YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution Gandhi Shikshan Bhavan's Smt. Surajba College of Education

- Name of the Head of the institution Prof. Dr. Sunayana J. Kadle

- Designation Incharge Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 02226200589

- Mobile No: 7715862756

- Registered e-mail gandhishikshanbhavan@gmail.com

- Alternate e-mail principal@gandhishikshan.com

- Address Juhu Road (North), Mumbai 400049

- City/Town Mumbai

- State/UT Maharashtra

- Pin Code 400049

2.Institutional status

- Affiliated / Constitution Colleges Afiliated to University of Mumbai

- Type of Institution Co-education

- Location Urban

- Financial Status **Grants-in aid**

- Name of the Affiliating University **University of Mumbai**

- Name of the IQAC Coordinator **Ms. Vaishali Shrikar Dhaware**

- Phone No. **02226200589**

- Alternate phone No. **02226706277**

- Mobile **7715862756**

- IQAC e-mail address **gandhishikshanbhavan@gmail.com**

- Alternate e-mail address **principal@gandhishikshan.com**

3.Website address (Web link of the AQAR (Previous Academic Year) https://www.gandhishikshan.com/wp-content/NAAC_Reports/AQAR-2020-21.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: https://www.gandhishikshan.com/wp-content/Academic_Calendar/Cal-2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A+	91	2004	03/05/2004	02/05/2009
Cycle 2	B+	2.82	2011	27/03/2011	26/03/2016
Cycle 3	A+	3.54	2017	22/02/2017	21/02/2022

6.Date of Establishment of IQAC **05/07/2004**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NA	NA	0	0

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

NAAC guidelines

- Upload latest notification of formation of IQAC

  View File

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

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

- If No, please upload the minutes of the meeting(s) 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)

Signing MOUs with various educational institutions and NGOs. (4)

Organisation of FDP on Nai Talim For MGM Dental College

Organisation of Value added course for MMP Shah College ,SNDT University .

IQAC WEBINAR on Recognition of Students Mental Health Problems by Teachers

Awareness about NEP 2020 -Panel Discussion on NEP 2020 , students reflections about NEP 2020.

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

Plan of Action	Achievements/Outcomes
Revisiting vision mission	**Philosophy based celebrations Vajubhai memorial Lecture 8th Vajubhai Memorial Lecture - Talk on 'Acceptance of diversity is the precondition for peace', By-**

	Ms. Shirine , Peace Educator, Peacevijil.net Gandhi Jayantii Celebration - Talk on 'SowGood: An Environmental Initiative Guest Speaker – Pragati Chaswal Organised FDP on Nai Talim for MGM Dental College FILM SCREENING and REVIEWING Remembering BAPU on GANDHI NIRVANA DAY in collaboration with UGC Sponspored, Gandhian Studies Centre of Maniben Nanavatai Women's College, Mumbai. Talk on Gandhi Punyatithi, Sustainibility Through Empowering Communities, Shri. Mahavir Acharya,MD, Hunarshala Foundation Sarva Dharma Prarthana in the institution as in Practice Teaching Schools My Experiments with Truth, Diva Swapn – Book reading session Visit to Gandhi Sangrahalaya Manibhavan Meeting of Management with students
Enhancing practice of ELM - 3 H Model	Development of all round personality through exposure of Art and Drama/ Understanding self course Experiential Learning -VENTEL Workshop for students conducted by MGNCRE, Ministry of Education Think Museum Workshop – CSMV Sangrahalaya Webinar - Teaching with Museum Objects Study Circle Documentary Viewing on various themes Vachan Prerna Din – Talk by Jyotsna Sawant Visit to Nehru Science Centre Visit to Planetarium
Enhancement of ICT Skills and tools for the paradigm shift of education in New Normal. Self Learning in online mode of	Workshop on Understanding OER and & Creative Commons License. in Education MOOC Courses FDP on online learning by faculty Video

education	Resume and Interview Guidance-by Edu vacancy organization.
Preparing for revamping of education system with reference to NEP 2020	Panel Discussion on NEP 2020 Matrubasha Din Celebration Expert Talk on Inclusive education – by Nishat Imam
Innovative teaching learning practices	Mentor - Menti-Demo lessons and preparation for online practice teaching
Environmental sustainability practices	Walkathon – Knowing the surroundings. Visit to Maharashtra Nature Park SWACHHTA Action Plan (SAP) Workshop for students conducted by MGNCRE, Ministry of Education
Wellbeing of Faculty and students in the new environment	IQAC WEBINAR on Recognition of Students Mental Health Problems by Teachers Fusion Yoga workshop – By Radha Joshi Koham Yoga workshop -Yoga Day Celebrations
Community engagement	Visit to Cheshire Home – Center for paraplegic patients (community work Center) SWACHHTA Action Plan (SAP) Workshop for students conducted by MGNCRE, Ministry of Education Ministry of rural development – online support during Covid 19
Collaborations with NGO	Talk on Tribal Upliftment – by Manjusha Gotharkar , NGO Better Tomorrow. Rural Camp – Shramsanskar Shibir ,Nere, NGO Kustharog Nivaran Samiti
Alumni involvement	Self Defense Training Lesson Demonstrations by alumni

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Indian Council of Basic Education Managing committee	19/05/2023

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Prof. Dr. Sunayana J. Kadle
• Designation	Incharge Principal
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education system with reference to NEP 2020	Matrubasha Din Celebration Expert Talk on Inclusive education – by Nishat Imam
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- Name of the statutory body

Name	Date of meeting(s)
Indian Council of Basic Education Managing committee	19/05/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	08/12/2022

15. Multidisciplinary / interdisciplinary

At present G.S.B.'s Smt. Surajba College of education is a standalone teacher education institution with one unit of 50 students. As per the NEP 2020 guidelines management is working towards fulfilling the criteria of making the institution multidisciplinary/ interdisciplinary so as to sustain in the changing scenario.

16. Academic bank of credits (ABC):

All the students have enrolled in the portal for Academic Banks of Credits.

17. Skill development:

Smt. Surajba College of Education focuses on development of following skills required for the teaching profession along with awareness of Gandhian values, universal human values, professional ethics and social obligation through its enriched curriculum.

- Communication skill
- Teaching competencies
- Life skills
- ICT skills for teaching learning and assessment

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The Integration of Indian knowledge through the various courses in the syllabus through the dynamic curriculum. As per the needs of the learners the bilingual approach is used in the classroom. The college runs on Gandhian philosophy and many of the programmes are interweaved with the philosophy. Gandhiji emphasized on culture values importance to Indian languages, dignity of labour and community engagement for development. The day starts with sarvadharma prayers and paper reading on various

issues, challenges related to society, culture, education and environment The curricular and co-curricular programmes organized depict the Indian knowledge system and incorporate Indian languages and other cultural aspects. Celebration of seasonal, socio-cultural and national festivals in which there are paper readings and discussions, songs, dramas, role-plays etc. in different languages. Films from Indian languages are shown and discussed for learning purposes, programmes like Makarsankranti, onam, Christmas, Navratri and Eid and acquaint the students to various Indian cultural diversities,

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The curriculum of Smt. Surajba College of Education focuses on outcome based Education. The curriculum is child centred and the programme learning outcomes and the course learning outcomes are well defined and these are communicated to the teachers and student teachers from time to time, keeping in line with the vision and mission of the institution.

The focus is on the all-round development of personality of the student teachers who will be going into the society as teachers and bringing up future citizens. Number of skills are developed through various programs and activities of the college. The focus is on experiential learning which help them to gain confidence to be become self-learners and develop observation skills, critical thinking skills, problem solving skills, creativity and the right kind of attitude towards the profession and society. Socio -cultural programs are organised throughout the year through which they learn about the culture and also while participating in such programs they develop Team Spirit, leadership qualities, planning, decision making which is showcased through their participation and behaviour in all the activities. A lot of collaborative programs are organised with the society with the underprivileged children working with NGOs and students from other colleges where in the students become more aware and open-minded and develop skills of confidence, competence and cooperative learning.

During internships these student teachers work as full-time interns in the school where in they develop more skills and get a thorough knowledge of their profession and what is expected of them with reference to qualities like listening skills, patience, empathy, catering to the student diversity etc. Student teachers are assigned a mentor faculty member for each group of students and the mentor is continuously evaluating the

students through observations and outcome of all the activities are evaluated and constructive feedback is provided from time to time. In addition, the students themselves maintain a reflective journal for self-assessment. The achievement of the outcomes is also reflected when the students are offered good jobs in the schools.

20.Distance education/online education:

Not applicable

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**33**

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

2.Student

2.1 Number of students during the year	**119**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**37**

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

2.3 Number of outgoing/ final year students during the year	**46**

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

3.Academic	
3.1 Number of full time teachers during the year	**7**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**19**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**6**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**14.06**
4.3 Total number of computers on campus for academic purposes	**38**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution follows the framework of NCTE and the revised syllabus given by the University of Mumbai to transact the teaching learning process. Due to the pandemic there was a major paradigm shift from face to face -blended to online mode completely. The ICT skill based training for online mode was imparted for using various LMS platforms. Even in the online mode, the curricular and co-curricular activities are planned and executed according to the vision mission and the philosophy of the institution The curriculum planning is implemented through various

ELM - 3 H activities for the enhancement of all round development of the student-teachers. The academic calendar is planned along with the team of faculty and the time table is put for the students every week well in advance for planning and execution of the activities. The records of the activities are documented and where ever possible they are recorded and photographs are taken too. The pamphlets, brochures, programme schedules, reports, attendance record are parts of documentation. The students are encouraged for self-learning and are motivated to join MOOC courses as per their interest.

The institution started working off line /face to face mode from February 2022. Accordingly, the changes were made in the academic calendar and time tables.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://drive.google.com/file/d/1wOJq3TAs6zYHnhbb35kBOy4Del_8qdCF/view?usp=share_link

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar has been prepared and adhered according to the vision, mission andprospective plan of the institution. All activities of the different departments were chalked out as per the discussions in the IQAC. Seminars, workshops and other curricular and co-curricular activities werea part of the academic calendar. The internal as well as university examinations were also reflected from time to timein the academic calendar. A separate time table is also prepared for internal examinations. The calendar was prepared well in advance according to the university academic planner by the time table in charge and principal in consensus with IQAC and department coordinators. The final academic calendar was communicated through a time table to all well in advance. The institution worked in online mode from June 2021 till January 2022 and started working off line /face to face mode from February 2022. Accordingly, the changes were made in the academic calendar and time tables.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://drive.google.com/file/d/1B5gJyOj9xx9TzRyeqCPoahrRhppc6qEx/view?usp=share_link

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University　　**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The B.Ed. curriculum of the university of Mumbai its self has a scope for integrating issues relevant to professional ethics, gender, human values, environment sustainability into curriculum. The courses such as Gender school and society, Educational management, Knowledge and curriculum, Environmental education, guidance and counselling, childhood and growing up, learning and teaching etc. provides the wider scope for learning these issues. Thecurricular activities for all the courses are planned and executed according to the vision, mission and the philosophy of the institution.

The curriculum is enriched by providing students with a number of experiences through online mode /offline mode, so as to develop an all-round development of personality. The curriculum provides a way to integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into curriculum through daily paper reading sessions, interactive discussions, students group work presentations, documentary /film viewing, study circles, celebrations of social/national/seasonal festivals, community engagement camp, visits to community work centres, remedial work, action research projects, expert lectures, webinars and workshops on various issues related to society. The students and faculty are actively engaged in all the on campus and out campus experiential learning activities. This helps would be teachers to reflect on these issues and understand their role as a social change agent.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

102

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows   **B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.gandhishikshan.com/sss-report/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

135

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

10

File Description	Documents
Any additional information	[View File]()
Number of seats filled against seats reserved (Data Template)	[View File]()

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

We at Gandhi Shikshan Bhavan 's, Smt. Surajba College of Education believe in holistic development of the students and not on judging them on various levels. Inspite of the philosophy we adopt we never leave any stone unturned to assess the students for their all-round development.

Initially an orientation of every semester is done by the faculty member curriculum wise and course wise.

We adopt two ways to holistically assess them:

1. University based curriculum which includes tests, class tests, assignments, projects, reports, Internship in the practice teaching schools, library facility, Individual Tutorials, Action research etc…

1. Co-curricular activities based on our philosophy like Seminars, Group Discussions, Mentoring and individual Guidance of the students, Formation of various committees to showcase the talents, Cultural events, Paper reading on various topics and issues to enhance their knowledge and sports.

Since the institution believes in equal opportunities to all there is no special courses for advanced learners. However to keep up to their motivation they are given training to participate in intercollegiate and national level competitions. For slow learners special cancelling is given as per the need. Peer buddies are assigned to students having linguistic challenges and low performance in academics as well as practicum.

In addition, teacher-student interactions in the faculty group, Community group, SUPW group, School group help in identification

of different levels of learners. Faculty members and various Committees regularly review the academic progress and counsel students to improve their performance to ensure their academic growth.

File Description	Documents
Link for additional Information	https://drive.google.com/file/d/1ODt26jtAHU7SxZCHGk_g5WjCUArmY6ZC/view?usp=share_link
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
102	7

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence.

Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning, etc. The Teaching-learning activities are made effective through illustration and special lectures. Lessons are taught through PowerPoint presentations to make learning interesting besides oral presenting methods Interactive method: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, discussion, and questions and answers on current affairs. Innovative student-centric methods such as Workshops,

Seminars, Simulation, Role play, Review web literature, Video, Demonstration, Activity-based learning, Flipped Classroom, Guest lecture, Professional practice school, GD/ debate, Peer learning groups, MOOCs, Google Classroom, Project-based learning, Real-time case studies, Worksheets, PPT, Mind map, Journal Review, Crosswords, Research projects, Language games, Viva, Poster presentation, Public Speaking to encourage Participative, Problem-solving and Experiential learning.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://drive.google.com/drive/folders/1Kwqaiq4mkLC2Nj8aJl9yhHbjw-Fn4eEF?usp=share_link

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

It became essential/mandatory for teachers to use technology for the teaching learning process as the pandemic hit the classrooms. The College used Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The faculty members used G suit and all its applications and zoom as a platform for connecting with the students to conduct all curricular and co- curricular activities. Also used many interactive methods and tools for effective teaching such as padlets, quizzes, Think -links, Render forest video making, whiteboard in Microsoft teams, Jamboard in Google meet, etc.

PPT with animations, Video clippings, Use of online resources from MOOC's NPTEL, Coursera, you-tube links, Simulation tools, Virtual labs, online assessment tools like Kahoot.

WhatsApp group was used as platforms to communicate, make announcements, address queries, and share information.

Other important activities such as Project presentation, Debates, Group discussions, Mentoring, feedback, counselling, PTA meet, AAC meet also conducted online through Google meet or Zoom platforms for quality teaching learning process.

Webinars, workshops and guest lectures for effective teaching and learning were also conducted on Zoom platforms and also broadcasted the same on Youtube.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/file/d/1_CmfQcuPhYvdV2zVofNAYOCJuNrGFWE3/view?usp=share_link

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

7

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

7

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

20

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Transparency initiatives in the internal Assessment:

There is a standard process of internal examination mentioned by the University of Mumbai in the curriculum. According to that students have to give a class test, an essay test, two assignments in each subject which is then followed by the external university examination.

The schedule of the internal exams is decided before hand while making the academic calendar. The schedule of internal examinations were declared through g-classroom , gmail, whatsup groups etc. According to that the essay and class tests were taken by the teachers in the form of objectives and descriptive

questions with the help of google form, google meet. The feedback was given to students after assessment of the tasks, essays, class tests individually. The feedback of practice teaching lessons was given by peers first and then by the teachers after each lesson.

Assignments were varied depends on the subject. Methods like blackboard presentation, power-point presentation, drama, quiz, and many more were used. The marks are handed over to the principal which are then sent to the internals in charge who then compiles the entire data and sends in the prescribed format of the university the university officials.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1ODt26jtAHU7SxZCHGk_g5WjCUArmY6ZC/view?usp=share_link

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

As the internal assessment system is transparent there were no grievances encountered.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Mechanism of Communication:

The College adopts Outcome based education and has clearly stated learning outcomes of the Programs and Courses. The PLOs and Clos are also uploaded on the institutional website.

A series of orientation programmes were conducted after completion

of admissions and at the beginning of each semester. The students were initially oriented about the philosophy of the institution. They were also oriented about the theoretical and practical aspects of each semester. The students had orientations about library work and online facilities provided especially due to the pandemic. These sessions were conducted through online mode during the year 2021-2022. The induction programmes were conducted by the I/C Principal as well as the faculty. The soft copies of the university Syllabus ordinance were also given to the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/drive/folders/1-u iWAPTLpueGPPUOQSMXfSbXDz0fJo62
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our Institute is affiliated to Mumbai University. We run the teacher education under graduate program under the faculty of Interdisciplinary.

For these course the institute follows the university curriculum, but along with the university curriculum, Gandhian philosophy based programmes are also interwoven through its various activities and programmes. The evaluation of the students is done at three levels:

1. Program Learning Outcomes
2. Course Learning Outcomes
3. Project Based Courses

The institution adopts a very transparent way of Evaluating the students. Program learning outcomes are measured through participation of the students in various activities, events, cultural programmes, theme based celebrations, paper reading, seminars, workshops, conferences, panel discussions, participation in completions at various levels, Community work and SUPW work through which they imbibe various soft skills. They undergo overall development, strengthen the value system, learn team spirit, co-ordination. Communication, learn to express, improvised aesthetics.

The course learning objectives are evaluated under the curriculum through the theory and practicum work.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/drive/folders/1Hq Ek-HFwa9od8iF2CMnjNU_Tcz7RMES8

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

46

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://drive.google.com/drive/folders/1sb KxBXAgN7vHA6IYTU_B2RhCuM4LS53M

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.gandhishikshan.com/wp-content/NAAC_Reports/Students_Feedback/SSS-2020-2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

5

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

17

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our college has a unit of Department of Life Long Learning and Extension and organises Community Service programs where students and faculty members actively participate in various social service activities such as tutoring and mentoring programs for underprivileged children, and participating in environmental initiatives throughout the year.

During the pandemic the students were attending online classes so it was difficult to go to the allocated centres for tutoring the underprivileged students. The college students provided support to the people in need in their own society.

An Environmental awareness National level Quiz was prepared and circulated online to make people aware of the environmental issues.

An online yoga session was organized for the students and parents to develop awareness about health.

The college has paper reading session daily on various social issues. Since college was functioning online the parents/ relatives of students also got the knowledge and awareness about various topics.

Once the students started to attend college in February 2022, they were allotted schools for internship where they developed awareness in students about cyber-crime, gender inequality, environmental issues, health and hygiene etc. They also taught yoga.

A camp to Shanitvan, Leprosy rehabilitation centre at Nere, Panvel was organized and students interacted with the rural community and worked with them.

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File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/11Ja8qH7YIOWMdBZ7nDLteJCigPvs1oT6/edit?usp=share_link&ouid=116675018096312502710&rtpof=true&sd=true
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

5

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

102

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

6

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institute has Land, Building and Infrastructure facilities as per NCTE norms. Institute has taken initiative to equip Class Room

and Seminar Hall with WIFI, Sound System, Public Address System, LCD

facility.

The Library is well equipped and computerised with SOUL

Software , Barcode Printer. Xerox machine.

The College has 2 Laboratories. WIFI is provided to every room in

the college premises. College has 37 Computers –

Laptops-8

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1x7RBxXeGA Hth3PWsbfoKnNikZ4jVJCpp/view?usp=share_lin k

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institute has a seminar hall equipped with all facilities like sound system, stage, home theatre, chairs.

The institute has a large playground for playing outdoor games like cricket and Badminton. The institute also has facilities for indoor games like Carrom, Chess.

The institute conducts an annual sports event in the playground as well as on the beach nearby.

The yoga sessions are conducted on the terrace of college

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://docs.google.com/document/d/1lJF1Gz 371SfgTEEuX1PVAMhbxK6GlzRB/edit?usp=share_ link&ouid=116675018096312502710&rtpof=true &sd=true

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1C2z9ENZZ-hgd_1M3N4GYxdx7TqeGullF?usp=share_link
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

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

1.32

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library has installed SOUL Software designed and developed by the INFLIBNET center based on requirements of college and university libraries. Library has upgraded version of Soul 3.0.

This software consists of the following modules. Library

uses following modules as per requirement

1. Catalogue module - Data entry, Cataloguing, Master database of publishers, Generation of reports

2. Circulation - Membership, Transaction, Interlibrary loan, Library Card generation is done.

3. Online Public Access Cataloguing

4 Serial control – subscriptions, article indexing

5. Library has purchased special bar scanner with barcoding is done.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/13Q8SW-9zOCXUS5c_fOyhNLQKknCqlSz2/view?usp=share_link

4.2.2 - The institution has subscription for the B. Any 3 of the above
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

`0.7`

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

`11`

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

College has different digital technological facilities .There are 5 classrooms which are capacity of 50. 50. 35, 10, 10 respectively. All rooms are equipped with INTERNET, WIFI facility, Sound System, Public Address System, LCD facility. College Compute Rooms has 15 Computers installed. Seminar Hall has capacity of 150. An Electrical equipment is properly maintained for the smooth conduct of the programme College Library has 4 Computers and 2 Printers, Bar Scanner, Scanner, Xerox machine. Library uses SOUL 3.0. for library functions. Library has WIFI facility College administrative office also has Computers, Printers, Scanners with Internet facility. College Website is developed on word press. Google Suite is purchased for the online seminars. Internet connectivity through Star Cable net with Wi Fi inability 9300 mbps speed) Different educational sites are shown to the students with the help of digital devices. Most office work is done with help of IT. All computers have anti-virus. CCTV is installed

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1zw8qahl1G6-2j8Ea_GX3xEBhtXZqq7bh/view?usp=share_link

4.3.2 - Number of Computers

38

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2.56

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Gandhi Shikshan Bhavan's Smt Surajba College of Education is well equipped with all facilities needed for besat learning environment .

College has all essential exclusively owned infrastructure like lecture hall, methos rooms ,psychology lab , computer lab ,library with reading room,teaching aids room , seminar hall, conference room, principal's office and college administrative office, students common room.

Following systems are in place for smooth functioning and

maintenance of facilities.

1. Purchase Committee reviews the need and plans purchasing for any instrument, equipment or furniture.

2. Library Advisory Committee guides and helps the Librarian to frame library rules and regulations for proper functioning and service improvement.

3. Library is automated with SOUL software is regularly updated.

4. Pest control for the College Building and Library is done

regularly.

5. CCTV Cameras are installed in the College Building and Library as one of the safety measure.

6. AMC for Water Purifier, AC, Computers is paid annually to

concerned external agencies.

7. Maintenance for Electrical work, Carpentering work, plumbing work, Printers, CCTV, Projectors, Barcoding and biometric system is opted through on call facility.

8. Regular updating of Anti-virus software ensures the safety of all computers from data theft and virus attacks.

9. Regular cleaning is done by sweeper.

10. Free Fire solution is installed 4 places in the premises

11. Tally used for accounting purpose and to keep financial

transactions including purchase and infrastructure.

12. Class Rooms are equipped with necessary ICT tools which are utilized as per the time table.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1eWsM3s6Oqg8KaymRjAFjyWugRPrkIjIi/view?usp=share_link

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

15

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.gandhishikshan.com/category/batch-activities/2020-2022-batch-activities/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

52

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

52

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

39

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Education can play a crucial role in facilitating students' representation and engagement in various administrative, cocurricular, and extracurricular activities in institutions

The institution promotes awareness of the various administrative, cocurricular, and extracurricular activities available in the institution. By disseminating information on these activities through posters students are made aware of the opportunities available to them.

Training and support is provided to students to participate in administrative, cocurricular, and extracurricular activities. By providing training in leadership, communication, and other relevant skills, students can gain the confidence and ability to take on leadership roles and participate more actively in activities.

Institution encourages inclusivity in all activities, ensuring that all students are given equal opportunities to participate regardless of their background, abilities, or interests. By fostering an environment of inclusivity, the institution promotes a sense of community and belongingness among students.

Institution fosters collaboration among students by encouraging teamwork and cooperation in activities. The students learn from one another, share their ideas and perspectives, and work together towards common goals.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1PEKdEzyrqjEBmkEf6FvZHKxyAfhsLdH_/edit?usp=sharelink&ouid=116675018096312502710&rtpof=true&sd=true
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

8

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni contribute to the institution in Mentorship: Alumni can act as mentors to current students.

They provide guidance and advice to students on career paths, job search strategies

Guest lectures: Alumni are invited to speak to students on topics related to their expertise or experience. This provide students with insights into the industry and real-world experiences.

Networking: Alumni help to build and maintain a strong alumni

network for the institution. This can help current students and graduates to connect with each other and with potential employers.

Volunteerism: Alumni volunteer their time and expertise to support their educational institution. They serve on advisory boards or committees.

Advocacy: Alumni can advocate for their educational institution and help raise its profile. They speak publicly about the institution's strengths and successes on the social media

Recruitment: Alumni help to recruit new students to the institution by sharing their positive experiences and advocating for the institution.

By actively engaging in these ways, alumni make a significant contribution to their educational institution and help to strengthen its reputation and impact.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1UUjXi5VwmQ0BbDr4WDW28luDFOXeFkSF?usp=share_link
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution maintains the focus on vision and mission for smooth conduct of curriculum. Our vision allow to provide quality education for empowerment and enlightment through Gandhian philosophy to prepare socially committed teachers and disseminate of Gandhian values to develop innovative, involved and dynamic

teachers for the welfare of society.

Responsibilities have been allotted to the faculty for the inclusion and core values into practice. Also fosters research attitude in the students as well as in the teachers. The administrative portfolios like CAP - admissions, attendance, IQAC, NAAC, CDC, student's council, website management, library and resource updating, various cells and committee like grievances, discipline, maintenance of herbal garden and composting etc. have been allotted to the faculty well in advance. The distribution of the academic portfolios such as subjects to be taught, co-curricular activities, extension and outreach activities, research, library work, internal examinations, university examinations, webinars, lecture series, VENTEL activities, SAP activities, workshops, etc. have been allotted to the faculty well in advance. The college management adopts a democratic and transparent style of functioning with the Principal receiving complete independence in carrying out the day-to-day functioning of the college. At the same time the college management takes keen interest in being kept informed on a regular basis about the varied endeavors undertaken by the college.

File Description	Documents
Paste link for additional information	https://www.gandhishikshan.com/about-us/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices decentralization and participative management

The Institution always believes in the practices of decentralization and participative management. Practice of Decentralization is having own impact in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to train future teachers. The Institution enhances the quality at various levels - Management, College Development Committee, Principal, IQAC Committee, Various Committees, Academic Staff Welfare, Administrative and Non-Teaching Staff, all the stakeholders involve in the decentralization and participative management all are working

together for efficient functioning of the Institution.

Every faculty member is involved in the various academic and administrative or other statutory and non-statutory committees. Internal Quality Assurance Cell monitors the academic and administrative activities.

Outcome: The Management of the Institution conducts the regular meets and discusses the issue and challenges with developmental aspect of the institute. Thus, Management of the Institution encourages the teachers, students and non -teaching staff, alumni and coordinators to share their ideas, opinions and suggestions through the proper channel. The input received from various committees and feedback analyses are considered for the future decision making.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1UbDO0sdPP53t2oG3jG92td9BMnEEXELs?usp=share_link
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutional Perspective Plan is prepared in the beginning of the year with discussion of Principal and the faculty. This plan is well integrated within the academic calendar every year and executed for the "all round development'' of the student teacher's various co-curricular activities were organised. Due to exposure to the New Normal the curriculum changed exponentially to the digital world. All activities right from transaction to evaluation began to evolve digitally. It is well integrated within the Academic Calendar every year and executed. The allotment of responsibilities is communicated orally as well as in the form of circulars before the commencement of the academic session. The finance and Administrative plan is presented in the Finance and College Development Committees and carried out accordingly.

One such programme – online Teacher Day celebration was organized and various activities were planned and for the successful implementation strategic

planning was done. Students and entire faculty were involved in the activity not only for preparation but also, for joyful learning and to enhance various

competencies to gain and improve skills so as to understand the philosophy of various educationists. The esteemed educationist panel members for the session explained about the major problem faced in today's System of Education, especially during online Examinations.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	<u>https://www.gandhishikshan.com/category/batch-activities/2020-2022-batch-activities/</u>
Upload any additional information	<u>View File</u>

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.

The functioning of the institutional bodies is as per the rules and regulations of the University of Mumbai, Maharashtra state govt., NCTE and UGC. The rules and regulations are followed. The appointments, procedures and service rules are all as prescribed bythe Government. The administrative set up is as per government statutes. Any major decisions are taken in consultation with all stakeholders such as managing body members, staff, students etc. There are various cells such as CDC, IQAC and other committees consisting ofrepresentatives of all stakeholders. Any stakeholder can propose a policy decision which is then discussed with themanagement, and as per the feasibility the decisions are taken and then disseminated to the stakeholders.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1-Uz8S_F58 jvBFGrmR66xevvW6WOGpLAq/view?usp=share_lin k
Link to Organogram of the Institution webpage	https://www.gandhishikshan.com/aqar-related-documents/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. **Staff get Salaries on time on 1st day of the month no delay in Salaries**
2. **As per Govt. Rules timely D.A. Allowances**
3. **Sending Staff for profile growth as Resource persons in different Colleges and Universities**
4. **Offering opportunities to attend Workshop and Seminars, Refresher and Orientation Courses to improve skills and advance in Careers.**
5. **The NTS is given uniform andfestival Advance during Diwali festival**
6. **Celebration of 50th & 60th birthdays of Staff and superannuation function of staff.**
7. **A Safe and healthy work environment with proper facilities**

like Water purifier, Refrigerator and Microwave, proper safe drinking water etc.,

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1xQQ-KAnqUzvvcHtn65MyVZhUs6rAh2WX/edit?usp=share_link&ouid=116675018096312502710&rtpof=true&sd=true
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

2

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	[View File](#)
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Various portfolios given to the faculty and staff as per their interest and abilities. After completion of the activity the performance appraisal is done by the principal and feedback is given. After the activity is completed the remarks and suggestions

for further improvements are discussed with the coordinators. As ours is the govt. aided college the teaching and non-teaching staff writes the performance appraisal reports as per government formats and submits them to the principal who goes through the same and then the evaluation is done and the appraisal remarks are written and then the report is placed as separate records.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/11yhPjVJpf_6EcJQ6g3HiQ8ViRBSE2YpU/view?usp=share_link
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Our institution Gandhi Shikshan Bhavan's Smt. Surajba College of Education is run and managed by Indian Council of Basic Education. Our Management every year appoints professionally certified CA firms for external audit purposes and the rigorous external audit is conducted regularly twice in a year. Various required reports are generated including audited statements of accounts which are verified by the appointed Auditors and discussed thoroughly with the Head of the institution. The verified Audited reports such as Income and Expenditure, Balance sheet along with required schedules are submitted every year to the Charity Commissioner's office by the respective audit firm to complete the process.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1uMgzneOMP93kGMAjeTjCsq334Q9XaXhu/view?usp=share_link
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

1. **Budget is prepared to prioritize spending and allocation of fund.**
2. **Improving resource utilization (Reducing Expenses) by going to wholesale places, negotiating prices without sampling quality A penny saved is penny earned. Using user's papers by issuing emails to reduce stationery.**
3. **Collaborating with organizations for doing workshops/Seminars etc. together which helps in reducing cost. Parent of students help college in stationary or Uniform for staff whenever possible to get things at complete values. Donations are welcome.**

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1VDH0ZF1UcrKmURQYrQD597YJ5fV6zLYg/view?usp=share_link
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The institution has various cells and committees along with IQAC cell and CDC cell to ensure quality enhancement and quality assurance. Though it was challenging to coordinate activities in

New normal due to pandemic and once even for the offline mode, all cells and committees along with IQAC put in lots of efforts to ensure quality enhancement and quality assurance. The institution tried to facilitate learner centric environment through online platforms such as G-Suite, Edmodo, and Zoom. All of the online curricular and cocurricular activities were documented in the form of recordings, photographs, reports etc. There was organisation of webinars, lecture series workshops, expert talks on topics of values, quality in education sector, mental wellbeing. Environmental sustainability related themes. All these programmes were organised in collaborations with various government organisations, inter /intra university departments, educational institutions, Non- govt, Organisations etc. The progress of the work was presented in staff meetings /IQAC meetings and CDC meetings so as to seek feedback and guidance from various stake holders. Various mandatory audits were conducted as per the prescribed guidelines. The IQAC cell was actively involved in preparation and submission of the AQAR as per the guidelines and parameters of NAAC. The entire data base is maintained in MIS system, G-Suit drives as well as on website.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1o3zyO18nQzL41Hh3Jx6boi6Ixlbuxmqh?usp=share_link
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process periodically through staff meetings, portfolio in charges meetings, Student council meetings, faculty group meetings, practice teaching group meetings, IQAC meetings, CDC meetings etc. Due to the pandemic situation these meetings were held online periodically throughout the year. The reports of various curricular and co-curricular activities are presented in IQAC meetings and reports of it are read in CDC meetings. The progress of the teaching learning process is discussed in these meetings and necessary actions and decisionsare taken as per the need. Various stakeholders such as managing body members, students, faculty and other IQAC/CDC members take part in this review process.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KqzlD-szZb0KViGoOCyJAH6O1o1jwmBz/view?usp=share_link
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1AKaX-we924I7_rtbKDCG7OjlXN7HzwO2/view?usp=share_link
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Several measures are initiated for the promotion of gender equity in the institution. Equal opportunities for both genders in terms of admissions, scholarships and employment are given. Policies and procedures that address gender-based discrimination and harassment in the institution. The sexual harassment and ragging committee is constituted in the institution. The curriculum is designed in such a way that promotes gender equity and addresses issues related to

gender, stereotypes, and discrimination. Gender-sensitive teaching practices are followed where in issues related to gender are discussed in the institution during daily paper reading sessions, Research projects are undertaken related to women and girls, workshops on gender equality are conducted related to psychological support to students.

Gender-sensitive facilities: special restrooms and girls' rooms, to ensure that all students feel safe and comfortable. Activities like yoga, self-defence workshops and sports where all are given opportunity to participate are conducted for students regardless of their gender. Inclusive learning environment that allow students to express themselves freely and without fear of judgment or discrimination is encouraged. Book bank textbooks facilities for students are provided. Female representation in the student council. Mentorship and support programs for female students and faculty to help them achieve their educational and professional goals.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1FOmB-WaxY66WWiNZDLzlCgm6WXmkCAZi/edit?usp=share_link&ouid=116675018096312502710&rtpof=true&sd=true
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1SIdri4J-SBqjEJoio2F2XHcrgmMj1Lk2/edit?usp=share_link&ouid=116675018096312502710&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste can be managed effectively by adopting sustainable waste management practices. Segregation of waste: Separate bins are provided for the disposal of degradable and non-degradable waste. The segregation of waste helps in effective waste management. The recyclable materials like paper, plastic, metals, wood, clothes, etc are segregated from the waste are given to recyclers for reprocessing. The institutions conducts awareness campaigns to sensitize students and staff on the importance of waste management, the need for segregation of waste, and the benefits of recycling and also encourage the student to say no to plastic. As far as possible the institution encourages purchasing environmentally friendly products, such as recycled paper and eco-friendly cleaning products. A cell has been established along with MGNRCE and awareness activities were carried out. As part of waste prevention, minimization and as part of waste utilization, the institution uses one-sided paper for all rough work and activities. Compost bins were made and utilized as part of waste management policies. Thus making waste to energy as the manure was used for gardening as manure for plants in the campus . Due to Covid 2019 the institution could not practice during this period

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File]()
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1FjP8DbTe8GVwzVmyPGiwIq8GrzmXQ81D/view?usp=share_link
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

                    B. Any 3 of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

      A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

      E. None of the above

with ramps/lifts for easy access to classrooms.
Disabled-friendly washrooms Signage
including tactile path, lights, display boards
and signposts Assistive technology and
facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Creating an inclusive environment that promotes tolerance and harmony towards regional, cultural, linguistic, and communal diversities is crucial for our institution Some initiatives taken are as follow:

Diversity and inclusion are promoted in all aspects of their operations, including recruitment, teaching, and student services. Staff and students from diverse backgrounds are a part of the institution. The curriculum reflects different cultural perspectives through the various programmes conducted in the institution. Celebration and hosting of cultural events and organizing cultural festivals, inviting guest speakers is encouraged and has been a part and parcel of the institution A safe and welcoming environment persists in the institution and students are made aware of the anti- Ragging and anti-bullying policies, and counselling is done whenever necessary. The sarvadharma prarthana is practiced in daily basis which encourages secularism in students and helps in understanding each others religion

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

There are several ways to sensitize students and employees about their constitutional obligations, values, rights, duties, and responsibilities as citizens. In the institution Classroom discussions are conducted to encourage students to talk about their understanding of their constitutional obligations, values, rights, duties, and responsibilities.

Workshops and Training Sessions and celebration of constitution day, voters day are Organized to enhance the knowledge of students about their constitutional obligations and responsibilities as citizens. Student council Elections are conducted in classrooms to help students understand the importance of participating in the democratic process.

Students and staff participate in community service projects, which will help them understand the importance of being responsible citizens.

Guest Speakers is invited to help students understand the importance of being responsible citizens.

Students and staff participate in volunteering activities, which will help them understand their civic duties and responsibilities.

Overall, these activities that help sensitize students and staff about their constitutional obligations, values, rights, duties, and responsibilities as citizens, and foster a greater sense of civic responsibility and engagement are organized

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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   4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Organizing national and international day events and festivals is a great way for institutions to promote cultural diversity, raise awareness about important causes and issues, and create a sense of community among staff and students. The programmes are organized in the institution. The events are planned and the activities are organized and timeline for the event is planned well in advance. A committee is formed the of faculty in charge and students, to plan and organize the event. The tasks and responsibilities are assigned to each member and ensure that everyone is clear about their roles and expectations. As per the type of event the

programmes are planned. Speakers who are experts in the topic are invited so that they provide valuable insights, share their experiences, and inspire participants. Decoration of the classroom which reflects the theme of the event is done Theme exhibitions are displayed .

activities that engage participants and promote the purpose of the event are organized. For example, a panel discussion, or cultural performance. Community lunch that is relevant to the event is served This lunch is prepared in the institution by the team efforts of the staff and students . The principal gives feedback of the event after it is over which helps to improve the event in the future.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICES - 2021-2022

TITLE: - Sarvadharma Prayers

OBJECTIVES

- **To promote unity and harmony among people of different religions and faiths**
- **To promote tolerance and respect for diversity**

THE PRACTICE -

The new student teachers from our institution are introduced the

Gandhian ideas of education and Gandhian values of peace and non-violence. The Sarvadharma prayers are conducted daily since inception. This practice was also carried on in the pandemic years in the online mode. The students and family members also got to know about the prayers of the different religions which helped in generating awareness and respect among people of different religions and faiths.

TITLE 2- Experiential Learning

OBJECTIVES

- To develop practical skills and knowledge related to a particular field or profession.

THE PRACTICE –

The institution believes in experiential learning. In spite of meeting in online mode daily paper reading sessions, celebration of various seasons, national and international days, social festivals, practice teaching were done online. The students' teachers gained these experiences too.

SUPW was also taught in the groups Macramé work, Tailoring and Carboard work and students learnt online.

More programmes like the visit to counselling centres, the 2 days camp to Shantivan was organized wherein the students learnt a lot and developed skills of leadership, teamwork, sensitivity etc.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our institution is a Gandhian institution so it is distinctive in imparting education in several ways. The institution places great

emphasis on moral and ethical values. The goal of education is not just to acquire knowledge but also to develop a strong character and a sense of social responsibility. The Focus of the institution is on experiential learning and learning by doing. Students are encouraged to participate in practical activities that help them understand the real-world applications of what they learn in the classroom. Community service is a routine affair in the institution and the importance of community service is discussed with the students and the students as well as the staff volunteer their time and talents to help others and to contribute to society in a meaningful way. The curriculum therefore emphasizes the importance of social responsibility and community service that allow students to work with local communities and address social issues. The institution is distinctive in imparting education because it focuses on developing students' character, promoting social responsibility, and encouraging them to contribute positively to society.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution follows the framework of NCTE and the revised syllabus given by the University of Mumbai to transact the teaching learning process. Due to the pandemic there was a major paradigm shift from face to face -blended to online mode completely. The ICT skill based training for online mode was imparted for using various LMS platforms. Even in the online mode, the curricular and co-curricular activities are planned and executed according to the vision mission and the philosophy of the institution The curriculum planning is implemented through various ELM - 3 H activities for the enhancement of all round development of the student-teachers. The academic calendar is planned along with the team of faculty and the time table is put for the students every week well in advance for planning and execution of the activities. The records of the activities are documented and where ever possible they are recorded and photographs are taken too. The pamphlets, brochures, programme schedules, reports, attendance record are parts of documentation. The students are encouraged for self-learning and are motivated to join MOOC courses as per their interest.

The institution started working off line /face to face mode from February 2022. Accordingly, the changes were made in the academic calendar and time tables.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://drive.google.com/file/d/1wOJq3TAs 6zYHnhbb35kBOy4Del_8qdCF/view?usp=share_l ink

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar has been prepared and adhered according to

the vision, mission andprospective plan of the institution. All activities of the different departments were chalked out as per the discussions in the IQAC. Seminars, workshops and other curricular and co-curricular activities werea part of the academic calendar. The internal as well as university examinations were also reflected from time to timein the academic calendar. A separate time table is also prepared for internal examinations. The calendar was prepared well in advance according to the university academic planner by the time table in charge and principal in consensus with IQAC and department coordinators. The final academic calendar was communicated through a time table to all well in advance. The institution worked in online mode from June 2021 till January 2022 and started working off line /face to face mode from February 2022. Accordingly, the changes were made in the academic calendar and time tables.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://drive.google.com/file/d/1B5gJyOj9xx9TzRyeqCPoahrRhppc6qEx/view?usp=share_link

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The B.Ed. curriculum of the university of Mumbai its self has a scope for integrating issues relevant to professional ethics, gender, human values, environment sustainability into curriculum. The courses such as Gender school and society, Educational management, Knowledge and curriculum, Environmental education, guidance and counselling, childhood and growing up, learning and teaching etc. provides the wider scope for learning these issues. Thecurricular activities for all the courses are planned and executed according to the vision, mission and the philosophy of the institution.

The curriculum is enriched by providing students with a number of experiences through online mode /offline mode, so as to develop an all-round development of personality. The curriculum provides a way to integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into curriculum through daily paper reading sessions, interactive discussions, students group work presentations, documentary /film viewing, study circles, celebrations of social/national/seasonal festivals, community engagement camp, visits to community work centres, remedial work, action research projects, expert lectures, webinars and workshops on various issues related to society. The students and faculty are actively engaged in all the on campus and out campus experiential learning activities. This helps would be teachers to reflect on these issues and understand their role as a social change agent.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

102

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.gandhishikshan.com/sss-report/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

135

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

10

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

We at Gandhi Shikshan Bhavan 's, Smt. Surajba College of Education believe in holistic development of the students and not on judging them on various levels. Inspite of the philosophy we adopt we never leave any stone unturned to assess the students for their all-round development.

Initially an orientation of every semester is done by the faculty member curriculum wise and course wise.

We adopt two ways to holistically assess them:

1. University based curriculum which includes tests, class tests, assignments, projects, reports, Internship in the practice teaching schools, library facility, Individual Tutorials, Action research etc…

1. Co-curricular activities based on our philosophy like Seminars, Group Discussions, Mentoring and individual Guidance of the students, Formation of various committees to showcase the talents, Cultural events, Paper reading on various topics and issues to enhance their knowledge and sports.

Since the institution believes in equal opportunities to all there is no special courses for advanced learners. However to keep up to their motivation they are given training to participate in intercollegiate and national level competitions.

For slow learners special cancelling is given as per the need. Peer buddies are assigned to students having linguistic challenges and low performance in academics as well as practicum.

In addition, teacher-student interactions in the faculty group, Community group, SUPW group, School group help in identification of different levels of learners. Faculty members and various Committees regularly review the academic progress and counsel students to improve their performance to ensure their academic growth.

File Description	Documents
Link for additional Information	https://drive.google.com/file/d/1ODt26jtAHU7SxZCHGk_g5WjCUArmY6ZC/view?usp=share_link
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
102	7

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence.

Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning, etc. The Teaching-learning activities are made effective

through illustration and special lectures. Lessons are taught through PowerPoint presentations to make learning interesting besides oral presenting methods Interactive method: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, discussion, and questions and answers on current affairs. Innovative student-centric methods such as Workshops, Seminars, Simulation, Role play, Review web literature, Video, Demonstration, Activity-based learning, Flipped Classroom, Guest lecture, Professional practice school, GD/ debate, Peer learning groups, MOOCs, Google Classroom, Project-based learning, Real-time case studies, Worksheets, PPT, Mind map, Journal Review, Crosswords, Research projects, Language games, Viva, Poster presentation, Public Speaking to encourage Participative, Problem-solving and Experiential learning.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://drive.google.com/drive/folders/1Kwqaig4mkLC2Nj8aJl9yhHbjw-Fn4eEF?usp=share_link

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

It became essential/mandatory for teachers to use technology for the teaching learning process as the pandemic hit the classrooms. The College used Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The faculty members used G suit and all its applications and zoom as a platform for connecting with the students to conduct all curricular and co- curricular activities. Also used many interactive methods and tools for effective teaching such as padlets, quizzes, Think -links, Render forest video making, whiteboard in Microsoft teams, Jamboard in Google meet, etc.

PPT with animations, Video clippings, Use of online resources from MOOC's NPTEL, Coursera, you-tube links, Simulation tools, Virtual labs, online assessment tools like Kahoot.

WhatsApp group was used as platforms to communicate, make announcements, address queries, and share information.

Other important activities such as Project presentation, Debates, Group discussions, Mentoring, feedback, counselling, PTA meet, AAC meet also conducted online through Google meet or Zoom platforms for quality teaching learning process.

Webinars, workshops and guest lectures for effective teaching and learning were also conducted on Zoom platforms and also broadcasted the same on Youtube.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/file/d/1_CmfQcuPhYvdV2zVofNAYOCJuNrGFWE3/view?usp=share_link

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

7

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

7

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

20

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Transparency initiatives in the internal Assessment:

There is a standard process of internal examination mentioned by the University of Mumbai in the curriculum. According to that students have to give a class test, an essay test, two assignments in each subject which is then followed by the external university examination.

The schedule of the internal exams is decided before hand while making the academic calendar. The schedule of internal examinations were declared through g-classroom , gmail, whatsup groups etc. According to that the essay and class tests were taken by the teachers in the form of objectives and descriptive questions with the help of google form, google meet. The feedback was given to students after assessment of the tasks, essays, class tests individually. The feedback of practice teaching lessons was given by peers first and then by the teachers after each lesson.

Assignments were varied depends on the subject. Methods like black-board presentation, power-point presentation, drama, quiz, and many more were used. The marks are handed over to the principal which are then sent to the internals in charge who then compiles the entire data and sends in the prescribed format of the university the university officials.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1ODt26jtAHU7SxZCHGk_g5WjCUArmY6ZC/view?usp=share_link

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

As the internal assessment system is transparent there were no grievances encountered.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Mechanism of Communication:

The College adopts Outcome based education and has clearly stated learning outcomes of the Programs and Courses. The PLOs and Clos are also uploaded on the institutional website.

A series of orientation programmes were conducted after completion of admissions and at the beginning of each semester. The students were initially oriented about the philosophy of the institution. They were also oriented about the theoretical and practical aspects of each semester. The students had orientations about library work and online facilities provided especially due to the pandemic. These sessions were conducted through online mode during the year 2021-2022. The induction programmes were conducted by the I/C Principal as well as the faculty. The soft copies of the university Syllabus ordinance were also given to the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	[https://drive.google.com/drive/folders/1-uiWAPTLpueGPPUOQSMXfSbXDz0fJo62](#)
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our Institute is affiliated to Mumbai University. We run the teacher education under graduate program under the faculty of Interdisciplinary.

For these course the institute follows the university curriculum, but along with the university curriculum, Gandhian philosophy based programmes are also interwoven through its various activities and programmes. The evaluation of the students is done at three levels:

1. Program Learning Outcomes
2. Course Learning Outcomes
3. Project Based Courses

The institution adopts a very transparent way of Evaluating the students. Program learning outcomes are measured through participation of the students in various activities, events, cultural programmes, theme based celebrations, paper reading, seminars, workshops, conferences, panel discussions, participation in completions at various levels, Community work and SUPW work through which they imbibe various soft skills. They undergo overall development, strengthen the value system, learn team spirit, co-ordination. Communication, learn to express, improvised aesthetics.

The course learning objectives are evaluated under the curriculum through the theory and practicum work.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/drive/folders/1HgEk-HFwa9od8iF2CMnjNU_Tcz7RMES8

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

46

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/drive/folders/1sbKxBXAgN7vHA6IYTU_B2RhCuM4LS53M

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.gandhishikshan.com/wp-content/NAAC_Reports/Students_Feedback/SSS-2020-2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	*View File*
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

5

File Description	Documents
Report of the event	*View File*
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	*View File*

3.2 - Research Publications and Awards

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

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

17

File Description	Documents
Any additional information	*View File*
List of research papers by title, author, department, name and year of publication (Data Template)	*View File*

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our college has a unit of Department of Life Long Learning and Extension and organises Community Service programs where students and faculty members actively participate in various social service activities such as tutoring and mentoring programs for underprivileged children, and participating in environmental initiatives throughout the year.

During the pandemic the students were attending online classes so it was difficult to go to the allocated centres for tutoring the underprivileged students. The college students provided support to the people in need in their own society.

An Environmental awareness National level Quiz was prepared and circulated online to make people aware of the environmental issues.

An online yoga session was organized for the students and parents to develop awareness about health.

The college has paper reading session daily on various social issues. Since college was functioning online the parents/ relatives of students also got the knowledge and awareness about various topics.

Once the students started to attend college in February 2022, they were allotted schools for internship where they developed awareness in students about cyber-crime, gender inequality,

environmental issues, health and hygiene etc. They also taught yoga.

A camp to Shanitvan, Leprosy rehabilitation centre at Nere, Panvel was organized and students interacted with the rural community and worked with them.

--

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/11Ja8q H7YIOWMdBZ7nDLteJCigPvs1oT6/edit?usp=shar e_link&ouid=116675018096312502710&rtpof=t rue&sd=true
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

5

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	_View File_
Any additional information	_View File_
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	_View File_

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

102

File Description	Documents
Report of the event	_View File_
Any additional information	_View File_
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	_View File_

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

6

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	_View File_
Any additional information	_View File_

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institute has Land, Building and Infrastructure facilities as per NCTE norms. Institute has taken initiative to equip Class Room

and Seminar Hall with WIFI, Sound System, Public Address System, LCD

facility.

The Library is well equipped and computerised with SOUL

Software , Barcode Printer. Xerox machine.

The College has 2 Laboratories. WIFI is provided to every room in

the college premises. College has 37 Computers –

Laptops-8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1x7RBxXeG AHth3PWsbfoKnNikZ4jVJCpp/view?usp=share_l ink

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institute has a seminar hall equipped with all facilities like sound system, stage, home theatre, chairs.

The institute has a large playground for playing outdoor games like cricket and Badminton. The institute also has facilities for indoor games like Carrom, Chess.

The institute conducts an annual sports event in the playground as well as on the beach nearby.

The yoga sessions are conducted on the terrace of college

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1lJF1G z371SfgTEEuX1PVAMhbxK6GlzRB/edit?usp=shar e_link&ouid=116675018096312502710&rtpof=t rue&sd=true

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1C2z9ENZZ-hgd_1M3N4GYxdx7TqeGullF?usp=share_link
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

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

1.32

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library has installed SOUL Software designed and developed by the INFLIBNET center based on requirements of college and university libraries. Library has upgraded version of Soul 3.0.

This software consists of the following modules. Library

uses following modules as per requirement

1. Catalogue module - Data entry, Cataloguing, Master database of publishers, Generation of reports

2. Circulation - Membership, Transaction, Interlibrary loan, Library Card generation is done.

3. Online Public Access Cataloguing

4 Serial control – subscriptions, article indexing

5. Library has purchased special bar scanner with barcoding is done.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://drive.google.com/file/d/13Q8SW-9z OCXUS5c_fOyhNLQKknCqlSz2/view?usp=share_l ink

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.7

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

11

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

College has different digital technological facilities .There are 5 classrooms which are capacity of 50. 50. 35, 10, 10 respectively. All rooms are equipped with INTERNET, WIFI facility, Sound System, Public Address System, LCD facility. College Compute Rooms has 15 Computers installed. Seminar Hall has capacity of 150. An Electrical equipment is properly maintained for the smooth conduct of the programme College Library has 4 Computers and 2 Printers, Bar Scanner, Scanner, Xerox machine. Library uses SOUL 3.0. for library functions. Library has WIFI facility College administrative office also has Computers, Printers, Scanners with Internet facility. College Website is developed on word press. Google Suite is purchased for the online seminars. Internet connectivity through Star Cable net with Wi Fi inability 9300 mbps speed) Different educational sites are shown to the students with the help of digital devices. Most office work is done with help of IT. All computers have anti-virus. CCTV is installed

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1zw8qahl1 G6-2j8Ea_GX3xEBhtXZqq7bh/view?usp=share_l ink

4.3.2 - Number of Computers

38

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2.56

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Gandhi Shikshan Bhavan's Smt Surajba College of Education is well equipped with all facilities needed for besat learning environment .

College has all essential exclusively owned infrastructure like lecture hall, methos rooms ,psychology lab , computer lab ,library with reading room,teaching aids room , seminar hall, conference room, principal's office and college administrative office, students common room.

Following systems are in place for smooth functioning and

maintenance of facilities.

1. Purchase Committee reviews the need and plans purchasing for any instrument, equipment or furniture.

2. Library Advisory Committee guides and helps the Librarian to frame library rules and regulations for proper functioning and service improvement.

3. Library is automated with SOUL software is regularly updated.

4. Pest control for the College Building and Library is done

regularly.

5. CCTV Cameras are installed in the College Building and Library as one of the safety measure.

6. AMC for Water Purifier, AC, Computers is paid annually to

concerned external agencies.

7. Maintenance for Electrical work, Carpentering work, plumbing work, Printers, CCTV, Projectors, Barcoding and biometric system is opted through on call facility.

8. Regular updating of Anti-virus software ensures the safety of all computers from data theft and virus attacks.

9. Regular cleaning is done by sweeper.

10. Free Fire solution is installed 4 places in the premises

11. Tally used for accounting purpose and to keep financial

transactions including purchase and infrastructure.

12. Class Rooms are equipped with necessary ICT tools which are utilized as per the time table.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1eWsM3s6Oqg8KaymRjAFjyWugRPrkIjIi/view?usp=share_link

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

15

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	https://www.gandhishikshan.com/category/batch-activities/2020-2022-batch-activities/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

52

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

52

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

39

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Education can play a crucial role in facilitating students' representation and engagement in various administrative, cocurricular, and extracurricular activities in institutions

The institution promotes awareness of the various administrative, cocurricular, and extracurricular activities available in the institution. By disseminating information on these activities through posters students are made aware of the opportunities available to them.

```
Training and support is provided to students to participate in
administrative, cocurricular, and extracurricular activities.
By providing training in leadership, communication, and other
relevant skills, students can gain the confidence and ability
to take on leadership roles and participate more actively in
activities.

Institution encourages inclusivity in all activities, ensuring
that all students are given equal opportunities to participate
regardless of their background, abilities, or interests. By
fostering an environment of inclusivity, the institution
promotes a sense of community and belongingness among students.

Institution fosters collaboration among students by encouraging
teamwork and cooperation in activities. The students learn from
one another, share their ideas and perspectives, and work
together towards common goals.
```

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1PEKdEzyrqjEBmkEf6FvZHKxyAfhsLdH_/edit?usp=share_link&ouid=116675018096312502710&rtpof=true&sd=true
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

8

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni contribute to the institution in Mentorship: Alumni can act as mentors to current students.

They provide guidance and advice to students on career paths, job search strategies

Guest lectures: Alumni are invited to speak to students on topics related to their expertise or experience. This provide students with insights into the industry and real-world experiences.

Networking: Alumni help to build and maintain a strong alumni network for the institution. This can help current students and graduates to connect with each other and with potential employers.

Volunteerism: Alumni volunteer their time and expertise to support their educational institution. They serve on advisory boards or committees.

Advocacy: Alumni can advocate for their educational institution and help raise its profile. They speak publicly about the institution's strengths and successes on the social media

Recruitment: Alumni help to recruit new students to the institution by sharing their positive experiences and advocating for the institution.

By actively engaging in these ways, alumni make a significant contribution to their educational institution and help to strengthen its reputation and impact.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1UUjXi5VwmQ0BbDr4WDW28luDFOXeFkSF?usp=share_link
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution maintains the focus on vision and mission for smooth conduct of curriculum. Our vision allow to provide quality education for empowerment and enlightment through Gandhian philosophy to prepare socially committed teachers and disseminate of Gandhian values to develop innovative, involved and dynamic teachers for the welfare of society.

Responsibilities have been allotted to the faculty for the inclusion and core values into practice. Also fosters research attitude in the students as well as in the teachers. The administrative portfolios like CAP - admissions, attendance, IQAC, NAAC, CDC, student's council, website management, library and resource updating, various cells and committee like grievances, discipline, maintenance of herbal garden and composting etc. have been allotted to the faculty well in advance. The distribution of the academic portfolios such as subjects to be taught, co-curricular activities, extension and outreach activities, research, library work, internal examinations, university examinations, webinars, lecture series, VENTEL activities, SAP activities, workshops, etc. have

been allotted to the faculty well in advance. The college management adopts a democratic and transparent style of functioning with the Principal receiving complete independence in carrying out the day-to-day functioning of the college. At the same time the college management takes keen interest in being kept informed on a regular basis about the varied endeavors undertaken by the college.

File Description	Documents
Paste link for additional information	https://www.gandhishikshan.com/about-us/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices decentralization and participative management

The Institution always believes in the practices of decentralization and participative management. Practice of Decentralization is having own impact in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to train future teachers. The Institution enhances the quality at various levels - Management, College Development Committee, Principal, IQAC Committee, Various Committees, Academic Staff Welfare, Administrative and Non-Teaching Staff, all the stakeholders involve in the decentralization and participative management all are working together for efficient functioning of the Institution.

Every faculty member is involved in the various academic and administrative or other statutory and non-statutory committees. Internal Quality Assurance Cell monitors the academic and administrative activities.

Outcome: The Management of the Institution conducts the regular meets and discusses the issue and challenges with developmental aspect of the institute. Thus, Management of the Institution encourages the teachers, students and non -teaching staff, alumni and coordinators to share their ideas, opinions and suggestions through the proper channel. The input received from

various committees and feedback analyses are considered for the future decision making.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1UbDO0sdPP53t2oG3jG92td9BMnEEXELs?usp=share_link
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutional Perspective Plan is prepared in the beginning of the year with discussion of Principal and the faculty. This plan is well integrated within the academic calendar every year and executed for the "all round development'' of the student teacher's various co-curricular activities were organised. Due to exposure to the New Normal the curriculum changed exponentially to the digital world. All activities right from transaction to evaluation began to evolve digitally. It is well integrated within the Academic Calendar every year and executed. The allotment of responsibilities is communicated orally as well as in the form of circulars before the commencement of the academic session. The finance and Administrative plan is presented in the Finance and College Development Committees and carried out accordingly.

One such programme – online Teacher Day celebration was organized and various activities were planned and for the successful implementation strategic

planning was done. Students and entire faculty were involved in the activity not only for preparation but also, for joyful learning and to enhance various

competencies to gain and improve skills so as to understand the philosophy of various educationists. The esteemed educationist panel members for the session explained about the major problem faced in today's System of Education, especially during online Examinations.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.gandhishikshan.com/category/batch-activities/2020-2022-batch-activities/
Upload any additional information	[View File](#)

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.

The functioning of the institutional bodies is as per the rules and regulations of the University of Mumbai, Maharashtra state govt., NCTE and UGC. The rules and regulations are followed. The appointments, procedures and service rules are all as prescribed bythe Government. The administrative set up is as per government statutes. Any major decisions are taken in consultation with all stakeholders such as managing body members, staff, students etc. There are various cells such as CDC, IQAC and other committees consisting ofrepresentatives of all stakeholders. Any stakeholder can propose a policy decision which is then discussed with themanagement, and as per the feasibility the decisions are taken and then disseminated to the stakeholders.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1-Uz8S_F58jvBFGrmR66xevvW6WOGpLAq/view?usp=share_link
Link to Organogram of the Institution webpage	https://www.gandhishikshan.com/agar-related-documents/
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. **Staff get Salaries on time on 1st day of the month no delay in Salaries**
2. **As per Govt. Rules timely D.A. Allowances**
3. **Sending Staff for profile growth as Resource persons in different Colleges and Universities**
4. **Offering opportunities to attend Workshop and Seminars, Refresher and Orientation Courses to improve skills and advance in Careers.**
5. **The NTS is given uniform andfestival Advance during Diwali festival**
6. **Celebration of 50th & 60th birthdays of Staff and superannuation function of staff.**
7. **A Safe and healthy work environment with proper facilities like Water purifier, Refrigerator and Microwave, proper safe drinking water etc.,**

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1xQQ-KAnqUzvvcHtn65MyVZhUs6rAh2WX/edit?usp=share_link&ouid=116675018096312502710&rtpof=true&sd=true
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the

year
2

File Description	Documents
IQAC report summary	*View File*
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	*View File*
Upload any additional information	*View File*
Details of teachers attending professional development programmes during the year (Data Template)	*View File*

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Various portfolios given to the faculty and staff as per their interest and abilities. After completion of the activity the performance appraisal is done by the principal and feedback is given. After the activity is completed the remarks and suggestions for further improvements are discussed with the coordinators. As ours is the govt. aided college the teaching and non-teaching staff writes the performance appraisal reports as per government formats and submits them to the principal who goes through the same and then the evaluation is done and the appraisal remarks are written and then the report is placed as separate records.

File Description	Documents
Paste link for additional information	*https://drive.google.com/file/d/11yhPjVJpf_6EcJQ6g3HiQ8ViRBSE2YpU/view?usp=share_link*
Upload any additional information	*View File*

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Our institution Gandhi Shikshan Bhavan's Smt. Surajba College of Education is run and managed by Indian Council of Basic Education. Our Management every year appoints professionally certified CA firms for external audit purposes and the rigorous external audit is conducted regularly twice in a year. Various required reports are generated including audited statements of accounts which are verified by the appointed Auditors and discussed thoroughly with the Head of the institution. The verified Audited reports such as Income and Expenditure, Balance sheet along with required schedules are submitted every year to the Charity Commissioner's office by the respective audit firm to complete the process.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1uMgzneOMP93kGMAjeTjCsq334Q9XaXhu/view?usp=share_link
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

1. Budget is prepared to prioritize spending and allocation of fund.
2. Improving resource utilization (Reducing Expenses) by going to wholesale places, negotiating prices without

sampling quality A penny saved is penny earned. Using user's papers by issuing emails to reduce stationery.

3. Collaborating with organizations for doing workshops/Seminars etc. together which helps in reducing cost. Parent of students help college in stationary or Uniform for staff whenever possible to get things at complete values. Donations are welcome.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1VDH0ZF1UcrKmURQYrQD597YJ5fV6zLYg/view?usp=share_link
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The institution has various cells and committees along with IQAC cell and CDC cell to ensure quality enhancement and quality assurance. Though it was challenging to coordinate activities in New normal due to pandemic and once even for the offline mode, all cells and committees along with IQAC put in lots of efforts to ensure quality enhancement and quality assurance. The institution tried to facilitate learner centric environment through online platforms such as G-Suite, Edmodo, and Zoom. All of the online curricular and cocurricular activities were documented in the form of recordings, photographs, reports etc. There was organisation of webinars, lecture series workshops, expert talks on topics of values, quality in education sector, mental wellbeing. Environmental sustainability related themes. All these programmes were organised in collaborations with various government organisations, inter /intra university departments, educational institutions, Non- govt, Organisations etc. The progress of the work was presented in staff meetings /IQAC meetings and CDC meetings so as to seek feedback and guidance from various stake holders. Various mandatory audits were conducted as per the prescribed guidelines. The IQAC cell was actively involved in preparation and submission of the AQAR as per the guidelines and parameters of NAAC. The entire data base is maintained in

MIS system, G-Suit drives as well as on website.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1o3zyO18nQzL41Hh3Jx6boi6Ixlbuxmqh?usp=share_link
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process periodically through staff meetings, portfolio in charges meetings, Student council meetings, faculty group meetings, practice teaching group meetings, IQAC meetings, CDC meetings etc. Due to the pandemic situation these meetings were held online periodically throughout the year. The reports of various curricular and co-curricular activities are presented in IQAC meetings and reports of it are read in CDC meetings. The progress of the teaching learning process is discussed in these meetings and necessary actions and decisionsare taken as per the need. Various stakeholders such as managing body members, students, faculty and other IQAC/CDC members take part in this review process.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KqzlD-szZb0KViGoOCyJAH6O1o1jwmBz/view?usp=share_link
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or	C. Any 2 of the above

international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1AKaX-we9 24I7_rtbKDCG7OjlXN7HzwO2/view?usp=share_l ink
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Several measures are initiated for the promotion of gender equity in the institution. Equal opportunities for both genders in terms of admissions, scholarships and employment are given. Policies and procedures that address gender-based discrimination and harassment in the institution. The sexual harassment and ragging committee is constituted in the institution. The curriculum is designed in such a way that promotes gender equity and addresses issues related to gender, stereotypes, and discrimination. Gender-sensitive teaching practices are followed where in issues related to gender are discussed in the institution during daily paper reading sessions, Research projects are undertaken related to women and girls, workshops on gender equality are conducted related to psychological support to students.

Gender-sensitive facilities: special restrooms and girls' rooms, to ensure that all students feel safe and comfortable. Activities like yoga, self-defence workshops and sports where all are given opportunity to participate are conducted for students regardless of their gender. Inclusive learning environment that allow students to express themselves freely and without fear of judgment or discrimination is encouraged.

Book bank textbooks facilities for students are provided. Female representation in the student council. Mentorship and support programs for female students and faculty to help them achieve their educational and professional goals.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1FOmB-WaxY66WWiNZDLzlCgm6WXmkCAZi/edit?usp=share_link&ouid=116675018096312502710&rtpof=true&sd=true
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1SIdri4J-SBgjEJoio2F2XHcrgmMj1Lk2/edit?usp=share_link&ouid=116675018096312502710&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste can be managed effectively by adopting sustainable waste management practices. Segregation of waste: Separate bins are provided for the disposal of degradable and non-degradable waste. The segregation of waste helps in effective waste management. The recyclable materials like paper, plastic, metals, wood, clothes, etc are segregated from the waste are given to recyclers for reprocessing. The institutions conducts awareness campaigns to sensitize students and staff on the importance of waste management, the need for segregation of

waste, and the benefits of recycling and also encourage the student to say no to plastic. As far as possible the institution encourages purchasing environmentally friendly products, such as recycled paper and eco-friendly cleaning products. A cell has been established along with MGNRCE and awareness activities were carried out. As part of waste prevention, minimization and as part of waste utilization, the institution uses one-sided paper for all rough work and activities. Compost bins were made and utilized as part of waste management policies. Thus making waste to energy as the manure was used for gardening as manure for plants in the campus . Due to Covid 2019 the institution could not practice during this period

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1FjP8DbTe8GVwzVmyPGiwIq8GrzmXQ81D/view?usp=share_link
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles**	**B. Any 3 of the above**

2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of	**E. None of the above**

reading material, screen	reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Creating an inclusive environment that promotes tolerance and harmony towards regional, cultural, linguistic, and communal diversities is crucial for our institution Some initiatives taken are as follow:

Diversity and inclusion are promoted in all aspects of their operations, including recruitment, teaching, and student services. Staff and students from diverse backgrounds are a part of the institution. The curriculum reflects different cultural perspectives through the various programmes conducted in the institution. Celebration and hosting of cultural events and organizing cultural festivals, inviting guest speakers is encouraged and has been a part and parcel of the institution A safe and welcoming environment persists in the institution and students are made aware of the anti- Ragging and anti-bullying policies, and counselling is done whenever necessary. The sarvadharma prarthana is practiced in daily basis which encourages secularism in students and helps in understanding each others religion

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

There are several ways to sensitize students and employees about their constitutional obligations, values, rights, duties, and responsibilities as citizens. In the institution Classroom discussions are conducted to encourage students to talk about their understanding of their constitutional obligations, values, rights, duties, and responsibilities.

Workshops and Training Sessions and celebration of constitution day, voters day are Organized to enhance the knowledge of students about their constitutional obligations and responsibilities as citizens. Student council Elections are conducted in classrooms to help students understand the importance of participating in the democratic process.

Students and staff participate in community service projects, which will help them understand the importance of being responsible citizens.

Guest Speakers is invited to help students understand the importance of being responsible citizens.

Students and staff participate in volunteering activities, which will help them understand their civic duties and responsibilities.

Overall, these activities that help sensitize students and staff about their constitutional obligations, values, rights, duties, and responsibilities as citizens, and foster a greater sense of civic responsibility and engagement are organized

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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 **4. Annual awareness programmes on Code of Conduct are organized**	**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Organizing national and international day events and festivals is a great way for institutions to promote cultural diversity, raise awareness about important causes and issues, and create a sense of community among staff and students. The programmes are organized in the institution. The events are planned and the activities are organized and timeline for the event is planned well in advance. A committee is formed the of faculty in charge and students, to plan and organize the event. The tasks and responsibilities are assigned to each member and ensure that

everyone is clear about their roles and expectations. As per the type of event the programmes are planned. Speakers who are experts in the topic are invited so that they provide valuable insights, share their experiences, and inspire participants. Decoration of the classroom which reflects the theme of the event is done Theme exhibitions are displayed .

activities that engage participants and promote the purpose of the event are organized. For example, a panel discussion, or cultural performance. Community lunch that is relevant to the event is served This lunch is prepared in the institution by the team efforts of the staff and students . The principal gives feedback of the event after it is over which helps to improve the event in the future.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICES - 2021-2022

TITLE: - Sarvadharma Prayers

OBJECTIVES

* To promote unity and harmony among people of different religions and faiths
* To promote tolerance and respect for diversity

THE PRACTICE -

The new student teachers from our institution are introduced the Gandhian ideas of education and Gandhian values of peace and non-violence. The Sarvadharma prayers are conducted daily since inception. This practice was also carried on in the pandemic years in the online mode. The students and family members also got to know about the prayers of the different religions which helped in generating awareness and respect among people of different religions and faiths.

TITLE 2- Experiential Learning

OBJECTIVES

- **To develop practical skills and knowledge related to a particular field or profession.**

THE PRACTICE –

The institution believes in experiential learning. In spite of meeting in online mode daily paper reading sessions, celebration of various seasons, national and international days, social festivals, practice teaching were done online. The students' teachers gained these experiences too.

SUPW was also taught in the groups Macramé work, Tailoring and Carboard work and students learnt online.

More programmes like the visit to counselling centres, the 2 days camp to Shantivan was organized wherein the students learnt a lot and developed skills of leadership, teamwork, sensitivity etc.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	[View File]()

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our institution is a Gandhian institution so it is distinctive in imparting education in several ways. The institution places great emphasis on moral and ethical values. The goal of education is not just to acquire knowledge but also to develop a strong character and a sense of social responsibility. The Focus of the institution is on experiential learning and learning by doing. Students are encouraged to participate in practical activities that help them understand the real-world applications of what they learn in the classroom. Community service is a routine affair in the institution and the importance of community service is discussed with the students and the students as well as the staff volunteer their time and talents to help others and to contribute to society in a meaningful way. The curriculum therefore emphasizes the importance of social responsibility and community service that allow students to work with local communities and address social issues. The institution is distinctive in imparting education because it focuses on developing students' character, promoting social responsibility, and encouraging them to contribute positively to society.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The institution has left no stone unturned and worked very hard to keep up with the philosophy of the institution by conducting all the programmes online and tried to develop the personality of the student teachers despite the Covid 19 crisis.

The NEP 2020 implementation is in full swing and thus lot of emphasis has been laid on the training of teachers. The institution is looking to embrace new education policy and develop a strategic plan on the basis of the needs analysis. The strategic plan that outlines its goals, objectives, and strategies for implementing new education practices. The institution may need to revise its curriculum to align with new education practices. This may involve incorporating project-based learning, problem-solving, and other innovative teaching methods.

The institution is planning to create opportunities for

collaboration and innovation among faculty, staff, and students. This may include regular meetings, workshops, and events that encourage sharing of ideas and best practices. Overall, embracing new education practices requires a holistic approach that involves all stakeholders in the institution