



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SWAMI VIVEKANAND COLLEGE OF EDUCATION
Name of the head of the Institution		Dr. Kuldeep Singh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+919817080018
Mobile no.		9817080018
Registered Email		chandelks777@gmail.com
Alternate Email		svntarkwari@gmail.com
Address		Village Takautta Bhattan Tehsil Bhoranj Distt. Hamirpur (HP)
City/Town		Hamirpur
State/UT		Himachal pradesh
Pincode		176045

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Neelam Kumari			
Phone no/Alternate Phone no.		+919817080018			
Mobile no.		9817080018			
Registered Email		chandelks777@gmail.com			
Alternate Email		svntarkwari@rediffmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.svntarkwari.com">http://www.svntarkwari.com</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="http://www.svntarkwari.com">http://www.svntarkwari.com</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.40	2010	04-Sep-2010	03-Sep-2015
<b>6. Date of Establishment of IQAC</b>			02-Aug-2004		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Enhance Internet facility	22-Apr-2017 8		200		

Mentor Register	31-May-2017 12	200
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2017 0	0

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

For improvement of the academic and administrative performance of the college. To initiate the construction work for accomodating all the cources. Helps to increase integration of ICT in teaching/ learning and promote use of ICT. To help in inculcating the awariness among students regarding symbolic cleanliness through making collaborations with the local civic bodies about health hyeizne among women and to guide them about taking moral education. 1. To Prepare Teachers Diary 2. To prepare Progress Report of Different NAAC Criteria 3. Preparation of Mentor Register 4. To organise Workshop for School staff 5. To make awareness among students about cleanness

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

Plan of Action	Achievements/Outcomes
Progress Report of Different NAAC Criteria	It is Discussed meeting that IQAC Meeting will be held quarterly in a year. it is also discussed that formating of all criteria and compilation of related annexure will be completed .
Landline and Internet Facility	Internet connection of JIO Sim along with wi-fi device will be purchased
Mentor Register	It is decided that their should be one meeting with the mentees on last Saturday of the month
Workshop of School Staff	Workshop will be organized for school staff for their grooming once in three months
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
SWAMI VIVEKANAND EDUCATIONAL SOCIETY	21-Dec-2016

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2017

Date of Submission

15-Jun-2017

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

Swami Vivekanand Eduucational Society is constituted in 2000 and started Swami Vivekanand College of Education for B.Ed. Cource with annual intake of 60 students admited through HPU Entrance test. The students are admitted through out Himachal as well as outside as per the Roster issued by the Govt. During the year 200405 annual

intake in B.Ed. Course was increased to 100 seats, D.El.Ed. course with annual intake of 50 students was started in 200809. During the Acedemic Year 200809 the annual intake was increased to 200 seats which was again reduced to 100 seats because of low influx of students during the year 201516 onwards. M.Ed. Course was started during the year 200708 with annual intake of 25 students which was also discontinued durimng teh year 201516 being very low intake. The management information System is in place in college.The decision to increase to infrastructure, purchase of books or other equipment is taken by controlling authority on recommendation of the college principal. There is procedure for holding monthly meetings with the staff member in which requirement for books or lab reagents are placed and recommended to the management for procurement. The college the fee clerk maintains manual/system register for collection of fees from students through which it can be ensured that all the pending dues are recovered in times. The fee is collected through digital mode by directly trasferreing to the institutions authorised account by the students. Library books are issued to students through, library issue and return register as well as it is maintained on computers. Book Bank has been maintained in the college for helping needy students by providing books for whole of the course on the recommendations of the mentor teachers. The students and teachers are encouraged through lectures/ motivational speeches to donate books for Book Bank. The College has WiFi enabled facility for the fast access to online resources, all the electronic systems are networked wth each other. We have networked CCTV camera installed in the principal office, classrooms, labs, staffroom and surrounding areas to provide to secure arena of the Institution. The college website is updated with all the latest developments in the institution and displays all the courses and number of seats, The admission process is online as per HPU Norms and all the information regarding submission of forms, examinations, syllabii etc is

placed on the college website. All the Rules / Regulations regarding admission and withdrawal are in strict observance of Government / Affiliating University Norms. The college website displays Academic information which include faculty, Disciplinary Rules, Notices, Circulars, Brochures, handbook of information issued by HPUniversity, eJournals, ebooks and various events organized during the Academic year. The process of marking Internal assessment of students in both the running programs are transparent and as per the criteria mentioned in the handbook of information issued by HP university Shimla are displayed in the College Notice Boards/ Prospectus/ Web site.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

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

At the commencement of every academic year a staff meeting is organized. In this meeting following work is done for a well-planned curriculum delivery and its documentation: - 1. Staff members are assigned various theory courses - Separate staff meetings are organized for core courses, specialized courses, practicing for constructivist teaching learning and enhancing professional capacities for both the years of B.Ed & D.El.Ed. course. 2. Faculty members prepare a course outline mentioning the teaching hours, learning hours and the assessment procedure. 3. They plan the details regarding practical work related to the course and design new scoring keys if necessary. 4. In-charge staff members are decided for the practical courses namely practicing for constructivist teaching and enhancing professional capacities for both the years of B.Ed & D.El.Ed. course. The staff members plan the outline for the courses, the requirements for the courses and the tentative schedule for the courses. 5. A tentative time plan to be followed during the year is proposed after deliberation and discussion by all the staff members. 6. As per the guidelines of government of Himachal Pradesh and Himachal Pradesh University, HPBOSE course wise workload is distributed among B.Ed and D.El.Ed. faculty members. Students Orientation 1) At the beginning of the year the students are given general orientation of the entire B.Ed and D.El.Ed. programme by a Principal. Separate orientation programmes are organized for B.Ed and D.El.Ed. course. The students are given a detailed explanation of the syllabus, the nature of the various activities to be conducted and the assessment procedures to be followed. Also the importance of internal assessment is explained in detail. 2. After the general orientation by Principal, a detailed orientation by every incharge staff member about each of the courses is given.

Commencement/Implementation of the sessions:- 1. After these orientation sessions the actual commencement of the session begins when weekly timetables are displayed to the students on notice board. 2. we are bound to complete our syllabi within period of stipulated time, all the necessary precaution is taken to follow the decided time line. Review meetings:- 1. During the entire year weekly review meetings are conducted to take a feedback on the actual conduct

of the sessions, issues faced in implementing and modifications to be made if necessary. 2. These meetings also focus on designing and sharing the detailed timetable regarding the practical courses, updates are taken about completion of syllabus. 3. For D.El.Ed. course we have Yearly pattern & we are bound to complete our syllabi within period of stipulated time so that the students can be prepared to face the Annual examinations without any Teaching lacuna. 4. It also helps to analyze if the planned time line is being followed or not.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	0	NIL

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Art of Living	29/08/2016	65
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#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Macro Teaching in Schools	97
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes

Parents

Yes

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

#### Feedback Obtained

The institute have designed structured feedback proforma as per guidelines of NAAC for all the stake holders obtains the feedback on regular interval. IQAC analyses the feedback on the parameters enlisted below for each stakeholder. The Principal conducts SWOT/SWOC analysis at the end of every year to obtain feedback from the student teachers, Parents, Alumni and the faculty. The college does have a formal system to collect feedback from stakeholders regarding the curriculum. The responsibility to collect the feedback is assigned to a teaching staff member. A Proforma for feedback was prepared and modified after receiving suggestions from teaching staff. The Principal of the college reviewed the draft and it was finalized. The feedback obtained from the students, Parents, Alumni and teachers was taken into consideration while planning for the next academic year. Teacher educators provide self-appraisal report to the head of the Institution at the end of academic year. 1) students are encouraged to ask difficulty in subjects so that it can be rectified and to improve the delivery of the subject's teacher. During the annual feedback of the subject as well as subject teacher is taken through a structured questionnaire designed with focus on every aspect of Teaching Learning Process and other administrative process. This feedback is used for overall improvement in all areas. In case of Teacher with lower feedback scores, he / she is being called by the Principal instructed to improve their performance and teaching parameters. The management awards extra increment for the staff whose feedback is better than others and is honored in the annual function with the certificate of appreciation. The feedback documents are kept for record and are used at the time of preparation of annual confidential reports of the staff for promotion implementation of the increments. These forms are filled by the students in the presence of staff members/ principal.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Bachelor Of Education	100	100	97

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	97	0	12	0	18

### 2.3 – Teaching - Learning Process

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



Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	18	2	2	0	2
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Teacher Guardian Scheme is implemented in the institute whereas minimum 15 students are assigned to a faculty member who acts as their mentor for the entire programme duration. Mentor regularly interacts with the students and monitor their academic performance and attendance. Students are counselled by the mentors, class advisors, subject faculties and HOD for improving their academic performance and attendance. Mentors and Class Advisors counsel the students regarding their performance. The mentor is also responsible to provide counselling to the student and provide guidance regarding personal and academic issues. The mentor keeps track on their improvements and counsels them accordingly. The role of the mentor is to nurture the students and guide them for any issues they are coming across. Students with personal/family problems if any, are given counselling and support by mentor. A large number of students who perceive the professional course are quite focused, still they may fall short of score to be promoted to above sections. Such students are given counselling by the mentors and the subject teachers and remedial lectures are conducted. Students are supported and guided both in co-curricular and extracurricular activities. The mentors of the class discusses with each and every student individually and supports them in all the possible ways to enrich their academic performance. The mentors contacts the parents and educates them, if required about their wards performance, and the academic programmes of the college as well as the support system and the monitor system the students and parents. The mentors always keeps a check on the attendance of the student, the marks/grades obtained in the internals externals examinations, and regarding his/her candidature in the campus placement and provides remedial coaching. The mentors keep check on the students overall performance in the field of studies as well as personal issues if any. The mentors inspire the students to take up at least one gaming activities and one extra co-curricular activities. The mentors arrange bridge classes for their wards to cope up the difficulties if they face in any of the subjects. Mentors work for financial independence of the students if required.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
135	18	1:8

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	18	3	Nil	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
BEd	NIL	04/2017	07/07/2017	09/10/2017
BEd	NIL	03/2016	07/01/2017	03/06/2017
BEd	NIL	02/2017	06/07/2017	30/09/2017
BEd	NIL	01/2016	03/01/2017	03/06/2017
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute has a college-level Exam committee and a department-level internal examination committee. The examination committee works under the supervision of the Head of the institute. The institute exam committee takes the overall responsibility of conducting the house examination and the evaluation process of answer sheets and preparing the results. The department has an internal exam committee responsible for the preparation of Timetable, setting of the question papers, declaration of the results of internal tests. After evaluation of internal tests, the answer sheets are shown to the students for any grievances. The grievances of the students are considered and looked into at the department level. The main reforms initiated by the exam cell committee are the timely declaration of the results and the moderation of the question papers. For the continuous evaluation process, internal tests, assignments, quizzes, presentations, lab work, seminars, etc. are taken into consideration. Term examination marks are given to the student depending on the continuous performance in the internal assessment.

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

Academic Calendar prepared by academic calendar committee before the commencement of the session.it comprises vision and mission of the college , students personal records declaration by guardians to follow the internal rules, regulations, teaching days, teaching practice days , house examinations remedial teaching , functioning of various committee and cells, rules of attendance and discipline , library regulations schedule parodical assessment and holidays details the activity plan of the college for the academic year is also hosted on the institutional website. Academic calendar is issued by the University every year for follow up by the affiliated colleges. The programs mentioned in the Calendar are organized by the institution from time to time in order to fulfill the motive of University to enhance the performance in academic as well as co-curricular activities. The class teachers are advised to take unit test/ class tests before the house examinations to sharpen the students knowledge. The record of the house examinations is kept for future reference and marked answer sheets are also shared with the students for future improvements. The mistakes / improvements are shared with the students so that those may not repeat in future. Question banks are prepared by the teachers in the institution every year for the academic excellence of the students. These question banks are placed in the library for use by the students. .

### 2.6 – Student Performance and Learning Outcomes

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

<http://www.svntarkwari.com>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NIL	BEd	NIL	97	95	100
<a href="#">View Uploaded File</a>					

## 2.7 – Student Satisfaction Survey

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

<a href="#">NIL</a>
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## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	0	0	0
No file uploaded.				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if
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			any)
Nil	NIL	0	0
No file uploaded.			

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

Department	Number of Publication
NIL	0
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	0
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Nil	0	0	0	0
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Water conservation and Sustainable Resources	BMO Bhoranj Hamirpur(HP)/ Swami Vivekanand College of Education, Tarkwari	2	100
Blood Donation Camp	Swami Vivekanand College of Education Tarkwari	3	38
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Women Empowerment Day	Swami Vivekanand College of Education Tarkwari	Women Empowerment Day	3	120
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	0	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship Program	B.Ed.	Swami Vivekanand College of Education Tarkwari	02/05/2016	02/06/2016	97
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

0	0
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#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
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#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Livo	Partially	1.00	2016

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8555	722317	86	17341	8641	739658
Reference Books	760	50000	0	0	760	50000
Journals	14	0	0	0	14	0
<a href="#">View File</a>						

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	40	35	35	0	0	3	2	2000	0
Added	0	0	0	0	0	0	0	0	0
Total	40	35	35	0	0	3	2	2000	0

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

2000 MBPS/ GBPS
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#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
150000	145342	900000	890007

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

Management of Swami Vivekanand College of Education Tarkwari ,the Principal and college office oversees the maintenance of building, classroom and laboratories. Teaching staff members representing on College committee informs principal about important maintenance needs and principal acts on it accordingly. Regular maintenance • Maintenance of the campus and allocation of resource facilities fall under College Management All such matters are managed by the governing body with assistance of the maintenance associate with the team constituting of Hardware Technician, Electrician, Plumber, Painter, Carpenter, Mason etc. • For any major repairs and procedures experts are summoned for help. • With their help cleanliness of Class Rooms, Staff Rooms, Seminar Hall, Laboratories, Auditorium and Rest Rooms are maintained. • Optimum working conditions of all properties/equipment on the campus are ensured regularly. • Maintenance of Generators, Air Conditioners, CCTV Cameras and Water Purifiers are contracted to the company's maintenance on contractual basis. I. Utilization of Library. • Librarian is the officer-in-charge for the Library • The requirement and list of books is taken from the departments through respective Assistant professors. The final list is duly approved by the principal. • To ensure timely return of books, 'no dues' from the library is mandatory for students before appearing in exam. • The students and educators borrow the text and reference books from the library. • Maintaining Journals. • Maintaining Account Register Bill files. • Every student can access any book between 10.00 A.M. to 4.00 P.M. • Student can use Internet facilities as per given time for referencing books, articles, Journals etc. • Campus Livo-Library software.Utilization of Class Rooms: 1. Common Classrooms are allotted to B.Ed and D.El.Ed. courses as per the student strength and time table ensuring best utilization of the resources. III. Utilization of Computers: 1. The upgrading of the computers and the maintenance required are done by the central IT department of the Swami Vivekanand College of Education. 2. Hardware and Software maintenance of computers and accessories are done as per requirement. 3. The students use computers for preparation of lesson plans and practical's . This laboratory is utilized by B.Ed., D.El. Ed., students. IV. Laboratories: 1. The college has language laboratory, psychology laboratory and science laboratory which are used by students teachers for teaching -learning purpose. 2. Dead Stock register is maintained and updated regularly and verified during academic audit. The sports complex has , Badminton, tennis, and volleyball, Chess and carom facilities. These facilities can be utilized as and when required with prior permission of the parent institution. Physical Education Expert is appointed for smoothly functioning of all the said activities. College has Firefighting equipment are installed in the college building and its yearly maintenance contract is in force. Water purifier is installed and it

is maintained timely. The CCTV, Bio metric system, Sports equipment is maintained through Annual

<http://www.svntarkwari.com>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession	2	16750
Financial Support from Other Sources			
a) National	00	0	0
b) International	00	0	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga	01/09/2016	65	Swami Vivekanand College of Education, Tarkwari
Mentoring	21/10/2016	97	Swami Vivekanand College of Education, Tarkwari
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NIL	0	0	0	0
No file uploaded.					

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

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

### 5.2 – Student Progression

#### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed



visited	participated		visited	participated	
nil	0	0	NIL	0	0
No file uploaded.					

#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	19	Swami vivekanand College of EducationTarkwari	B.Ed.	GPGC Ghumarwin, Sarkaghat, Hamirpur, Bilaspur	MA, M.Sc., M.Com

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

Items	Number of students selected/ qualifying
Nil	0

No file uploaded.

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

Activity	Level	Number of Participants
Talent Development	Institutional	50
Mehandi Competition	Institutional	20
Hindi Day	Institutional	97
Teachers Day	Institutional	90

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### 5.3 – Student Participation and Activities

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

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

No file uploaded.

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

No, Students Council will be framed in the colleges of education in Himachal Pradesh as per the guidelines of Government of Himachal Pradesh.

### 5.4 – Alumni Engagement

#### 5.4.1 – Whether the institution has registered Alumni Association?

No

#### 5.4.2 – No. of enrolled Alumni:

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

0

## 5.4.4 – Meetings/activities organized by Alumni Association :

Every year one meeting was organized, in the beginning of the academic session . The meeting was conducted to find the development and progress of the alumni in their areas of work. The alumni are also involved in the curricular and co-curricular activities of the institution. Alumni helps to make availability of schools for Placement . Interaction of the Alumni with current batch students to clarify their doubts and initiate smooth transition of the new students to the course. Felicitation of rank holder Alumni was done in Annual Day. Every year institute Invites Alumni for conducting demo lesson for various microteaching skills.

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 – Institutional Vision and Leadership**

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

Swami Vivekanand College of Education follows process of decentralization through mentoring system and participative management. The Management of the institution is the Overall in charge. The Principal leads the institution towards its goals, by coordinating with Management, planning the activities of the institution, forming committees, delegating powers to the in charges and.

1) Mentoring system: Swami Vivekanand College of Education introduced mentoring system since 2002-2003, for establishing a better and effective relationship between student and teacher. The aim is to build relationships, Identify strengths and gaps, give them responsive coaching and modeling. The Students in professional colleges are busy in their studies and practical work. They come across many problems difficulties during their field work also. Most of them need moral, psychological, and professional learning support. The faculty challenges the students to higher level of learning, use active form of learning. Prompt and immediate feedback is given by mentor. There is a structured sequence of different learning activities. The Mentorship Program is reviewed by the Principals feedback and remedial measures. In the beginning of the year the mentor groups are made and regular meetings are arranged by principal for both B.Ed. and D.El.Ed. Course. Student mentoring starts from micro teaching in the ratio 1:14, where a teacher educator guides student teacher. There will be the same Mentor for two years of that group. Students in the group approach to Mentor regarding academic difficulties, during various stages of the course like, for lesson planning at the beginning of practice teaching, Internship, Social activities, during class tests, examinations, ICT Practical's, understanding self, Reading and reflections, Art and Drama, Health and Yoga, difficulty in attending college due to personal problems are addressed in the meetings. The mentor meetings help student teachers to deal with the academic stress and difficulties at the same time address personal problems with their teachers on a one to one basis. Participative Management Stakeholders - Management Members Stakeholders have representation on various committees like Internal Quality Assurance Cell (IQAC), Local bodies, Anti Ragging committee, etc. Teaching, Non-Teaching staff members have representation on College Committee and Local Managing Committee, Women Cell, Ant ragging Committee. Students have representation on IQAC, .For organizing events like Annual Day Celebration, Social Service, Sports, Convocation, Seminars and Workshops, committees and sub committees are formed where Teaching Non-teaching staff and Students have representation. During these events these

committees and sub committees work independently but having coordination with each other. Committees plays important role in organization of various events said above during the academic year. Course Coordinators, teaching and non teaching faculty members, students representative successfully planned and conducted all the events throughout the year where all participants have actively participated. In this manner all work is done, all above committees and departments are functioning well under the guidance of the Principal.

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

No

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	<p>As per new regulations of NCTE 2014, Choice based credit system pattern is implemented by Himcahal Pradesh University in the year 2016 for B.Ed. Since our college is affiliated to Himachal Pradesh University Shimla, we are following syllabus and examination pattern of Himachal Pradesh University Shimla. For Continuous Assessment of B.Ed, Assignment work given to the students course wise. Students attendance, participation in various curricular and co-Curricular activities . All these activities are considered in Internal assessment 20 marks are given Written examination is taken with 80 marks as per the university examination pattern. The internal examination is re-examined for students who are absent due to some unavoidable reasons and medical reasons. For planning of the internal exams meetings are held at the beginning of the first and second sessions, all activities and examinations dates are discussed in this meeting. The candidate appearing for the B .Ed. examination will have the option of answering all papers either in English or Hindi. This option can be exercised course wise and not section wise or question wise. The medium of answering the paper is English/ Hindi. The College does internal assessment on basis University guidelines. The University provides tool for internal assessment. The college should follow the same criteria. If we want to use different criteria, the same should be approved by the University. For the assessment, the college has to submit Internal marks on university portal.</p>

Teaching and Learning	Teachers plan their teaching plans in advanced for better delivery of curriculum transaction. Teaching learning process is monitored by the Principal of the college. All the teachers strive to use innovative methods like experiential learning, collaborative learning, participative learning in their daily teaching.
Curriculum Development	As per NCTE Regulations 2014 Swami Vivekanand College of Education follows the rules and regulations regarding curriculum as per the guide lines of HPU Shimla.
Research and Development	Our teachers participated in various conferences and seminars at Local / University / State / National / International level. In addition to participation seminars and workshops our teachers publish research papers in peer reviewed journals.
Admission of Students	Admissions in the college are done only through the CET prescribed by HPU Shimla. College strictly follows the Rules and Regulations set by Government of Himachal Pradesh. HPU release the candidate list to the college and there is college admission committee which controls whole admission procedure of B.Ed. at college level.
Library, ICT and Physical Infrastructure / Instrumentation	The college library is well equipped with an adequate number of books, journals for the B.Ed program. Books, Journals Novels with Computerization of the library using campus livo software. The internet facility is also provided separate 02 computers for the students in the library. Students can access and download information about their topic or interest subject. Email service is available on-demand softcopy of the syllabus, Question papers, college Magazines. provided to the students and faculty members by using email or Internet. Institute Library provides the e-resources , e-book for the students. Teachers were encouraged to be technologically sound and use in their classrooms. The college has installed an LCD projector in every classroom to make the teaching more effective. A computer lab facility is available in the college. The college has created adequate physical infrastructure including a science lab, a Psychology lab, Multipurpose hall. In

science, laboratory is available with multiple sets of science apparatus. students use these apparatus to demonstrate the experiments prescribed in the syllabus of secondary classes. psychology lab with a variety of psychology test equipment and apparatus. These facilities are used by B.Ed. students. Different kinds of indoor sports equipment like chess, Badminton, Carom Board, etc. are made available as well as equipment required for outdoor games like Cricket, Football, Shotput are also available for the use of students. There are 7 guidance rooms which are utilized for individual guidance to teacher trainees for microlessons, practice lessons, individual feedback for curricular performance, remedial inputs to teacher's trainees and cell meeting for counseling. Various cultural activities, indoor games, day celebrations, and other recreational activities are held in the multipurpose hall. Health program for B.Ed. teacher trainees are organized in this hall. The college maintains separate rooms for girls. In this ladies room the rest of the girl students. We provided many facilities in this room. All B.Ed. ,D.El.Ed. girl students use the ladies room. Music Room- In the music room musical instruments is available. Our students use all basic musical Instruments like the table, piano, harmonium, drums. Language lab- Students use language lab, they involve actively participate in language learning exercises and get more practice time. Art and crafts Recourse centers: our B.Ed students utilize their creative works of arts and crafts, they can develop their teaching materials, drawing and painting out of their own desire work. education productions are preserved in this hall.

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

E-governace area	Details
Examination	Our Institution follows all guidelines of HP University Shimla for examination conduction. The institution uses e-governance in the examination process, like, filling of examination forms, generating online fee challan. Internal examination question papers, supervision timetable, examination

timetable, supervision reports, Print the exam seat number wise List, Seating Arrangement for University examinations and supervision orders prepared by online. Internal evaluation marks entry also done by online. Hall tickets are generated online and then distributed to the students. Question papers are received offline from the University during the examination period. Examination Committee uses the online mode for communication of examination notices, generation of students list, seating arrangements, system-generated blocks, and record of all examination data. The College Examination committee oversees the complete process of examination under the guidance of the Principal of the institution.

**Administration**

To achieve the target of Paperless work, Staff uses digital modes of communication like email, WhatsApp facility for data collection from Departments, to prepare notices and activity reports, to prepare Feedback forms, and get online feedback from Students. The college has Biometric attendance for teaching and nonteaching staff.

**Student Admission and Support**

HP University Shimla has developed a dedicated portal for B.Ed. admissions <https://studentsportal.hpushimla.in> Entire centralized admission process is online, students can fill the CET forms on said website. The college has helping counter for the students which provides them several services such as Admission form Filling, Examination form filling. at one place only. This service counter protects the students from outside service centres where they need to pay fees for it. The service center provided at college is free of cost. Information about the courses, admission criteria, fee structure, extracurricular activities offered is published on College website.

**6.3 – Faculty Empowerment Strategies**

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

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

No file uploaded.

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

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

No file uploaded.

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

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

No file uploaded.

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
18	18	6	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Free Medical Checkup Provided by Swami Vivekanand College of Education , Provision of Special leave , EPF Facility	Free Medical Checkup ,EPF facility ,	Installment facility for payment of Tuition Fees, Fee Concession, Free medical checkup, yoga session etc.

## 6.4 – Financial Management and Resource Mobilization

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

Swami Vivekanand College of Education, Tarkwari is one of the unit under our parent trust i.e. Swami Vivekanand Educational Society, Hamirpur. Our trust has dedicated internal audit department to carry out internal audit functions for the trust and its units periodically. Our internal audit team comprise of the Chartered Accountants and finance experts having knowledge and experiences in education sector. Our internal audit team assists in achieving efficiency and effectiveness in our institute by ensuring that processes and systems produce results that meet the needs of the society while making the best use of resources at their disposal.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
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Swami Vivekanand College of Education	16750	Financial Assistance for Economically Weaker Students for paying Fees
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Internal Marks and Moderation committee of HP University Shimla	Yes	Principal
Administrative	Yes	Gourav Associate	Yes	Principal

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

Participation in Annual day activities- Mr Kamlesh Kumar was present for prize distribution ceremony. Mr.Gurudev Singh provided valuable suggestion for development of the institution. Mr. Suriender Singh made schools available for Practice lessons Internship.
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6.5.3 – Development programmes for support staff (at least three)

Hygiene Workshop: This workshop is organized to cover various aspects of Hygiene and Safety Guidelines for Cleaning support faculty. 2. Communication Skills: Communication Skills workshop was organized to develop communication skills in non-teaching faculty of the institution. 3. Yoga and Meditation programme was conducted for support staff.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

NIL
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Enhance Internet Facility	22/04/2017	22/04/2017	30/04/2017	13
2017	Mentor Register	31/05/2017	31/05/2017	12/06/2017	12



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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Empowerment	02/05/2017	02/05/2017	32	11
Beti Bachao Beti Padhao	07/03/2017	07/03/2017	80	5

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

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

Tree Plantation programme is organized in collaboration with SVN International School, Tarkwari Solar led lights are installed in the campus, Waste Water recycling plant is installed in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	00	00	00	Nil
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Institutional Code of Conduct for students	01/07/2016	The institution has developed a Code of Conduct for students where they have to abide the rules and regulation of the institution. On First day of college handbook is given to new students. This diary includes dos and donts in college premises. Ethics for teacher educator s students teachers are

given in this book. •  
 Disciplinary rules and regulations framed by the institute must be followed by the students.  
 • Any type of misbehavior, indiscipline or breach of any rules will result into severe punishment to them.

Professional Ethics and Code of Conduct for Faculty Member

01/07/2016

As per the instructions given by the management, Professional Ethics for Faculty Members is prepared and is given to faculty members. It is mandatory that all faculty members follow the Professional Ethics and the Code of conduct. Head of the institution and the coordinator keeps a check whether the code of conduct is followed properly by all the faculty members.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Talent Development Function	11/11/2016	11/11/2016	100
Mehandi Competition	18/10/2016	18/10/2016	100
Hindi Divas	14/09/2016	14/09/2016	100
Teachers Day	09/09/2016	09/09/2016	100
Celebration of Independence Day	15/08/2016	15/08/2016	50

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

Rain Water harvesting Our institution has built a big tank on the upper most floor of the building from where water for all purposes is supplied to all the floors throughout the day. During the rainy season rain water is collected through pipes and stored in the tank at the bottom of the building. Energy Conservation We use electric energy quite economically. We are careful about the switch on and the switch off of the energy as and when required. Solar lights are installed in campus. Plastic free campus Use of Plastic is banned in college campus. We encourage students to use cloth bags. Recycling waste water plat is installed in the campus, this water is used for the plants. Underground drainage system is installed in the campus. Clean Campus Awareness and Cleaning Activity was organized in Campus on Tuesday, 2nd October 2016, On the occasion of Mahatma Gandhi's Jayanti, A Clean Campus Awareness Activity on Campus was conducted.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practices 1. Title of the practice I: Use of ICT for effective teaching learning. 2. Objectives of the Practice: 1. To promote the skill of learning and to improve the learning outcomes 2. To provide "head-heart and hand approach- 3H" to learning 3. To accelerate the teaching and learning efficiency 4. To motivate students towards innovative learning 5. To enrich the process of teaching learning 2. The context: The traditional teaching methods of chalk and talk techniques has limitations like management, neat diagrams and hand writing skills. In the modern education system curriculum is framed to develop the competencies in the teachers and students for best performance. Curricula are also emphasizing capabilities and concerns towards the application of the information. ICT are able to provide strong support for all these requirements. Information and Communication Technology - ICT has become an integral part of teaching learning process. Effective use of technology makes the class more dynamic, motivates students and renews teacher's enthusiasm as they learn new skills and technologies. Adoption and use of ICT in education have a positive impact on teaching, learning and research. The practice: In this digital era, ICT use in the classroom is important for giving students opportunities to learn and apply the required 21st century classrooms in the institute have installed projectors. The entire faculty member's take the lectures using the same. Whole campus of the institute is Wi-fi connected. Impact of the Practice: On the faculty members 1. Information Communications Technology (ICT) enabled teaching methodologies are being followed by the faculty members in class rooms as a complementary tool for conventional teaching methods. 2. Faculty members started to use ICT in the preparation of annual plan, subject time table, students practical, score keys, question bank, question papers etc. 3. The use of multimedia teaching aids like, PPTs, Videos, LCD projectors, smart classrooms and internet enabled computer systems in daily teaching learning. On the students The student teachers of B.Ed. and D.El.Ed. use the ICT in their internship programs and conducting practice lessons. The teachers and students use the e-library for searching the knowledge regarding the research work. Faculty students started to use well equipped Language laboratory to enhance knowledge of English communication and writing skills. Evidence of success- 1. The PPT prepared by faculties for teaching in B.Ed. and D.El.Ed. courses is available in our institution. 2. The student teachers PPT used in the institution and in the schools are stored on computer. 3. The videos and the clipping of different activities are also available in the College. 2. Objectives of the Programme: • To give additional help to students who, for one reason or another, have fallen behind the rest of the class. Characteristics of programme- • Attempts are made to develop the holistic personality of the talented students. • Efforts are made to develop the learning ability of students with low learning ability • Students Efforts are made to develop communication skills in English for students in Marathi medium who have English method. • Attempts are made to find the raw links of B. Ed students and create and implement a program on it. • To understand the shortcomings of students studies. • Find out the reasons why these defects occur. • Teachers can improve their teaching to eliminate these causes. • Helps students to write accurate and precise answers. • Therapeutic programs bring benefits such as increase in student progress How are such students identified? Micro-teaching is a component of B.Ed academic curriculum. In this micro-teaching, small groups of students are formed. The schedule for micro-teaching is prepared according to the time allotted by the university so that the teachers and students are constantly in touch with each other throughout the year so that the teachers can identify the abilities of the students and identify their needs and try to meet all the valuable guidance of Dr.kuldeep Chande. The program is implemented. Proceedings of Remedial program: To help weak student's secure

better marks and reduce dropout rate in the college, the college conducts remedial classes. The College issues a circular in this regard and the extra classes are organized for one month and the duration of each class is usually one hour. Students for remedial classes are selected on the basis of teacher's feedback and internal evaluation. Besides students who voluntarily wish to join such classes are also considered. 3. The Practice: For remedial teaching existing teachers along with guest faculty are engaged. Appropriate care is taken while planning the therapeutic program on the basis of the fact that the students are classified on the basis of their good marks and shortcomings. According to the classification of the therapeutic program before the commencement of the college, it is planned in the schedule that everyone will get one period. Also, the raw links between the students are understood from the answer sheets of the students in the session exams or tests.

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

<http://www.svntarkwari.com>

### 7.3 – Institutional Distinctiveness

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

The vision of the college is, "give education to the students according to the needs requirement of the society, we shall endeavor to achieve quality in education, create new Frontiers of knowledge, utilize Human Capital and shall become a center of excellence." To achieve the vision, the college adapts definite strategies and plans out all the activities in such a manner that every activity, every event helps the college to go in the direction of fulfilling the mission and vision of the college. The activities are so planned to develop the all round personality of the students spiritual, skill based and curricular and co-curricular activities. The holistic aspect is kept in view while conducting the value based programmes. The college consistently conducts activities to promote good values like national harmony, social justice, and social awareness, to make the students responsible citizens. Few of the activities mentioned are to have everyday assembly with good thought reading, celebrating birth anniversaries of national leaders, highlighting the lives of great heroes and patriots. Celebrating international women day, teachers day, worlds environment day etc. to develop various life skills few programmes are arranged like stress management etc. Personality development is an integral part of the B.Ed syllabus. So conscious efforts are taken in the direction to help them built good personality. Communication skill course is given importance while conducting debate, discussions, poetry reading etc. A congenial and positive atmosphere in the college has helped the teachers too to inculcate research culture among themselves and students. Teachers have published their research work in Scopus indexed journals, Accordingly, activities have been conducted for the securities and cleaning staff of the college. . This has added to the congenial atmosphere in the college. Alumni involvement Alumni of the college are very active in participating in various programs like micro teaching sessions, Integration lessons, they discuss their experiences with the present students. To conduct value-added course lectures alumni are invited as guest speakers. Alumni actively participate in the annual day prize distribution programs by taking part in Solo singing dance. The due support from other stakeholders like parents and management has helped the college in achieving a distinct reputation.

Provide the weblink of the institution

<http://www.svntarkwari.com>

## 8.Future Plans of Actions for Next Academic Year

To promote research culture: The institution plans to host a set of National conferences in the upcoming year. The objective of these research based forums will be to serve as inter-disciplinary and multi-disciplinary avenues for exchange of educational ideas, best research practices and research outcomes, for the benefit of the academicians and researchers at large. We plan to organize more faculty development programmes on research methods, data analysis and statistics, technological evolution and research paper writing, thereby aiming at increasing the intellectual output of the institution. To organize more community service activities to contribute to the wellness of the society. In collaboration with government non government organizations, N.G.O's etc, institute has planned to conduct these activities for community development during the internship.

Improvement in the placement opportunities for students. To strengthen the admission process by field visits in schools and website advertisements, orientation lectures are arranged by the principal, faculty in different schools, junior colleges and senior colleges. 5. For academic excellence provide remedial teaching for students so that we get cent percentage results in B.Ed course. . To increase linkages and collaborations in India and abroad for increasing the quality of the institute. To provide financial assistance to the teaching staff for paper publication and increases publications in national international conferences.