination (Session-2018-20) Neha secured First Position in the college by scoring 284 marks out of 350 .Whereas Nafisa Khatoon, Deeksha Devi and Sharda secured second position by scoring 279 marks followed by Barkha and Kajal Thakur in third position who scored 278 marks.

In the B.Ed. 2nd semester (Session 2019-21), Himachal Pradesh University Exam , Navika secured first position by scoring 283

marks. Whereas Akriti secured second position by scoring 281 marks and Anjali secured third position by scoring 279 marks . In the B.Ed. 1st semester, University Examination (Session-2019-21) Navika secured First Position in the college by scoring 289 marks out of 350 .Whereas Akanksha sharma secured second position by scoring 287 marks followed by Shalu Koundal third position who scored 273 marks. Ms.Bhawna Sharma secured first position by scoring 1223 marks in M.Ed.4th semester final University Exams (Session 2018-20) Kanchan Slathia secured second position by scoring 1216 marks. Whereas Shivali Kangotra secured third position by scoring 1215 marks. Mrs.Nitiz Gora secured first position by scoring 278 marks in M.Ed. 2nd semester University Exams (Session 2019-21) Ms.Divya Sharma secured second position by scoring 274 marks. Whereas Diksha and Priyanka Sharma secured third position by scoring 273 marks.

2. College Morning assembly and College Clubs activities

The college believes in the motto "Where knowledge is created, not just communicated." The college focuses on development of personality of the students by providing them enriching and empowering opportunities through college clubs initiatives. Participation in club activities helps pupil teachers to gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, finance, presentation and public speaking. Orientation is provided to the students about the clubs functioning and activities. Students are inducted in the college clubs as per their interests .The participation of students in Rotaract club, Environment Club,Red Ribbon Club, Sanjeevni Club, Sang bequest club ,Training and development Cell. Grievance and Redressal Cell ,Women Cell has contributed in developing confidence and widening of mental horizon of the pupil teachers. Students council plays proactive role in the organization of clubs and cells activities. Regular Morning Prayer , Quiz , discussions and house activities are organized for students to develop social, moral, spiritual and intellectual values among students. These engaging and participatory activities build drive, self-initiative, enthusiasm and energy. National and International days i.e. Teachers' Day, World AIDS Day, Shrimad Bhagwad Geeta Jayanti, Environment Day and International Human Rights Day celebrated to inculcate spiritual, moral and humane values in teacher trainees. Literacy drive, Cleanliness drive, AIDS Awareness, drug addiction and environment sensitization and Yoga and meditation activities through proactive clubs are a regular feature of Dronacharya PG College of Education .College has an active Parent Teachers Association and an Alumni association which takes interest

in the activities of the college and also helps in mobilizing resources. Annual Fest-NAVRANG every year in which inter-college literary, sports and cultural events are organized for colleges in Himachal Pradesh. EXPLORICA, a talent hunt programme is organized every year to promote talent of the school students .The college clubs/cells has played tremendous role in providing students platform to showcase their innate talents ,creativity and prepare them for future success.

File Description	Documents
Relevant documentary evidence in support of the claim	[View File](#)
Any other relevant information	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Solar energy

Power generation for the institution through renewable energy sources - The capacity of solar panel is 31.2kv.

Solar Power Plant: College Campus has solar power plant of 31.2KW capacity. The inverter capacity is 12 KVA. Maximum safe current drawing capacity is 100 Amps from battery backup. The solar power plant generates 250V as 108 Amps. The inverter charger capacity is 42kw. Useful energy storage is 11 units. The power plant is able to generate 121 KWH.

File Description	Documents
Institution's energy policy document	[View File](#)
Any other relevant information	**No File Uploaded**

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

Waste management Steps Include

The Institution has taken up various initiatives to maintain an environment friendly campus. The campus is full of greenery and is kept clean and tidy. The gardens, lawns and plantations inside the campus is maintained by a dedicated group of caretakers, sweepers and housekeeping staff. The main objective of waste management steps to be taken to maintain an eco-friendly environment in the campus. The Institution implements effective waste management through waste segregation and recycling of the waste. Students and faculties were also actively involved by knowing their perspective about the waste management techniques in the campus.

1. Solid waste management: The Institution implements solid waste management by enforcing the waste segregation rules. Dustbins are placed in every classroom, laboratory, rest room, canteen and at different locations in the campus.

2. E-waste management: The Institution as undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus. E-waste such as computers and its peripherals are upgraded regularly to continue usage and to avoid its wastage. The unused computer peripherals are sold out to local hardware vendors.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	No File Uploaded

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

File Description	Documents
Documentary evidence in support of each selected response	**No File Uploaded**
Geo-tagged photographs	**No File Uploaded**
Income Expenditure statement highlighting the specific components	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage	**None of the above**

File Description	Documents
Income Expenditure statement highlighting the specific components	**No File Uploaded**
Documentary evidence in support of the claim	**No File Uploaded**
Geo-tagged photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Tree Plantation at the campus: To keep the greeneries in the campus, we regularly maintain the gardens which are looked after by paid staff under the guidance of a monastic member. No tree is cut unless it becomes dead. Moreover, every year we try to plant new trees. Seasonal flower garden is also a unique feature of this college.

File Description	Documents
Documents and/or photographs in support of the claim	View File
Any other relevant information	View File

7.1.6 - Institution is committed to encourage	**Three of the above**

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

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	View File
Circulars and relevant policy papers for the claims made	**No File Uploaded**
Snap shots and documents related to exclusive software packages used for paperless office	**No File Uploaded**
Income- Expenditure statement highlighting the specific components	**No File Uploaded**

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

42500

File Description	Documents
Data as per Data Template	View File
Income Expenditure statement on green initiatives, energy and waste management	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges. Describe institution's efforts showcasing the way it leverages local environment, locational knowledge and resources, community practices and challenges in not more than 100 - 200 words

World Environment Day is celebrated every on 5th June, this year we celebrated the event online through Google Meet. Sh. Kehar Singh, Guest of Honour in an online session on the theme of Environment Day. Declamation contest was also organized on thisday.

A Plantation activity was organized by Managing Director on the behalf of Environment .Club of Dronacharya P.G College of Education,

Rait on 5th June, 2021. A Plantation drive had taken place at village Thamba . The chief guest motivated the students for plantation drive and urged that by planting more and more trees, by harvesting the water and by making ponds we can restore the ecosystem.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

7.1.9 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized	**E. None of the above**

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

7.2 - Best Practices

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

BEST PRACTICE -1

TITLE: MORNING ASSEMBLY ACTIVITIES

CONTEXT

Dronacharya PG College of Education ,Rait provides conducive learning atmosphere to the pupil teachers by providing them opportunity to express themselves not only individually but also through collaborative efforts in House activities. All new pupil teachers are distributed equally in four houses .All houses perform morning assembly activities such as command, morning prayer, thought of the day,news reading,quiz and topic presentation each week.The four houses are Swami Vivekananda House,Tagore House , Radhakrishnan House and Kalam House.Each house prepares a newsletter of the activities .A file on thoughts, General Knowledge questions,Topics of discussion are prepared by the houses.Best House Award is awarded to the best house during Annual Prize Distribution Function.

OBJECTIVES

- To offer a platform to students for personality development by allowing them to conduct morning assembly.
- To enrich pupils knowledge about nation and international issues.
- To develop communication skills of the students.
- To provide competitive edge to the students by nurturing Capacity,Capability,Courage, confidence, and Collaboration among students.
- To organise Speeches ,Guest talks , presentations on important national and international days in the morning assembly.

IMPLEMENTING THE PRACTICE

Morning assembly activities encompasses command, morning prayer, thought of the day,news reading,quiz and topic presentation.The four houses are Swami Vivekananda House,Tagore House , Radhakrishnan House and Kalam House.All new pupil teachers are distributed equally in four houses.Each house elects students coordinators from each house under the guidance of house incharges.Students' coordinators assign duties of morning assembly activities.Duties are put in the notice board .Topics for discussion are also put on the notice board a week prior to the start of new house . Newsletter are maintained by the house incharges.Morning assembly is observed by the morning assembly observers.

EVIDENCE OF SUCCESS/ TARGETS / BENCHMARKS/ IMPACT.

More than 1000 students have performed morning assembly activities

Students have developed Development of Communication skills in Hindi and English.

Students have gained confidence through morning assembly activities.

Collaboration and cooperation among students promotes sense of responsibilities and duties

Competitive spirit among houses motivate students for improved performance

Discussion on national and international issues develops broader mental horizon.

PROBLEMS ENCOUNTERED

- Unavailability of Adequate time and days for practice for students
- Interaction with house incharges for guidance.

- Lack of Quality of topics
- Inadequate time for discussion on the topic.
- Observers unavailability
- Less Participation of students .

RESOURCES REQUIRED

Hall for morning assembly

Seating chairs

Record keeping material

Microphone

LCD Projector

Markers and House banners

CONTACT DETAILS

Asst.Prof. Sumit Sharma ,Dronacharya PG College of Education,Rait

Asst.Prof. Anish Korla Dronacharya PG College of Education,Rait

BEST PRACTICE OF THE COLLEGE - II

TITLE: Vocational Education Nai Talim Experiential Learning (VENTEL)

TITLE OF THE PRACTICE

Vocational Education Nai Talim Experiential Learning (VENTEL)

OBJECTIVES OF THE PRACTICE

Dronacharya Sanjeevni Club in association with Mahatma Gandhi National Council of Rural Education under the Ministry of Human Resource Development organised Vocational Education Nai Talim Experiential Learning activities. The objectives are :

- To understand the vision and philosophy of NEP 2020, Gandhi ji's Nai Talim, and their links to VENTEL
- To become aware of/share a few best practices in the four areas of Vocational Education (Productive Work with Economic Value), Self-Reliance, Swachhta & Health, and Community/Field Engagement.
- To develop the productive and experiential learning in the students for nurturing value education .
- To develop the spirit of community service, cooperation and manual work amongst students.

   1.

Experiential learningprovides opportunities to acquire skills and knowledge through hands-on activities, reflect on teaching experiences and transform knowledge into functional experience in day to day life. VENTEL activitiesprovidesholistic approach for nurturing mind, body and soul by making creative craft, art & community participation activities as centre of learning It is based on the thought that education should be centred around productive work/vocation, chosen while keeping child and his/her local environment in mind. It is grounded on 3H's -Head, Heart and Hand with mother tongue as medium of instruction and teachers to be placed in the role of facilitator.

Sanjeenvi club in association with Mahatma Gandhi National Council

of Rural Education has organised varied activities to promote Gandhian based education in the form of experiential activities for the students.

IMPLEMENTING THE PRACTICE

Mahatma Gandhi National Council of Rural Education under the Ministry of Human Resource Development in association with Dronacharya Sanjeevni Club organised VENTEL activities .Activities was included in the academic calendar before the start of the new session .Meeting was conducted by the club ,faculty and students members were acquainted about the plan of action .Around 120 students participated in the VENTEL activities.

EVIDENCE OF SUCCESS/ TARGETS / BENCHMARKS/ IMPACT

Students are increasingly taking interest in this practice. Around 120 students 32 take part in different activities. Students show their interest, abilities and potential in different activities.

- Making Pickles (Vocational Education) held on 2nd Oct. 2020
- Cooking Food (Self-reliance) held on 31st Oct. 2020
- National Unity Day held on 31st Oct. 2020
- Campus Cleaning Teams (Swacchata & Health) held on 11th Nov.2020
- National Education Day held on 11th Nov.2020
- Workshop on Vocational Education Nai Talim Experiential Learning by Dr. Shatrughn Bhardwaj 6th Nov. 2020
- Swami Vivekanda Jayanti 12th January 2021

PROBLEMS ENCOUNTERED

- Unavailability of students in the activities due to Covid-19 pandemic.
- Human Resource
- Team work in Committee.

RESOURCES REQUIRED

- Human Resources
- Financial resource generation
- Items procurement

CONTACT DETAILS

Dr.Kanika Kapoor, Coordinator ,Sanjeevni Club, Asst.Prof.,

Dronacharya P.G . College of Education,Rait

File Description	Documents
Photos related to two best practices of the Institution	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

The vision and mission of Dronacharya PG College Of Education ,Rait is to develop knowledgeable ,confident and skillful teachers who become an asset to the nation.The college has a committed block teaching committee to provide professional training in teaching to the B.Ed. trainee teachers through Micro teaching, Block teaching and Internship. The block teaching committee also encourages new strategies of teaching and bring effective integration of different units of knowledge and corresponding training essentials for future teachers. The micro teaching, block teaching and Internship practices equip trainee teachers with the skills needed in the age of Globalization. In the beginning , Micro teaching skills are demonstrated by the faculty members and pupil teachers delivers 20 lessons plans on each teaching subjects Micro teacher incharges act as a mentor to the students and provide constructive feedback to the pupil teachers on their teaching skills and teaching aids . The first internship phase is held in the month of May and second internship phase is held from the month of August to November. Due to Covid-19 pandemic in March, 2020 the first internship phase delayed and second phase was needed to start immediately after the orientation .The micro teaching, simulation was conducted online. Students prepared their recorded videos of the each teaching subjects and micro teachers incharges supervised their lessons plan and provided feedbacks on teaching skills and teaching Aids. Orientation on simulation and Internship was delivered by the members of the block committee . The students were informed about various reports to be prepared by them during internship- I through power point presentation. They were also acquainted about the number of lessons to be delivered and peer- observation to be done during second phase of internship. School internship-(1) is carried out in local/nearby schools. For this, the pupil- teachers are placed in twelve Government schools and a group of 10 to 20 pupil-teachers are

placed in one school for this purpose. During this one month programme, the pupil-teachers have to prepare the following reports: In the first week and second week of the internship ,pupil teachers prepare various reports to understand the structure and functioning of school . Pupil teachers conducted morning assembly ,sports activities, literary and cultural activities .They also celebrated national and international days in practice teaching schools. The pupil-teacher prepared various school records: (a)Teacher's Diary (b) Time Table of the School (c) Teacher's Attendance Register (d) Students Attendance Register (e) Admission and Withdrawal Register (f) Stock Register (g) School Academic and Co-curricular Calendar. Due to Covid-19 Pandemic ,school internship was delayed.During the third and fourth week of the school internship, pupil-teacher observe daily two lessons of their teaching subjects of the concerned subject teachers according to the observation lesson scheme provided by the concerned college to the pupil-teachers. Pupil teachers observe total 20 lessons (10 per teaching subjects). The concerned subject teachers verify the observation lessons and provide the feedback to the pupil-teachers on their observations. The four months school internship (practice teaching) scheduled in third semester and is of 16 weeks duration. During these sixteen weeks, the pupil-teachers have to deliver 100 lessons (50 in each teaching subject) along with discussion lessons under the supervision of the teacher educators In addition, the pupil-teachers also have to observe 60 observation lessons (30 in each teaching subject) of their peer pupil-teachers in the concerned teaching subjects. Pupil teachers are encouraged to used teaching aids and ICT tools to enhance their practice teaching. Skill in teaching competition is organized to identify and promote the exceptional teaching talent amongst all the micro groups.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	View File
Any other relevant information	View File