Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**OXFORD COLLEGE OF EDUCATION**
Name of the head of the Institution	**Dr. Sunil Kumar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**08930682150**
Mobile no.	**8222001929**
Registered Email	**oxfordcollege2324@gmail.com**
Alternate Email	**oxfordcollege3047@gmail.com**
Address	**KHERA-KHURAMPUR, FARRUKHNAGAR, GURUGRAM**
City/Town	**FARRUKHNAGAR, GURUGRAM**
State/UT	**Haryana**
Pincode	**122506**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**MS. SONIA MAHI**
Phone no/Alternate Phone no.	**08930682150**
Mobile no.	**8222001929**
Registered Email	**oxfordcollege2324@gmail.com**
Alternate Email	**oxfordcollege3047@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**https://www.oxfordg.com/pdf/aqar-2017-18.pdf**

4. Whether Academic Calendar prepared during the year

No

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.13**	**2012**	**21-Apr-2012**	**20-Apr-2017**

6. Date of Establishment of IQAC

01-Aug-2013

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Bloom Taxonomy-Evaluation Techniques	**22-Aug-2018** **1**	**100**
Faculty Development Programme	**05-Sep-2018** **1**	**19**

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Teacher Education	**NIL**	**NIL**	**2019 0**	**0**
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View Link
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

WOMEN EMPOWERMENT

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Institutional Social Responsibility activities were given due importance	**Many activities were organized during the session. Detail report in annexure**
Academic and Administrative Audit	**The Academic Calendar for the session 2018-19 was more elaborate and was successfully executed.**
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14. **Whether AQAR was placed before statutory body ?**	Yes

Name of Statutory Body	Meeting Date
IQAC	19-Apr-2019

15. **Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**	No
16. **Whether institutional data submitted to AISHE:**	Yes
Year of Submission	2019
Date of Submission	31-Dec-2019
17. **Does the Institution have Management Information System ?**	No

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Part B

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CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college develops and deploys action plans to achieve the objectives and effective implementation of the curriculum. • The college ensures that some of the lectures are delivered by Power Point Technology. The students are also encouraged to take their teaching lessons using different types of teaching materials, PPT and ICT. The college has started to make this practice operative for the students; therefore students are motivated to join the primary courses of computers which are run on the same campus under the guidance of resource persons. • In almost all the teaching classes before the end of period, ten minutes are given for doubts to be expressed by the students, and for addressing critical aspects of the contents and discussion. • High quality lesson plans are given publicity among the students. • Students are guided to organize seminar, group discussion, peer teaching, team teaching, etc. • Teacher educators generally use information published in educational journals and it is introduced well to the students. Students are also motivated for further reading in their own subject. • The college has tentatively introduced multicultural education and it has decided to give it final shape. • The college has also visualized a project based study/teaching of civics, history, geography, social issues, etc. by teaching the same through past relics, artefacts, etc. It will be a multidimensional approach in learning/ teaching through cultural resources/sites/objects. • Application of constructivist approach is on the active agenda of the college. • Exploring our own classroom practiceis yet another innovation that we propose to introduce soon. Its details are as under: The first step is to gather information about what happens in the class. It is to be done as under: Teacher diary: After each lesson teachers are to write in a notebook about what happened, describe their own reactions to what they observed on the part of the students. They would

pose questions about what they have observed. Peer observation: Student-teacher would invite a colleague to come into their class to collect information about their lesson. This may be through note taking. This relates back to the area the teachers have identified to reflect upon. For example, the colleague is to be asked to focus on which students contribute most in the lesson, what different patterns of interaction occur or how the teacher deals with errors. Effective professional development is on-going, includes training, practice and feedback, and provides adequate time and follow-up support. Successful programmes involve teachers in learning activities that are similar to ones they will use with their students, and encourage the development of teachers. There is growing interest in developing schools as learning organizations, and in ways for teachers to share their expertise and experience more systematically. Course Outcomes have been developed, each faculty member who is assigned to teach a specific course develops a Unit-based and Subunit Based calendar of activities for the entire term to facilitate the learner well in advance about the academic schedule.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Bloom Taxonomy	BT	06/08/2018	42	Yes	Yes
Health and Yoga	HY	24/09/2018	42	Yes	Yes
Ethics in Education	EE	26/11/2018	28	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
[View Uploaded File]()		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	140	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Bloom Taxonomy	03/08/2018	38
Ethics in Education	07/08/2018	26
Health and Yoga	02/11/2018	55
[View Uploaded File]()		

1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Teacher Education	100
MEd	Teacher Education	28
	View Uploaded File	

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

different patterns of interaction occur or how the teacher deals with errors. Effective professional development is on-going, includes training, practice and feedback, and provides adequate time and follow-up support. Successful programmes involve teachers in learning activities that are similar to ones they will use with their students, and encourage the development of teachers. There is growing interest in developing schools as learning organizations, and in ways for teachers to share their expertise and experience more systematically. Course Outcomes have been developed, each faculty member who is assigned to teach a specific course develops a Unit-based and Subunit Based calendar of activities for the entire term to facilitate the learner well in advance about the academic schedule uses same to improve different areas of services.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Teacher Education	100	100	100
MEd	Teacher Education	50	28	17
		View Uploaded File		

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2018	100	28	11	9	20

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
20	20	6	0	0	0

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

College has adopted a Mentoring System as a student support measure.A mentor is a teacher acting both as a friend and a role model over a small group of students assigned to each mentor. Mentor records the profile of all the assigned students with regards to their academic performance and participation in campus activities and any other initiative. Mentee can contact their mentor for any academic or non-academic support. The mentor guides a student in his /her academic, emotional and psychological development, particularly in the latter's transition phase. The mentor guides his wards to take out the best in him/her. In this system, Each faculty member is the mentor of a group of 14-15 mentees allocated to him/ her by the Principal of the Institute. The teacher mentor collects personal information from the mentees without touching sensitive issues or any information out of the mentee and then provides the needed counseling to her/ him. Critical issues are brought in the notice of the Head of the Institute. The teacher meets the mentee formally or informally outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher for reference purposes. Types of Mentoring: Course-specific – regarding attendance and performance in the present semester and overall performance in the previous semester, participation in various activities on and off campus. Professional Guidance – regarding self-employment opportunities, entrepreneurship development, morale, honesty, and integrity required for career growth. Career advancement – regarding professional goals, selection of school or institute for career, higher education, competitive exams etc. Role of Mentor: • Meets the group of students at least twice a month. • Continuously monitors, counsels, guides and motivates the students in all academic matters. • Advises students regarding choice of electives, project, assignments etc. • Contacts parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. • Advises students in their career development/professional guidance. • Keeps contact with the students even after their graduation. • Intimates Principal and suggest if any administrative action is called for. • Maintains a brief but clear record of all discussions with students • Maintains a brief but clear record of all discussions with students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
128	20	1:6

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	20	5	0	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Nill	NIL

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	15401	4/2	12/06/2019	26/07/2019
MEd	1082	4/2	13/06/2019	29/07/2019

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

B. Ed curriculum encompasses a continuous and comprehensive evaluation. The assessment of the student-teachers includes internal assessment (100 marks) external assessment (900)– University examination. Internal Assessment encompasses: Sessional tests held for each paper 01 Assignments for each paper 01 Two Internal Assessment Tests are conducted to ensure continuous assessment of the performance of students, followed by term-end examination. Class tests are also given. Practice Teaching All the rules relating to the evaluation methods are published in the college academic calendar and distributed amongst the students at the commencement of the academic session. For B. Ed candidates, proportionate weight as assigned is as under: Internal assessment External Assessment M.Ed B>Ed 10 90 Theory Practice Teaching Practicum M.Ed B.Ed 64 27 9 The mechanism for redressing grievances regarding evaluation is formulated by the Examination Committee of the college subject to rules of the university. Aassessment/evaluation outcomes communicated and used in improving the performance of the students and curriculum transaction? ? The test papers and assignments are evaluated and feedback is given as soon as the tests are over. ? During the seminars the trainees are given immediate feedback. ? The student's performance is assessed and individual feedback is provided. This feedback is also communicated to the tutorial group teacher educator in charge. ? Teacher educators of the college are also provided with information about the student performance in different subjects and the subjects taken by the concerned teacher educator. They find out the suitable way to improve the performance of the students. Students are personally called by the teacher educator to talk about their performance. ? Remedial measures are adopted according to the requirement and deficiencies of the individual student teacher. The first terminal examination and the diagnostic remedial testing give a clear status about the student teacher ICT is used in assessment and evaluation processes? ? ICT is not used in assessment and evaluation procedures. But marks are punched in the computers through which the total marks of the students are calculated and the results prepared. ? The college proposes to develop students' profile including the data on past achievements.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Institution's internal academic calendar is thoughtfully drafted in such a way that it is in syn with the University, Calendar. The academic calendar outlines the class work schedule internal examination schedule, external examination schedule, class room activities and tutorials etc are properly spread out Activity based learning is also a form of activity based learning. It makes all learners to participate in learning. In this method the students involve in reading, writing, speaking, drawing, sharing, expressing the skills and questioning individually and in groups. Active learning involves students

in doing things and thinking about what they are doing. ? Individual projects on problems related to classroom are given to the student learners. Project and action research are undertaken by students. Student-teachers are provided projects individually and in groups to strengthen their learning while doing. They conduct Action Research on the pressing social issues. ? Student-teachers undertake and complete projects in different subjects. Students are divided into groups in each method subject and one project is allotted to each group. For such projects they work individually as well as collectively to make the project serve its purpose. ? Simulation technique is used during micro teaching. Team-teaching Group-discussion, brainstorming and co-operative learning are done for active learning. Computer assisted learning has been introduced. Facilities such as LCD projector, OHP, Computer and Internet are being used for teaching and learning in the college where such facilities are available. The establishment of language laboratory has helped the students to keep pace with modern technology in learning process. ? There is application of computers. Modern teaching aids such as Computers along with Internet Connectivity overhead Projectors and LCD Projectors are being used in classroom instructions as well as other student learning experiences. ? Students are the centres of all teaching exercises undertaken. There are provisions of participatory learning activities which contribute to self management of knowledge development and skill formation.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.oxfordg.com/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
15401	BEd	Teacher Education	128	128	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.oxfordg.com/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	180	Mother Society	120000	120000

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
An extension lecture on Micro English by Mr. Akash Gadhewal	College Cultural Committee	17/09/2018
A Workshop on Art of Living by Mr. A P Singh	College Cultural Committee	10/10/2018
A Workshop on Drama and Art in Education by Ms. Barkha Singh	College Cultural Committee	04/12/2018
National Seminar on "Teacher Education – Issues and Challenges "by IQAC Cell	College Cultural Committee	15/01/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NIL	0	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
B.ED.	0
M.ED.	0

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	NIL

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

Number of Faculty	International	National	State	Local
Nill	0	0	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Say no to plastic	OXFORD COLLEGE	12	120
International women day	OXFORD COLLEGE	13	109
National youth day	OXFORD COLLEGE	20	140
Tree Plantation	OXFORD COLLEGE	15	120

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Beti Bachao, Beti Padhao	OXFORD COLLEGE	Beti Bachao, Beti Padhao	16	98

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
TEACHER EDUCATION	INTERNSHIP	RAJMALA SR. SEC. SCHOOL	01/11/2018	28/02/2019	50

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
700000	70000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NIL	Partially	NIL	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6384	1276800	490	98500	6874	1375300
Reference Books	944	188800	50	10200	994	199000
CD & Video	85	8300	25	2500	110	10800
Journals	20	6500	5	1500	25	8000
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 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	24	1	1	1	1	2	2	100	0
Added	2	0	0	0	0	0	0	0	0
Total	26	1	1	1	1	2	2	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	http://www.oxfordg.com/

4.4 – Maintenance of Campus Infrastructure

 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

| 55000 | 30000 | 95000 | 90000 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is censoriously linked to the mission of our Institute –"To prepare outstanding educators, scholars and researchers and to advance the profession of Teacher Education, To promote research, development and consultancy, To develop critical thinking, effective communication and learning skills in the student Teacher To impart value based education suitable to the needs of the society." through technically advanced educationalmethods. The institute has adequate physical infrastructural facilities to run the Educational Programme efficiently as per the Norms and Standards laid down by National Council for Teacher Education by affiliating body. Sidana Institute of Education has developed complete physical infrastructure as per NCTE norms to run the B. Ed course. The institute has modern and updated infrastructure and learning resources. Institution is located 10 kms off the Holy City Amritsar. The Institute is a self-financed institute. ? Out of total area, 4000 sq. meters (01 acres) is exclusively earmarked for Sidana Institute of Education. It has 2385.13 sq. meters built up area that accommodates the administrative offices and the academic wing. ? There are four classrooms and six method rooms with proper lighting and ventilation and all the classrooms are well equipped with proper furniture, dais, projector and display boards. ? Administrative office, a staff room and a Principal room with adequate space to conduct meetings and discussions with the faculty. ? Well-equipped library and a reading room having seating capacity for 60 pupil teachers. Library has internet connectivity and a photocopier with the facility of photocopying. ? ICT Resource Centre fully equipped with 40 computers with latest configuration and internet facility with each system. ? Psychology Resource Centre with sufficient number of Tests and Psychological Testing Equipment's. ? The Curriculum Laboratory is a Centre for instructional materials in teacher education institutes. It is designed for the professional development of pupil teachers. ? Art and Work Experience Resource Centre with adequate material. ? We have well-furnished Tutorial rooms, Seminar Hall and a Multipurpose Hall having seating capacity of more than five hundred persons to conduct various academic and cultural activities. ? The institute has separate common rooms for boys and girls. There is a Rest cum Medical Room provided with First aid facility. Sports, Music Room, Canteen and a Store Room are also available in the college campus. ? Morning assemblies are conducted in Open Air Theatre as well as in Multipurpose Hall. A well sized Parking Space for vehicles is also available in the campus. ? There is provision for indoor games such as Carom, Chess as well as outdoor games like Volley ball, Badminton, Shot-put, Discus throw, Relay-race, Kho-Kho, Tug-of- war and 200 metre athletic track for all athletics activities. ? There are separate toilets and wash rooms for boys, girls and college staff. Proper Fire Safety measures (Fire Extinguishers) are also placed in the college building. Institution has heavy Gen-set for the power backup to meet the emergency need. Its campus is surrounded with lots

http://www.oxfordg.com/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0

Financial Support from Other Sources			
a) National	CG POST MATRIC	196	1785000
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga and Medititation	18/02/2019	55	OXFORD COLLEGE
Human Rights	21/01/2019	57	OXFORD COLLEGE
Remedial Coaching on the bases of house test	24/09/2018	65	OXFORD COLLEGE
Ethics in Education	13/08/2018	87	OXFORD COLLEGE
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Career Counselling	124	124	0	0
[View File](#)					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

| 2018 | 0 | Teacher Education | B.Ed. | NA | NA |

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Food Contest	College Level	95
Fancy Dress Competition	College Level	35
Room Décor Competition	College Level	98

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	Nill	Nill	Nill	NIL

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

Student's Council Yes, the college has a student council. It consists of 5office bearers. At the beginning of the academic year, election is conducted for the post of office-bearers such as Council President, Vice President, Secretary, Treasurer, etc. Major activities The council's election is held each year in the month of Sept or October. After oath taking ceremony, the elected candidates discharge their duties. The student union organizes Cultural competitions. The prizes and awards distributed in the Annual Day function inspire students to participate in college activities. Besides Seminars and workshops organized by the college involves the students and inspires them to participate in college activities. Conducting academic, sports and cultural activities smoothly Addressing the grievances of students to tutorial group teacher, principal and higher management 2. Library Committee Encourage students to use the library resources Keeping student teachers informed about the total reading hours completed in library 3. Cultural CCA Committee ? Organizes cultural events in co-ordination with different tutorial groups ? Celebrate Gandhi Jayanti', 'Independence Day', 'Teacher's Day', 'Hindi Divas', etc ? Organized events/competitions which included Sports Competition, Black Board Writing Competition, Rangoli Competition, Folk-dance Competition, Poster Competition, Campus Development Competition, Fashion Competition, inter-house competitions debate, bulletin board, slogan , plantation, cooking and hospitality, use of waste material etc. Organized programs for 'Diwali Celebrations', 'Alumni Meet', 'Christmas Celebrations', etc Organizing everyday

assembly in co-ordination with class 3. Extension Programme Committee ? Student Managers ? Trains student-teachers to conduct activities in each of the extension projects ? Conducts field visits ? Organizes college level and community level activities 4. Grievance Redressal Committee Taking student teachers grievances to teacher-educators in the redressal committee and the principal Opening the suggestion box regularly and conveying the grievances to the grievance redressal committee Solving problems faced by student-teachers 5. Placement Committee Organizing guest lectures on topics such as 'Personality Development', 'Communication Skills', 'Preparing for Interviews', 'Preparing Resume', etc Organizing campus interviews.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The institution has an Alumni Association. Its activities and major contributions for institutional, academic and infrastructure development. The college collects feedback from its graduates and employers and uses it to develop its curricula, improve the facilities and the overall status of the college. The college organizes alumni meet periodically and collects the feedback and uses it to in the improvement of the college. The institution collects program exit feedback from its passing out students. The students are requested to fill the exit feedback form before they receive their Transfer Certificate (TC). The data is collected and processed. The data is used to implement any corrective or preventive action to rectify any deficiencies. This feedback is just passed on to the department to make the necessary action. Feedback from Alumni is also collected from time to time. This data is used to update the teaching and learning process, particularly to implement any tailor made course for the students to improve the change to bet placed. Alumni association contribution to the institution Established in January 2016, the mission of SSM Alumni Association" is to create and maintain a lifelong connection between the institute and its alumni. Finding new ways to build an engaged membership base is an integral task of the association. SSM Alumni Association is one of the easiest ways to reconnect, give back to the institute and serve as a springboard for further involvement.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Admission committee counsels' prospective candidates for Admission before the Application Forms for admission are released. The Admission committee (for admission) involves all members of the staff who co- operates and work at different levels. They also sit in at interface meetings and meet parents and students prior to admission. Planning Board (for financial Planning and implementation) involves the participation of Management and non-teaching staff related to Accounts. Library committee prepares and plans for the book budget

for next academic session. There is a building Committee with members from faculty , architects, engineers, Contractors and office staff to assist with the planning and execution of vertical extension of the college and planning for infrastructure associated with the new wing.

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

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	Library, ICT and Physical Infrastructure / Instrumentation
Examination and Evaluation	University norms are followed by the College for Examination Evaluation.
Research and Development	For promoting research in the College, we have library with so many books for the teachers and students.
Curriculum Development	Curriculum is set by the University. Suggestions from curriculum committee related to different subjects were forwarded to the M.D. University. Academic mentoring of students is done by the Teachers.
Teaching and Learning	Our teaching learning process includes presentations, Group Discussions.
Human Resource Management	We strongly believe in Team work and collective decision making. The College organizes various orientation programmes for both teaching and nonteaching staff members for upgrading their skills in the latest technology. Salary, pay-scale and increments are given to staff members as per Government norms which leads to employee satisfaction. Institute grants Medical, Casual, On Duty and Special Leave to its faculty members. And Non Teaching gets Medical, Causal and Earned Leave as per the norms of University. It also provides Maternity Leave according to norms to its female members
Industry Interaction / Collaboration	We have more than 15 collaborations for the internship/teacher training purpose.
Admission of Students	Admissions are done as the guidelines given by M. D. University. College provides free counselling services related to admission to students and parents who visit the campus. College follows all the rules and regulations of the university.

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

E-governace area	Details
Planning and Development	We use emails for the same
Administration	We are maintaining the office records on MS - Word and MS - Excel since ages.
Finance and Accounts	MS Excel
Student Admission and Support	we follow the rules and regulations of University. And as per University Guidelines there is one Pre Examination conducted in a year and at the end of year End Term Examination is conducted by the University.
Examination	M. D. University norms are followed by the College for Examination and Evaluation.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	0

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NIL	NIL	Nill	Nill	Nill	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nill	Nill	0

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

| 20 | Nill | 10 | Nill |

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Maternity Leave with Pay, Free Health Check Up Camps	Maternity Leave with Pay, Free Health Check Up Camps	Scholarships, Personality Development Sessions

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Finance The financial aspects remain a multi-committee affair. The relevant committees requested for making standing provisions regarding the financial requirements, both present and future. It was decided that resources have to be provided to meet each and every genuine requirements of the students, teachers, infra-structural and for empowerment of the faculty. It was in particular decided to finance all the augmentation programmes and the activities for updating the college in every sense of the term. In this, specific amount was sanctioned for purchasing more books for library and creating a respectable book bank. Likewise the decision to get budgetary allocations for updating IT facilities was taken. It was appreciated that the college is capable of meeting its quality-quantity based requirements out of its own resources and that it is to managed required funds for introducing new programmes. Besides, it was suggested that the college should continuously mark a portion of its net income for (i) augmentation, (ii) future expansion, and (iii) particularly for starting-running additional unit as early as possible. Internal Management Audit by a team appointed by the Management External Audit done by appointed Chartered Accountant.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Mother Society	120000	A Study of Health and Hygine Concept among the students of the College
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	Principal
Administrative	No	Nill	Yes	Principal

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

Parents Teacher meetings are held to assess the academic process of students, Parents are informed timely regarding the performance attendance of students.

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

Development programmes for support staff (at least three) Sexual Harassment at Workplace, Play on Beti Bachao Beti Padhao and Play on Swachh Bharat Abhiyan.

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

1. IQAC cell is established for assure quality culture as the prime concern with internal and external support. 2. College is recognized under 2F 12B for receiving grants from UGC for research projects. 3. Enhanced the use of ICT by faculty in the teaching learning process. 4. Initiatives for green campus, Barrier free campus for person with disabilities.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Nill
c)ISO certification	Nill
d)NBA or any other quality audit	Nill

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Nill	Nill	Nill	Nill	Nill

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women Day	20/08/2018	25/08/2018	79	12
Sexual Harassment Awareness Programme	14/01/2019	14/01/2019	85	21
National Youth Day	04/03/2019	04/03/2019	90	25

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
10

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0

Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	5	5	02/10/2018	7	Swachh Bharat Abhiyan	Awareness Program for Local People of the village, teachers and students	55
Nill	2	2	30/10/2018	7	Anti Drug rally under buddy group Programme	Awareness rally for local villagers and students of the Institute	62

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day Celebration	21/06/2018	21/06/2018	85
Human Rights (Value Added Course)	12/03/2019	23/04/2019	30
Ethics in Education (Value Added Course)	09/04/2019	16/04/2019	35
Yoga And Meditation (Value	23/04/2019	30/04/2019	33

| Added Course) | | | | |

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plastic Free Campus, Smoking Free Campus, Large Area Green campus, Proper Sanitation facilities and waste management.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices 1 1. Title of Practise: PROMOTION OF WOMEN EDUCATION Fee reimbursement/waiver of poor student Objective of Practice • Money should not hinder the education of needy children • Encourage girls to pursue higher education • Promotion of girls education in the remote region of CG • .Empowement of girls through education • Contribute to the national development programmes through educating girls • Provide skill oriented training alongwith higher education programme The context SSM,Sakti has special consideration is up-liftment of girl students belonging to the socially and economically weaker family und who could not manage to proceed higher education because not in position to pay college fee fully or partially . These student's fees are exempted fully or partially as per the case. This proves to be a milestone in their career who could otherwise aloof themselves from higher education. The college receives such applications during its admission process at the start of session. Lookingattheprimafacieandinfavourofthestudent,theyareadmittedwithnofee subjectedtophysical verification of students claim. A committee constituted by the college management examines all the applications and conducts personal interaction with the girl students to acertain whether to be given full fee concession or partial. These students depending on the situation are given partial or full fee/partial/ scholarships. Free library facilities with course books ,competitive books ,magazines and other support have performed appreciably in life. The Practice Poor and economically deprived girl students who want to pursue study in reputed college like us in region ,who would otherwise would left higher education are education themselves due to economic reason are provided opportunity with a mission to fulfil responsibility towards community The verification of students remains too hectic for our college members .all thanks to our respectedfaculty thattheyknowthevalueandoutcomeofthi spractice,theydoselflesslyapartfromtheirownbusy Best Practices 2 Title of the Practice: Emphasis on Practical skills Objectives of the Practice: 1. Learning by doing 2. to make the students fit in the real world 3.productive use of theoretical knowledge 4.students can develop and apply their skills in real working conditions without facing much trouble making them employable The underlying principles of this practice are to strengthen and support students' knowledge by providing them practical environment where they can learn really that helps their career. The concept of emphasis on practical skills is to produce potential and skilled workers to the institutions or companies or to the organizations there by to build a strong nation with skilled people. Evidence: SSM,Sakti successfully conducted skill oriented income generating courses for students to build competency on the defined short duration certificate course. Some of the students who have completed SSM certificate course have started their own work at home on small scale to generate some income. SN: Name of the Course Year of Starting Duration No. of seats 1 Electrical Fitting 2019 2 weeks 10 2 Certificate Course in MEHDI 2019 2 weeks 20 3 Certificate Course in COOKING 2019 1 MONTH 20 4 Certificate Course in Painting 15 days 20 students 5. Electrician 2019 1 month 20 students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our ability to enhance the well-being of the people by educates them, Creating Knowledge and Serve the Society by putting the knowledge to work with excellence. The Academic Calendar is prepared well in advance before the commencement of every session which outlines the beginning of the session, On line Teaching Learning-Colleges are shut down due to Covid 19, despite of this pandemic institute is regularly conducting on-line classes, interaction, webinar, and getting feedback. Regular Monitoring of On-line classes Monitoring Schedule is developed to get and access of on line teaching Internal Exams (Offline and Online) and External Exams schedule. All the academic activities are conducted as per the Academic Calendar along with co-curricular activities Faculty members fortnightly give assignments and presentations to the students and ask submissions for their internal assessment. Special Internal Exams are also conducted as another attempt for the Absent students. Feedback Mechanism Feed of the faculty members is taken from the students in every session. Social Responsibilities Initiatives: Rashtriya Ekta Diwas Environment Day. Swachhyata Abhiyan International Women Day World AIDS Day World No tobacco Day Sadbhavana Diwas National Voters Day Education Day International Human Rights Day National Constitution Day Conservation of Natural Resources: Water Harvesting Pit Promote Girls Education.

Provide the weblink of the institution
http://www.oxfordg.com/

8.Future Plans of Actions for Next Academic Year

Internal Quality Assurance Cell starts working Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College. Focus is laid on criterion-wise additional inputs which facilitates better understanding and effective implemetation IQAC Coordinator held detailed discussionon important role to be played by IQAC for the overall growth of the institution. She discussed strengths and weaknesses of the institute so that rigorous discussions and decisions are made for the betterment of the institute. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process Faculty suggested for optimum use of ICT. PPT of lesson/topic for discussion prepared Feedback is very important for the improvement of teaching learning and functioning of the institution. College developed a Feedback Schedule to obtain responses from the students, parents and other stakeholders including alumni. Feedback data analyses done and report prepared.