



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		AKAL COLLEGE OF EDUCATION
Name of the head of the Institution		Dr. Sukhdeep Kaur
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01672289203
Mobile no.		9915556580
Registered Email		akalcollegeofeducationmastuana@yahoo.co.in
Alternate Email		sksidhu77@yahoo.com
Address		Gursagar Mastuana Sahib
City/Town		Sangrur
State/UT		Punjab
Pincode		148001

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Harpal Kaur
Phone no/Alternate Phone no.	01672289203
Mobile no.	9569670020
Registered Email	harpalkaur1970@gmail.com
Alternate Email	kaurm728@yahoo.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.akalcollegeofeducationmastuana.in
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.akalcollegeofeducationmastuana.in

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.82	2012	05-Jul-2012	04-Jul-2017

6. Date of Establishment of IQAC	08-Nov-2010
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Naitik Sikhy Exam	14-Oct-2019	12

	1	
National Conference dedicated to Guru Nanak Devji	24-Oct-2019 2	200
National Integration Day	31-Oct-2019 1	150
Art of Living Camp	11-Feb-2020 7	50
Talent Hunt Program	17-Sep-2019 1	60
Awareness rally against stubble burning	11-Oct-2019 1	62
Seminar at Akal College of Physical Education Mastuana Sahib	01-Nov-2019 1	40
Work shop on French Language	07-Feb-2020 2	30

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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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
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)

1. National conference was organized in college by inviting eminent speakers in commemoration of 550th birth anniversary of Guru Nanak on 24 25 October 2020. 2. Camp of Art of Living was planned in college for N.S.S volunteers to learn life skills. Students also organized awareness rally against stubble burning. 3. Teaching staff and students were given training for online teaching learning process. 4. Students were motivated for promoting environmental ethics among mass to use precautionary measures in phase of Covid19. 5. Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies /online. Communication Essentials and Personality Development program was conducted by Conectando Consultancy Services Balgalore for personailty grooming of students.

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

Plan of Action	Achivements/Outcomes
Promoting use of smart technology in teaching learning process	Google classrooms were created by teachers. Students submitted their assignments and answer sheets online.
Organization of national conference for quality improvement in research and teaching learning process	About eighty six delegates presented their papers. Book was published Students were involved in registration, paper writing hosting to have first hand experience to learn how to organize seminars, workshops or conferences.
Environmental Friendly Initiatives	Institution organized awareness rally against stubble burning in nearby village Liddrann on th October .tudents in person so students worked from home by making masks and spreading awareness among people about Covid
To make Online examination effective	As most of the students belonged to rural areas so they were not smart in using virtual technology. Students were given appropriate instructions time to time to learn about skills for uploading their assignments and answer sheets.
To promote participation of students and staff members to attend online seminars/ webinars or workshops	Most of the faculty members attended FDPs, workshops, webinars and seminars Students also participated in online contests.
To promote participation of students in outreach activities	Students of the college organized Teachers' Day by themselves. They showed their best talent in Talent Search Program, House board Decoration, Poster making competition and during

	national conference.
To develop professional communication skills among students	Certification course of fifteen days of communication essentials and personality development was conducted by Conectando Consultancy Services Bangalore
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14. Whether AQAR was placed before statutory body ?	No
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	2020
Date of Submission	06-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	College has its website for academic related information such as information, about programs running in college. Information about upcoming events like seminars or conferences, etc and also various academic and cocurricular programs held are constantly updated. All institutions of Akal group of institutions has one software for recording of fee of students. All students have been added in whatsapp groups to share immediate information regarding time table, google meets, online meetings, intimation of upcoming events, fee, examination, etc. There are mentors for students. Class incharges keep all the records about the students manually in their registers. So it becomes the duty of incharge to share required information with students. College has its You Tube channel so most of the teachers upload their lectures on that channel. Even students are given opportunity to upload their presentations. Teachers have created their google classrooms to keep and maintain record of students assignments

or tests. Google forms were used to have record of attendance of students during their final examination during the phase of Covid. Staff and management of Akal College of Education have common group on whatsapp . All staff members share their signed leaves in group. So record of attendance of teaching and non teaching staff is online too. Notice by management are shared in groups and further principal shares the required information in group of staff.

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

Our College is affiliated to Punjabi University, Patiala and follows the curriculum prescribed by the University. Academic calendar for every session is prepared by the college in accordance with the schedule provided by the university. A lively plan for timely implementation is formulated by the institution to make sure effective delivery. To access the academic performance a committee formulated by the Principal for preparing policies after strategizing the simplest methods to successfully implement the curriculum. Various strategies are figured out after discussions with the members. The Prospectus mentions the semester specific courses and also the evaluation procedure for B.Ed., M.Ed., Certificate course in inclusive education and Post Graduate Diploma in Career Guidance programmes. Class wise schedule is drafted and finalized well before the commencement of semester. The papers/options are allotted after careful consideration of the qualification, subject specialization, experience and performance of the faculty members. Faculties are encouraged to organize a lively plan for his or her classroom teaching of the each semester even before the tutorial year commences. The preparation of such an idea helps with effective distribution of syllabus, clarity of curriculum and timely completion of the course. The teaching plans are prepared by the respective teachers. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, Departmental Quiz, paper presentation by the scholars , projects, group assignments, term-papers, educational tours, field trips and industrial visits for effective delivery of curriculum, which are wiped out a planned manner. Continuous evaluation is maintained throughout the year by conducting tests after completion of syllabus. The minimum number of working days as stipulated by the university is adhered to each year. Continuous assessment and academic progress of scholars through internal tests is followed. All the laboratories are replenished per annum as per the need of the curriculum. Use of ICT based learning has been incorporated along with lecture method for communication with students to form the teaching learning process more learner-centric. Problem Solving method, experiential learning and participative learning also are used for effective curriculum delivery in the classrooms. College has its own Youtube channel, Instagram account and facebook account for assisting the students. College professors also create their personal Youtube as well as Telegram channels to upload their lectures at regular intervals. Students also send study material on Google classroom. Every type of information also shared by teachers in

Whatsapp Groups. College also organises interdisciplinary competitions, events or exhibitions at regular intervals. Record of the regular attendance, mark lists and progress of the scholars are maintained by the respective teachers. Proper attendance is ensured by giving timely SMS .The college encourages faculty members to attend Orientation/Refresher courses, workshops, capacity building programmes, seminars and conferences conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum. More emphasis is given to employability and entrepreneurship skills because the motive is to form them self dependent. The students get themselves familiar with the fundamentals of those skills and that they use them in their local

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Inclusive Education	Nil	25/09/2019	1	Focus on employability	Nil
Nil	Career Guidance	25/09/2019	1	Focus on employability	Skill development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PG Diploma	Career Guidance	25/09/2019
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	9	6

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	11/02/2020	50
Conectando Consultancy Service Bangalore	24/02/2020	19
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Internship	97
MEd	Dissertation	26

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Nil

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

Feedback Obtained

The institution have well-defined system of feedback. Representatives provides extensive feedback during the formal as well as informal meetings regarding the various aspects of curricular and co-curricular activities. The alumni association of the college organizes annual meetings during which the old students of the college suggest improvements within the functioning of the college. The principals of the practicing schools are also give their comments regarding the performance of the pupil teacher. Parents provide feedback within the informal meetings at the time of admissions, college functions and at the time of evaluation and farewell of the scholars. Regular staff meetings are administered during which the college provides feedback received from the scholars in their routine classes, informal meetings and tutorial groups regarding participation in various activities. Under the mentor group system practiced by the institution the scholars give their feedback to the mentor group responsible about the various aspects of curriculum, difficulty faced by them during a particular course work, the certain areas which should be a neighborhood of the present curriculum etc. At the top of the year, the scholars fill within the feedback performa as under: Student's feedback questionnaire regarding the entire programme. Student's feedback questionnaire regarding the teacher's performance within the curriculum transaction. The results obtained in final examinations are used as reflective indicators of the strengths and weaknesses of the courses and curricula. This feedback is discussed in faculty meetings, suggestions are invited and given due consideration. Issues are discussed in IQAC meetings. All the issues are shared in Board of Studies meeting and the curriculum revision workshops conducted by Punjabi University from time to time. In this session feedback from students reflected demands in improvement on various aspects primarily curriculum transaction, blended mode of teaching learning and also remedial teaching. These issues were discussed in IQAC and then plans of action prepared in staff meeting and finally implemented and are now being executed in the on going session.

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	General	100	97	97
MEd	General	50	26	26

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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
2019	162	26	10	Nil	7

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
17	4	19	3	0	0

[View File of ICT Tools and resources](#)

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

Mentoring system is provided in the college. Mentor groups are formed in which 10 to 15 students are assigned a mentor. At the beginning of the semester, a detailed interview is held with each mentee. During this interview, information about mentee is recorded in a proper way. Mentor period is mentioned in the regular time table. During the mentor period, all the mentee assemble at prescribed place and discuss the issues with mentor both at the group level and at individual level. Mentor class is a platform for students to share their experiences and discuss their problems. Mentors motivate students to develop positive attitude and to participate in curricular and co-curricular activities. Mentors provide counseling to the students for their educational, personal, psychological, vocational and emotional problems. All the mentor incharges prepare a cumulative record profile of the students to keep a track of their development. College have a library enriched with study material and ICT lab to provide mentoring to the students at academic level. Morning assembly is a regular feature of the college and organized by each mentor group in a rotation. During morning assembly, all the students of the group participate and perform different activities that are helpful to develop their self confidence.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
188	17	Nil

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
17	17	Nil	Nil	7

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
2020	Dr. Sukhdeep Kaur	Principal	Appreciation award for working

[View Uploaded File](#)**2.5 – Evaluation Process and Reforms**

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	Nill	2020	10/09/2020	22/10/2020
MEd	Nill	2020	10/09/2020	06/01/2021

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

College is affiliated to Punjabi University Patiala and follow the guidelines of Punjabi University for evaluation of both continuous internal evaluation systems as well as semester end exams. Most of the assignments based on field work and required experiential learning reports. There is a provision of continuous evaluation of the student's progress which is monitored by keeping the records of the performance of each student in the different activities conducted in college. There is internal evaluation in each of the paper which is based on Class attendance ,Participation of the student in class discussion, Written assignments ,General behavior ,Seminar Performance, Preparation of practical files, online evaluation of assignments submitted by students, regular class tests, House examinations, Student Seminar,Group discussions, Power Point presentations, debate competition, dissertations, short- term field tours and report preparation, assignments etc. Oral presentations by students during the class periods, Students deliver a short lecture on the taught topic in the same class, subject to availability of time , Discussions on topics from the syllabus on which research may be initiated are welcomed. The internal assessment is based on the sessional work of the students. For project report a unique practice of pre viva for students is conducted before the final viva-voce examination. Students are also encouraged to present papers in conferences, papers and seminars or have publications in peer reviewed journals During the assessment, weakness of the students are identified and on the basis of this report, remedial teaching provided to the students.

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

College follows the guidelines of Punjabi University Patiala. Academic calendar for the new session prepared by the University every year. By consulting the University calendar, the Principal along with the IQAC and coordinators of different committees prepares the academic calendar. During the preparation of Academic calendar, all the curricular and co-curricular activities are considered. All the information regarding university notices and circulars related to the examinations convey to the students from time to time through student notice boards, college website, mentor groups, whatsapp groups and also verbally by the faculty members of the college. In the college academic calendar a schedule of co-curricular and extra- curricular activities for its students are prepared. Scheduled information of the Intra semester assessments and the final semester end exam for both the odd and even semesters are mentioned. All subject incharges conduct internal assessment of students and students are well informed about these internal examinations well in advance. Internal assessment dates are also provided by the college in the proposed

academic calendar prepared at the beginning of each academic session, which is uploaded on the college website Academic calendar is prepared well in advance to show the direction to the pupil teachers of assignments to be accomplished during each semester.

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)

www.akalcollegeofeducationmastuana.in

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
Nill	BEd	General	97	97	100
Nill	MEd	General	26	26	100

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2.7 – Student Satisfaction Survey

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

www.akalcollegeofeducationmastuana.in

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
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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
Naitik Sikhya Exam	Bhupinder Kaur	Guru Gobind Singh Study Circle Barnala Mansa	14/10/2019	Moral Education
Volunteer for PWD voters	Dr. Sukhdeep Kaur	Election Commission Punjab	25/01/2020	Volunteering for PWD voters
Best Poster in National	Ruspinder Kaur	Akal College of Education	25/10/2019	Poster making

Conference		Mastuana Sahib		
Online Poster making competition	Ruspinder Kaur	Akal College of Education Mastuana Sahib	30/04/2020	Collage making
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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
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	2	1.59
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Akal College of Education Mastuana Sahib	5
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	32	1	Nil
Presented papers	4	12	Nil	Nil
Resource persons	Nil	Nil	Nil	2

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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
Teachers Day	Mentors Group	15	160
Natik Sikhya Exam	Guru Gobind Singh Study Circle	2	12
Path of Sukhmani Sahib	Gurmat College Mastuana Sahib	23	150
National Conference on Philosophy of guru nanak dev g	IQAC	20	150
Seminar of Youth Services	Assistant Director, Youth Services , Sangrur	1	5
National Integration Day	Mentor Groups	10	150
Art of living camp	YLTP and NSS wing	6	50
International womens Day	District Legal Services Authority Sangrur	17	180
Visit to Birdh Ashram Badrukhan	NSS Wing	8	50
Seminar	Pingalwara Amritsar	10	60

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Naitik Sikhya Exam	A Grade Certificate	Guru Gobind Singh Study Circle	1
Talent Hunt	Best Performances in Cultural	Akal College of Education Mastuana	20

activities

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Drug Deaddiction	Red Ribbon Club	Meeting with students	2	33
Awareness campaigns on Aids Awareness, Drug control and stubble burning	Assistant Director Youth Services Sangrur and Red Ribbon Club	Planning activities to be performed	1	5
Seven Days N.S.S Camp	YLTP and NSS Wing	Cleanliness, Social Service at birth asharams, Yogic activities	6	50
International Womens Day	District Legal Services Authority Sangrur	Extension Lecture for women right awareness	17	180
Charitable Amritsar	Pingalwara Branch Amritsar	Foundation Day celebration at Pingalwara Amritsar	10	60
Stubble Burning	Red Ribbon Club	Awareness rally	12	50
Women Empowerment	Newspaper Ajit	Kavitri Darbaar	16	12

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
National conference for celebration of 550th birth anniversary of Guru Nanak Dev	200	Registration fee from delegates and college funds	2
Art of Living Camp	50	College funds	7
Extension Lecture on Legal Awareness among Women	170	College funds	1
Seminar at Akal College of Physical	95	Nil	1

Education Mastuana Sahib			
French Language Workshop	30	College funds	2
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Teaching Practice	30 senior secondary schools of Punjab	21/08/2019	30/11/2019	97
Field Base Experience	Social Service	Dr. Narinder Singh Birdh Asharam Badrukhan	14/02/2020	14/02/2020	50
Community engagement	Athletic meet of students with special needs	Visvash School for Autism Sangrur	17/11/2019	17/11/2019	15
Awareness rally	Stubble Buning	Village Liddrann	11/10/2019	11/10/2019	62
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Akal Degree College Mastuana	26/12/2019	To exchange physical and human resources for academic and co-curricular activities and to organize seminars/ workshops/ conferences/ alumni meets jointly	200
Akal College of Physical Education Mastuana Sahib	26/12/2019	For athletic meets and for exchanging physical and human resources for conduction of academic and co-	200

curricular activities

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
20000	19339

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
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	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
Nil	Nil	Nil	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5897	714743	242	24282	6139	739025
Reference Books	210	50630	5	4250	215	54880
Journals	21	34590	5	5000	26	39590
Others (specify)	12	Nil	Nil	17316	12	17316

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Sukhdeep Kaur	Orthopedical Impairment	You Tube	25/04/2020
Dr. Sukhdeep Kaur	Autism and its characteristics	You Tube	17/04/2020

Dr. Harpal Kaur	Marginalisation	You Tube	24/04/2020
Dr. Harpal Kaur	Piaget Cognitive Development Theory	https://www.slide share.net harpal Kaur	17/04/2020
Mandeep Kaur	Reports of Reforms in Education	You Tube	24/04/2020
Manju Bala	Social Change	You Tube	25/04/2020
Manju Bala	Social Stratification	You Tube	11/04/2020
Navneet Kaur	Differently abled persons	You Tube	27/04/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	25	1	1	0	0	1	1	10	0
Added	0	0	0	0	0	0	0	0	0
Total	25	1	1	0	0	1	1	10	0

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

64 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Lectures of staff on You Tube channel of the college, LCD Projector	https://www.youtube.com/channel/UC6KIcnJy3sLWBX04R8EhE8q

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
20000	18334	80000	64823

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)

Different committees have been constituted for the maintenance and optimum utilization of physical, academic and support facilities. There is common support system for all types of maintenance in Akal Group of Institutions. College writes about any type of repair or maintenance to secretary of Akal College Council. All type of support system is provided from that common
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platform. The classrooms are well equipped. LCD projectors are used for lectures. College building is used for competitive exams organized by government time to time. Ramp is made for differently abled students. Various laboratories are utilized as per curriculum of the respective courses and these are updated from time to time as per university recommendations. Library is housed in a big building having an area of 1217.76 square meters. It houses nearly 50,000 volumes along with a seating capacity of about 250 readers. One reading hall is enriched with journals, periodicals and newspapers. The library is open only for college students. It is regularly updated as per the needs of students and recommendations of the library committee. For athletic meet or sports activities common grounds are used by students of the college. As the lab computers are shared assets, the students may unknowingly expose the lab computers (and ultimately the institution) to security threats, viruses, malware, and more. Therefore, the IT cell of the college is well-equipped to tackle such challenges and to provide consistent computing environment to the stakeholders. Regular checks against these kinds of threats are performed and the computers are kept well up-to-date. The college main hall is regularly used for academic functions, National and International conferences/Seminar/Workshops, Cultural Programmes, festival celebrations, stage rehearsals, interactive sessions with eminent educationists, the elections/election rehearsals, and the awareness campaigns by the state and government departments and the sister institutions of the college. Committee of staff from teaching and non-teaching have been assigned duties to observe building time to time. They bring in notice if any type of repair or maintenance is needed. Library improvement cell works for improvement in library. On the recommendations of cell, new books, educational journals are added time to time. There is facility of book bank in library. Needy students are provided books for whole year. Students and staff are motivated to donate books in book bank.

<http://akalcollegeofeducationmastuana.in/infrastructure.php>

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	Sarbat Da bhala Charitable Trust Patiala	3	25000
Financial Support from Other Sources			
a) National	Post Matric Scholarship, Merit cum Means Scholarship	52	292826
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Communication Essentials and Personality	24/02/2020	19	Conectando Consultancy Services Bangalore

Development Program			
Language Lab	02/04/2014	20	Universal Communications Abohar
Yoga and meditation	11/02/2020	50	Youth Leadership Training Program Sangrur
Mentoring	30/08/2019	188	Staff members
Clarity English Success Software	21/08/2010	13	Focus Technologies New Delhi
View File			

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
2019	Post Graduate Diploma in Career Guidance	Nil	7	Nil	5
2020	Educational and Career Counseling	25	15	10	7
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	6	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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2019	10	B.Ed	Education	colleges of Punjabi University Patiala	M.A. / M.Sc
View File					

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
NET	2
Any Other	12
View File	

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

Activity	Level	Number of Participants
Organised athletic meet of differently abled students	Local	15
Talent Hunt	College	60
View File		

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
2020	State Award for Best Teacher	National	Nil	1	Alumnus	Jagdish Singh
View File						

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

Student Council plays an important role in development of college. Student Council is the part of principals council. They attend meeting called by principal time to time. They truly represent their classes. Their opinions and suggestions play an important role in any type of decision to be taken in college. All academic and non academic activities are planned by involving these students. Some students are part of grievance redressal cell. They bring to notice to grievance redressal cell any type of complaints of students. They play the role of bridge between administrators of college as well as students. Student representatives are involved in all important decisions like planning about tour, outreach activities, indoor programs to be organized in college, etc. Girl student representatives are specially guided to let all the girls feel free from any type of fear of sexual harassment in college. They always take initiative to encourage students to stand against any type of misbehavior or harassment. Students are free to share their feedback about teachers or college by using one box in college. Their suggestions are always welcomed. Students are taken in confidence to share problems with their class representatives without any hesitation .

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

134

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

300

5.4.4 – Meetings/activities organized by Alumni Association :

One meeting is organized every year. Meetings of alumni association are held in principals office. About 134 members attend meetings of alumni association. Suggestions to improve college are taken from members.

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)

As usual the principal oversees the academic activities of all teachers and official work of non teaching staff but all matters regarding the curricular activities, outreach activities and for co-curricular activities all staff members were involved. As usual student representatives were also part of meetings. With the recommendations of managing committee of college it was decided that 550th birth day of guru Nanak Devji would be celebrated in form of national conference. All staff members were involved while deciding about resource persons. When college was closed due to lock down imposed by central government, all decisions were taken by principal from home but online meetings were held to frame all policies to start classes online from home. All teachers were supposed to follow time table. All functioning of college was operated while sitting at homes by distributing duties to mentors and concerned subject teachers independently. All were free to use apps for online teaching of their own choice.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Punjabi university plays an important role in curriculum designing and development. Suggestions are given by staff members whenever it needed. Teachers use their creative and original thoughts while giving assignments to students to achieve learning outcomes of program.
Teaching and Learning	All teachers use different modes of teaching like discussion method, project method, use of ICT, etc. Due to

Covid-19 Teaching was shifted to online classes. Teachers prepared their lectures and delivered their content via zoom, google meet, screen recorders, slide shares, YouTube channel, etc. Google classrooms were created by teachers. Students submitted their assignments online in google classrooms.

Examination and Evaluation

Semester examinations are conducted by the affiliating university. Internal assessment is done on the base of performance in house examinations, field reports, assignments, classroom interaction and regularity of the students according to the university guidelines. Due to Pandemic the college conducted house exams online. Attendance was taken through Google forms. Viva voce for Internal assessment was conducted on virtual mode through Zoom platform and submission of files through email. Even final exams of the students were conducted online and it was overall duty to conduct exams and to check answer sheets and upload the marks on examination portal. Viva of practical and dissertation was conducted by college by inviting external examiners to conduct online practical.

Research and Development

Students of M.Ed are given research projects. Meetings are held semester wise to approve synopsis, to discuss chapters of research proposal/ report. Suggestions are given by panel in the meeting for qualitative research work.

Library, ICT and Physical Infrastructure / Instrumentation

Library is well equipped with books and educational journals. Proposal for software in library for is under consideration. Facilities of ICT like LCD projector, OHP, slide projector, computer lab, language lab are provided to students. Lectures of teachers were uploaded on YouTube channel of the college. Teachers used different apps for online teaching. Necessary equipments were purchased to facilitate online lectures. building of college is spacious . All rooms are spacious and airy. Special ramp for differently abled students is built. Open lawns, seminar hall, main hall, common rooms for boys and girls and playgrounds are there in college.

Human Resource Management

Human resources of the college are

managed effectively. All teaching and non-teaching staff members are assigned duties in areas of their interest. Different committees of teachers have been formed. This year due to pandemic the teaching faculty had to shift offline mode of teaching to online mode of teaching. All staff members used different apps to teach students. Students were given training to use smart technology effectively. Staff members were encouraged to participate in online workshops, faculty development programs, webinars and conferences. Students were also encouraged to participate in online contests, seminars, special lectures, field tours, quiz, debate etc to increase their skill and experience.

Admission of Students

The institution is an affiliated college and all rules and regulations imposed by Punjabi University Patiala are followed. Admission committee starts working to attract admissions in B.Ed and M.Ed programs. Pamphlets are distributed. Members of admission committee attend all the persons who come for queries about programs running in college. Online registration forms are uploaded on website of the college every year. The University releases the academic calendar for the new session one month prior to its commencement. A common prospectus of all institutions of Akal Group of institutions is published with recommendations of all committees of all colleges. Prospectus are made available to the students at the time of admissions. A detailed information about the college history, its achievements, infrastructure, rules and regulations, programs, fee structure, detail of teaching and non teaching staff is given in prospectus. Fully online admission system from application to the counselling process has ensured a transparent process and students have been admitted on the basis of merit in marks of Bachelors and Master's degree.

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

E-governance area	Details
Student Admission and Support	College is affiliated with Punjabi University Patiala. Online applications are submitted for admission to B.Ed and M.Ed programs through the online

admission portal. Centralized admission is done through state level counselling based on merit or entrance test.

Admission committee of the college helps students for online registration for B.Ed. A help desk is set up in the college during summer break to facilitate the aspirants for preparing and applying for the course. Merit lists of each counselling prepared by university is uploaded on the portal. Online counselling is scheduled based on the merit list of candidates. E-mail ids and contact numbers of all members of different committees have been uploaded to the college website and students can communicate to the members through e-mail or telephonically.

WhatsApp groups are created for students. Information about vision, mission of college, details of staff members, lectures of staff members are uploaded on website of the college. Social media of the college works actively.

Examination

House examinations are conducted in an effective manner every year. Record of house examination is well maintained. This year due to pandemic house exams were conducted online. Google classrooms were created for submission of assignments and tests for internal assessment. Attendance for final examination was recorded via google forms. Final exams were also conducted in college online and record was maintained by examination controller. Viva voce and practicals of M.Ed students were conducted through zoom and google meet.

Finance and Accounts

The accounts of the institutions are audited regularly. There is internal and external audit system of the account. The college has an inbuilt system of the internal audit of the accounts. The college has a bursar who looks after each and every bill of the expenditure. All the bills are duly checked and attested by the concerned persons. The college accounts are regularly verified by the chartered accountant of the institute. All the records of the accounts are properly maintained and updated frequently by the college. The university and government rules are strictly followed. Facility of online transaction of fee

	is there for students. Record of fee is maintained online by centralised committee. Salary of faculty members and staff is transferred directly to the bank account.
Administration	The various academic and administrative bodies of the college are headed by the principal. Duties and responsibilities are assigned by the principal for effective administration. The administration of the college is decentralized. Managing committee of the college assigns administrative powers to the principal. Different committees are nominated by principal to conduct various college activities. Principal's council not only includes faculty members but student representatives also to assist the principal in the college functioning. Suggestions of faculty and student representatives are invited in meetings to discuss important agendas of the college.
Planning and Development	Managing committee of college plays an important role in development of college. Principal takes initiatives to make plans for development of college by involving members of managing committee. There is a WhatsApp group of principal, staff and members of managing committee to share any type of information immediately.

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
2019	Nill	Nill	Nill	Nill
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)
2019	National conference	Nill	24/10/2019	25/10/2019	15	4

2020	Legal Awareness among women	Nil	06/03/2020	06/03/2020	14	6
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Program	2	22/06/2019	05/07/2019	14
Online Refresher Course	1	22/06/2020	05/07/2020	14
Online Faculty Development Program	2	22/06/2020	26/06/2020	5
Workshop	1	03/06/2020	12/06/2020	10
Online Faculty Development Program	1	08/06/2020	13/06/2020	7
E Faculty Development Program	1	28/06/2020	04/07/2020	7
Online Faculty Program	1	30/05/2020	03/06/2020	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
17	17	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Facility of EPF and CPF, Advance in emergency, Medical insurance, Research Leave	EPF, Medical insurance, Loan facility, Wheat Loan, Fee concession for staff wards, Uniforms for Fourth class employees	Financial aid to poor brilliant students, Incentives in the form of concession, Facility of paying fee in installments, Book bank facility for needy students Hostel facility for boys and girls, Bus-pass facility, Career counselling, guidance

training and placement cell. Free meals, Online facility of teaching during Covid

6.4 – Financial Management and Resource Mobilization

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

Akal College of Education has set up a system for directing internal audits for ensuring proper accounting for receipt and payments of the student fees is looked after by the management. All vouchers are examined by an internal financial committee on monthly basis. The expenses incurred under various heads are completely checked by confirming the bills and vouchers. In the event that any discrepancy is discovered, the same is brought to the notice of the Principal. The college budget includes recurring expenses such as salaries, electricity, maintenance costs, generator running expenses, stationery and printing, annual affiliation continuation, miscellaneous expenses, telephone and internet charges, website expenses, kitchen expenses, advertisement expenses, university exam fees, university registration return fees, gardening expenses, legal and professional charges. The expenditure will be monitored by the accounting department as per the allocated budget.

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
Sarbat Da Bhal Trust Patiala	25000	Financial assistance to meritorious and needy students
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	Nill	Nill	Yes	Akal College Council Mastuana Sahib
Administrative	Nill	Nill	Yes	Akal College Council Mastuana Sahib

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

Parents are invited time to time for parent teacher meeting to discuss about the achievements or any behavioral issues of students. It is the duty of mentors to have full responsibility of their mentees. Most of the parents meet principal, concerned mentors whenever they come to deposit fee. Parents are treated well and always attended by principal immediately and properly .

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

They are given the facility of loan, wheat loan and advance as financial

support. Concession in fee of their wards is given. They are not encouraged only but helped also to educate their children. Special assistance in the form of financial aid, fee concessions, books etc. are made available. Teachers try to give educational and career guidance to wards of support staff.

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

1. Eco-friendly practices have been adopted and promoted by institution. Green campus policy has been framed and students are motivated for plantation in college and in surrounding areas. Plastic is banned. Students take initiatives against stubble burning in form of awareness campaigns. 2. Outreach activities have been accelerated. Students are taken to old age homes, schools of differently abled students, rehabilitation centres and pingalwaras. Students prepare their reports effectively and submit to their concerned teachers. Institution works in collaboration with Visvash School for Autism Sangrur, Dr. Narinder Singh Birdh asharam Badrukhan, Bhagat Puran Singh Charitable Society Sangrur, Akal Degree College Mastuana and Akal College of Physical Education Mastuana Sahib. Different projects are assigned to students in collaboration with other institutes and NGOs. 3. Research activities have been promoted. Students of M.Ed are given their research proposals after healthy discussion with Ph.D staff members. Staff members are given research leaves for their research work. Most of the staff members have completed their Ph.D degrees after first cycle of accreditation and others are near to submit their thesis. Staff members are motivated to publish research papers and attend conferences, workshops, faculty development programs, refresher courses and seminars for their professional growth. 4. Two new add on course Certificate course in Inclusive Education of 6 months and Post Graduate Diploma in Career Guidance of on year have been added. Students are provided educational and vocational/ career guidance. Needy students are given concession in fee. They are provided facility to pay fee in instalments. Students are provided coaching to clear their state level test PSTET and some of them have qualified PSTET also.

6.5.5 – Internal Quality Assurance System Details

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

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
2019	National conference dedicated to Guru Nanak	Nil	24/10/2019	25/10/2019	200
2019	National Integration Day	Nil	31/10/2019	31/10/2019	150
2020	Art of Living cum NSS Camp	Nil	11/02/2020	17/02/2020	50
2019	Awareness rally against stubble	Nil	11/10/2019	11/10/2019	62

2019	1	1	04/08/2019	2	Seminar by Pingal wara Amritsar	to sensitize students towards persons with special needs, to motivate students to take initiative to serve such persons, to aware students about role performed by pingal waras	70
2019	1	1	16/09/2019	1	meeting of Red Ribbon club	to motivate students to aware about drug abuse, AIDS and blood donation in their villages, to meet members of panchayat and villagers to aware about these social evils	30
2019	1	1	11/10/2019	1	Awareness campaign against stubble burning	making farmers aware of harmful effects of stubble burning	62
2019	1	1	17/11/2019	1	Organizing athletic meet of	to sensitize students to unders	18

					students of Visvash school for Autism	tand needs of different ly abled students	
2020	1	1	14/02/2020	1	Visit to Birdh Asharam	to sensitize students about challenges faced by old people, to make them learn techniques of social service in old age homes like body massage of persons, cutting their nails, sitting with them and listen their stories, cleanliness of their rooms and	58
2020	2	3	11/02/2020	7	N.S.S Camp	Cleanliness in nearby villages, social service at gurudwara sahib and old age home	54
2020	1	1	30/04/2020	1	Online poster making	to spread message of social distancing and use of mask	50

in phase
of
covid-19

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

Title	Date of publication	Follow up(max 100 words)
Propectus	22/06/2019	Code of conduct, rules and regulations to be followed by principal, staff members, students have been uploaded on website of the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Meeting of Red Ribbon Club	16/09/2019	16/09/2019	30
Awareness Campaign against stubble burning	11/10/2019	11/10/2019	62
Sukhmani Sahib Path National Conference on 550th Birth anniversary of Guru Nanak Dev	24/10/2019	25/10/2019	223
Honour of Mr. Kundan Sigh Sajjan, father of Defense Minister of Canada	27/01/2020	27/01/2020	70
International Womens Day	06/03/2020	06/03/2020	145
Online Poster Making	30/04/2020	30/04/2020	50
Certificate Course of Professional Communications by CCS Bagalore	24/02/2020	13/03/2020	19

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

College is eco-friendly because it is located in a pollution free area. It is away from hustle bustle of city. Moreover, there is spiritual peace in atmosphere of the college. College has framed a policy to keep the college campus green and pollution free. College authorities try its best to follow environmentally friendly practices students are motivated for promotion of sustainable and eco-friendly practices in the campus. Each student plants one tree in college campus or in nearby villages. Organising awareness campaigns against stubble burning is regular feature of practices of college. Solar system is nearby the college. College is on the road so most of the students use public transport to come in college. Some students pool their vehicles. There is facility of free meals in form of langar for college students so there

is little chance of plastic bottles, aluminium foils or plastic papers.

Students are involved in activities of cleanliness in college time to time. Campus is lush green and it is situated near agricultural lands so there is no problem of waste water. All rooms are spacious and airy. There is provision of sufficient fans and LEDs in college. A committee works for waste management and it is properly disposed of. WhatsApp groups have been created to share any type of information with students to save the paper. Moreover students are encouraged to submit their assignments online in google classrooms.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Akal College of Council Mastuana Sahib is dedicated to fulfil the dream of Sant Attar Singh ji who has selflessly strived for the cause of rural education. Over the last seventeen years, Akal College of Education, Gursagar Mastuana Sahib is renowned for the outstanding holistic education that we provide. It is one of the top colleges of Punjab imparting high quality teacher education offering UG PG courses. It has grown into the best and most sought-after institution with excellent teaching-learning environment to achieve excellence in imparting teacher education. Progress of an Institute depends mainly on performance of the students in academics, sports and cultural activities along with maintaining high values and ethics. Taking into account our academic achievements, infrastructure, co-curricular, extra-curricular activities and other all-round development NAAC an autonomous body of UGC accredited us with 'B' grade with 2.82 points. Keeping in mind the vision of the college to provide quality education resulting in harmonious development of the pupil teachers, sincere efforts are made by staff of the college to make students intellectually rich and socially productive. Individual attention to each student is our best institutional practice. We are fully focussed on overall development of students as most of the students have individual differences and there is diversity among students on the basis of language, gender, region, religion, socio-economic status, etc. We try our best to develop the overall personalities of students by providing them better atmosphere free from any type of barriers. Equal opportunities are given to all to participate in all activities organized in college campus to build their confidence. There is the provision of mentors for students so they can get educational, vocational, personal guidance whenever they need. Counselling of students is done time to time. If staff members notice any type of behavioural issues of any student, meeting with student, his/her mentor and parents is planned. Timely intervention is carried out in such cases. Students are mentored and counselled by staff members. There is provision of classes in time table for personality development of students. Different life skills are taught to them. Al though bilingual method is used in classrooms, it is always planned to organize short term programs to make them learn English as it is needed by students everywhere. Most of the students belong to rural areas so they have minimum chances to develop themselves due to barrier of language or lack of facilities. Safety and security of each student is the responsibility of authorities of college. Students have stress free atmosphere in college. College has a policy to provide maximum opportunities to pupil teachers to attain academic excellence. Akal College council provides the facility of fee concession to needy students. Meritorious students are always given concession in their fee. Needy students are given opportunities to deposit their fee in instalments. Even they are given concession if their cases are found genuine by Grievance Redressal Cell of the college. Students whose both of the parents are dead are also provided financial assistance by the management. Days of National importance are celebrated with prayer, talks and student activities. Student grievances regarding classroom problems, infrastructure, evaluation and results are addressed promptly. The college conducts various activities to ensure

student centric learning environment. Teacher effectiveness and efficiency is the goal of our college. We feel proud to provide quality education by equipping our students with appropriate social and behavioural skills, confidence and a positive approach with an all-round development. Students are given opportunities to organize morning assembly house wise. They prepare headlines, thought of the day and a talk on any sensitive issue. We have a strong focus on each student's academic progress and achievement. Along with curriculum, the training in teaching methodology, skills and educational administration through intensive practice of teaching and micro and macro teaching is provided in schools during teaching practice. Staff members use multimedia in teaching learning process. Students are also imparted training of how to use different apps for online teaching. The members of the teaching as well as non-teaching staff are highly dedicated with total commitment towards achievement of mission and goals of Sant Attar Singh who wanted to enlighten minds of people with knowledge. Our college is a college where outstanding qualitative education is provided to each individual student. When students join us, they are assured we will invest time in them and of course we give them all the support, motivation and encouragement they need to achieve the success they deserve. At our college we value every individual and it is our aim to provide the best possible environment in which they can succeed as students' success cannot be defined by qualifications alone. We try to add meaning to their lives by involving each student in organizing activities in college. When students are involved in all type of academic and non-academic programs, they feel themselves as valuable for institution. They gain first hand experiences in college. Field trips/ educational tours/ community engagement programmes are planned and organized with the help of students. Students are taken to pingalwara, old age homes, schools of differently abled students, rehabilitation centres for making them sensitive about people who are marginalised. Students learn how to make individual educational programs for children with special needs. Every year students organize athletic meets and activity classes of Visvash School for Autism Sangrur and they play an important role in organizing exhibitions on Diwali to provide financial as well as physical assistance to Autism Educational Welfare Society Sangrur. All students of the college are aware of what Autism is as they regularly visit there. Extension lectures on universal values, ethics are organized to impart knowledge and information to students about current social concerns. Students of M.Ed visit to different schools and colleges for their research work. Activities mentioned in the syllabus are done by students effectively. Students not only participate in academic activities but they play an important role in social service through Red Ribbon Club, NSS activities and community engagement programs. College always organizes awareness rallies or cultural programs in nearby villages against sensitive issues like stubble burning, drug abuse, child abuse, domestic violence among women, etc. Students are taught to follow environmental ethics. They all are supposed to plant one tree in college campus or in nearby areas. They are encouraged to start organic farming as most of the students belong to families of farmers. Seminars are organized for students to understand the ill effects of stubble burning. Students are provided opportunities to learn best skills of ICT and teaching. It is tried that all of the students must learn how to use smart technology in classroom for teaching learning process. Workshops, seminar and conferences are organized for students. They are directly involved in process of registration, hosting, decoration, etc. to have first-hand experience. Students leave the college as dynamic and impactful global citizens, equipped to play a leading role in whichever walk of life they choose. We seek to prepare our students with the very best preparation for life. Our departing students should be well-rounded individuals, progressive and life-long learners. College is situated on the road so most of the students use public transports to come in college. Facility of free meals in the form of langar is a best practice of the college. Even

hostelers avail the facility of langar. New programs like certificate course in Inclusive Education and Post Graduate diploma in Career guidance were introduced this year. We are trying our best to polish our students' personalities and to make them confident enough to face challenges in future life. .

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

<http://akalcollegeofeducationmastuana.in/index.php>

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

College has a policy to provide maximum opportunities to pupil teachers to attain academic excellence. Meritorious students are always given concession in their fee. Needy students are given opportunities to deposit their fee in instalments. Even they are given concession if their cases are found genuine by Grievance Redressal Cell of the college. Students whose both of the parents are dead are also provided financial assistance by the management. Students belong to diverse groups in terms of gender, socio-economic system, caste, region, religion and language. We try our best to develop the overall personalities of students by providing them better atmosphere free from any type of barriers. Different life skills are taught to them. Although bilingual method is used in classrooms, it is always planned to organize short term programs to make them learn English as it is needed by students everywhere. Most of the students belong to rural areas so they have minimum chances to develop themselves due to barrier of language or lack of facilities. Safety and security of each student is the responsibility of authorities of college. Students have stress free atmosphere in college. There is the provision of mentors for students so they can get educational, vocational, personal guidance whenever they need. College is situated on the road so most of the students use public transports to come in college. Facility of free meals in the form of langar is a best practice of the college. Even hostelers avail the facility of langar. In college individual attention is paid to each student. We try to add meaning to their lives by involving each student in organizing activities in college. When students are involved in all type of academic and non-academic programs, they feel themselves as valuable for institution. They gain first hand experiences in college. Outreach activities are planned by involving students and visiting to Pingalwara, old age homes, schools of students with special needs, drug deaddiction centres is a regular feature of college. Students learn how to make individual educational programs for children with special needs. Every year students organize athletic meets and activity classes of Visvash School for Autism Sangrur and they play an important role in organizing exhibitions on Diwali to provide financial as well as physical assistance to Autism Educational Welfare Society Sangrur. All students of the college are aware of what Autism is as they regularly visit there. Students of M.Ed visit to different schools and colleges for their research work. Students not only participate in academic activities but they play an important role in social service through NSS activities and community engagement programs. College always organizes awareness rallies or cultural programs in nearby villages against sensitive issues like stubble burning, drug abuse, child abuse, domestic violence among women, etc. They all are supposed to plant one tree in college campus or in nearby areas. They are encouraged to start organic farming as most of the students belong to families of farmers.

Provide the weblink of the institution

<http://akalcollegeofeducationmastuana.in/index.php>

8.Future Plans of Actions for Next Academic Year

Covid -19 has changed perceptions of teaching and learning process. So main goal is to motivate teachers to have formal training for efficient usage of various online tools. College will plan to increase the ICT enabled capacity in teaching learning process and also create new e content development facilities. Google classroom, Google meet, MS teams, YouTube, zoom meetings and many more will be made regular feature of teaching for successful transition of teaching activities. Students as well as teachers will be encouraged to attend online / offline Add- on certificate courses, webinars and online refresher courses as well as workshops. Teachers will be motivated to attend more and more online refresher and faculty development programs. Online/ offline skill based/ Value added programs will be introduced to make students of the college multi-talented. For wellbeing and mental health support, camps of Art of living will be organized for students. Social media of the college will be used actively to be in touch of enrolled students as well as alumni of the college. Awareness about Covid-19 will be main motive and all of the students as well as their families will be main target to convince for having vaccination of covid. International and National webinars/ workshops/conferences will be organized. Our future goal is to make our library digital. The students will be given training to use smart technology wisely. More and more outreach activities will be planned. Linkages with other colleges will be promoted. Administrative office will be renovated. Physical and human resources of the college will be used for conduction of competitive exams regularly. Mentoring system will be strengthened. Special efforts will be given to strengthen the Alumni Association and increase Alumni engagement in the activities of college. Digital notice board will be brought in use for sharing immediate information. WhatsApp groups will be created by teachers and sharing of each information will be the sole responsibility of in charges of the group. Team of IQAC will prepare AQARs for second cycle of NAAC.