



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

INSTITUTE OF VOCATIONAL STUDIES

- Name of the Head of the institution **Dr. Mandira Gupta**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01129257793**
- Mobile No: **9953308574**
- Registered e-mail **principalivs@awadh.org.in**
- Alternate e-mail **principalivs2018@gmail.com**
- Address **FC-31, SHEIKH SARAI , PH-II,
INSTITUTIONAL AREA, PRESS ENCLAVE
ROAD**
- City/Town **New Delhi**
- State/UT **Delhi**
- Pin Code **110017**

2. Institutional status

- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Self-financing**

- Name of the Affiliating University **GGSSIP University**
- Name of the IQAC Coordinator **Dr. Mandira Gupta**
- Phone No. **01129257793**
- Alternate phone No. **01129257793**
- Mobile **9953308574**
- IQAC e-mail address **iqac.ivs@gmail.com**
- Alternate e-mail address **principalivs2018@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)) <http://www.awadh.org.in/Documents/AQAR%202019-20.pdf>

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

- if yes, whether it is uploaded in the Institutional website Web link: <http://www.awadh.org.in/Documents/calendar2021.pdf>

5.Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|-----------|-------------|-----------------------|-------------------|-------------------|
| Cycle 2 | B+ | 2.63 | 2017 | 28/03/2017 | 28/03/2022 |

6.Date of Establishment of IQAC **01/09/2010**

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

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

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

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

9.No. of IQAC meetings held during the year **3**

- Were the minutes of IQAC meeting(s) and **No** compliance to the decisions have been uploaded on the institutional website?

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

1. Webinar on "Beyond the pandemic: Reinventing Horizons" 2. National E-Conference on the theme "National Education Policy 2020: Policy Recommendations & reflections" 3. Online FDP on the them "Approach towards Effective Teaching" 4. Bi-annual Journal - AIJITE 5. College magazine Awadh Radiance

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

| Plan of Action | Achievements/Outcomes |
|--|---|
| To Conduct Seminar/Workshop/Conference for mentor and mentee | 1.) Webinar on |
| To Facilitate Research & Publication | Contribution of Faculty members in Peer-Reviewed Journal of College - AIJITE and others outside publications. |
| To improve and upgrade the infrastructural facilities | The campus authority did new purchases for online infrastructural support and the faculty members and students were trained to utilize the same to enhanced teaching-learning process |
| To create a mindful and joyful learning | 1.) Introduction of the Activity was based on Diversity in India., 2.) Organized many activities based on creating awareness about Covid-19., 3.) Internship Guidance and Support were provided |

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| Nil | Nil |

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

| | |
|--|--|
| 1.Name of the Institution | INSTITUTE OF VOCATIONAL STUDIES |
| • Name of the Head of the institution | Dr. Mandira Gupta |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 01129257793 |
| • Mobile No: | 9953308574 |
| • Registered e-mail | principalivs@awadh.org.in |
| • Alternate e-mail | principalivs2018@gmail.com |
| • Address | FC-31, SHEIKH SARAI , PH-II, INSTITUTIONAL AREA, PRESS ENCLAVE ROAD |
| • City/Town | New Delhi |
| • State/UT | Delhi |
| • Pin Code | 110017 |
| 2.Institutional status | |
| • Type of Institution | Co-education |
| • Location | Urban |
| • Financial Status | Self-financing |
| • Name of the Affiliating University | GG SIP University |
| • Name of the IQAC Coordinator | Dr. Mandira Gupta |
| • Phone No. | 01129257793 |

| | | | | | |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Alternate phone No. | 01129257793 | | | | |
| • Mobile | 9953308574 | | | | |
| • IQAC e-mail address | iqac.ivs@gmail.com | | | | |
| • Alternate e-mail address | principalivs2018@gmail.com | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year)) | http://www.awadh.org.in/Documents/AQAR%202019-20.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | http://www.awadh.org.in/Documents/calendar2021.pdf | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 2 | B+ | 2.63 | 2017 | 28/03/2017 | 28/03/2022 |
| 6.Date of Establishment of IQAC | | | 01/09/2010 | | |
| 7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
| NA | NA | NA | NA | 0 | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | Yes | | | | |
| • Upload latest notification of formation of IQAC | View File | | | | |
| 9.No. of IQAC meetings held during the year | 3 | | | | |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No | | | | |

| | |
|--|--|
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | View File |
| 10. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |
| <ul style="list-style-type: none"> If yes, mention the amount | |
| 11. Significant contributions made by IQAC during the current year (maximum five bullets) | |
| <p>1. Webinar on "Beyond the pandemic: Reinventing Horizons" 2. National E-Conference on the theme "National Education Policy 2020: Policy Recommendations & reflections" 3. Online FDP on the them "Approach towards Effective Teaching" 4. Bi-annual Journal - AIJITE 5. College magazine Awadh Radiance</p> | |
| 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | |
| Plan of Action | Achievements/Outcomes |
| <p>To Conduct Seminar/Workshop/Conference for mentor and mentee</p> | <p>1.) Webinar on</p> |
| <p>To Facilitate Research & Publication</p> | <p>Contribution of Faculty members in Peer-Reviewed Journal of College - AIJITE and others outside publications.</p> |
| <p>To improve and upgrade the infrastructural facilities</p> | <p>The campus authority did new purchases for online infrastructural support and the faculty members and students were trained to utilize the same to enhanced teaching-learning process</p> |
| <p>To create a mindful and joyful learning</p> | <p>1.) Introduction of the Activity was based on Diversity in India., 2.) Organized many activities based on creating awareness about Covid-19., 3.) Internship Guidance and Support were provided</p> |

| | |
|---|---------------------------|
| 13. Whether the AQAR was placed before statutory body? | No |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| Nil | Nil |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2020-21 | 23/02/2022 |
| 15. Multidisciplinary / interdisciplinary | |
| <p>Institute of Vocational Studies is a an educational institution consisting of teacher education program with B.Ed and D.El.Ed program.</p> | |
| 16. Academic bank of credits (ABC): | |
| <p>Institute of Vocational Studies does not have any academic credit system. Exams are conducted Semester Wise.</p> | |
| 17. Skill development: | |
| <p>College is enforced to give skill developemnt to its stuent in the field of teaching learning . The students are bound to have appropriiate skills in teaching and for this internship is a mandatory part of the course.</p> | |
| 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |
| <p>The institute of vocational studies well plans and executes integration of indian knowledge system in context of language , culture and several other means so as to appreciate integration. in the planning we have set of co-curricular activities decided at the very intiatial stage of every semester wherein every friday students participate in various activities like art and craft , singing, festival celebration etc. Stidemts also register for MOOCs which has become a part of curriculum.</p> | |
| 19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE): | |
| <p>Yes, instituin of vocational studies exactly observes and</p> | |

executes outcome based education. under academic planning PLO/CLO are pre-planned and objectives are decided accordingly.apart from it students are given credit based evaluation system.

20.Distance education/online education:

During the pandemic time IVS operated through MS Teams platform to facilitate the students for online teaching. The credentials were generated through the college itself.

Extended Profile

1.Programme

| | |
|--|---|
| 1.1 | 1 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

| | |
|------------------------------------|-----|
| 2.1 | 100 |
| Number of students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|--|----|
| 2.2 | 00 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|----|
| 2.3 | 97 |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| 3.Academic | |
|--|---------------------------|
| 3.1 Number of full time teachers during the year | 13 |
| File Description | Documents |
| Data Template | View File |
| 3.2 Number of Sanctioned posts during the year | 16 |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 Total number of Classrooms and Seminar halls | 08 |
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 3713000 |
| 4.3 Total number of computers on campus for academic purposes | 25 |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution through proper implementation of its curricular aims and Objectives attempts impart value based education with the purpose to contribute to the society through excellence in the emerging areas of teaching and Education.

The curriculum is prescribed and developed by GGSIP University for (B.Ed.) in accordance with the framework 2014 given and laid down by NCTE. Hence the institution has no direct role in the curriculum development process.

The institution adopts a comprehensive approach for the delivery of curriculum. For this purpose, various innovative and constructive methods are followed by teachers. The institution organizes curricular, co-curricular and various outreach activities for the successful delivery of curriculum and holistic development of prospective teachers.

At the beginning of every session, we have IQAC meeting under which Academic Planning is one and the same is executed through the year for academic excellence. For its implementation time table is prepared, dates for internal and external practical are determined, interaction is established with schools for successful accomplishment of PSE.

In this way, the curriculum is quite comprehensive and based on a multidisciplinary approach in education and meets the global requirements in education and the institution ensures its effective delivery through collaborative efforts and prior institutional planning.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | http://www.awadh.org.in/Documents/BedSyllabus2022.pdf |

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

The institution follows a well planned Academic calendar reflecting all minor and majors to be held during the session. It provides a timeline for each and every activity to be held in the institution including curricular, co-curricular activities and evaluation process. Students have to go through internal as well external examinations. Under internal examination, half of the syllabus is asked and students are marked strictly according to the university guidelines. We conduct internal practical examinations as well to make them equipped for the whole external process. Moreover, many PPTs, discussion sessions, mock interviews, library visits, field trips are organized for the students and they are evaluated on such platforms as well.

| File Description | Documents |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

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

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

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

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

19

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

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

In order to integrate cross cutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum various courses are followed, activities are organized and protocols are adopted.

1. Professional Ethics: For developing professional ethics among teaching, non- teaching staff and prospective teachers, workshops, seminars are organized. The institution adopts and follows protocols through teacher's and student's rule book.

2. Gender Sensitivity: Workshop related to sexual harassment and celebration of International Women's day was organized to orient prospective teacher with gender based issues and equality under

its IQAC cell.

3. **Human Values:** As one of the significant responsibility of teacher education programme is to create sensible and conscious human being, therefore, the institution lay stress on conducting different activities in the form of academics, co-academics and outreach activities like- Cloth Donation Drive, spreading social awareness through NSS camp, International day of Happiness, International Yoga Day celebration and Poster Making Competition on Anti- Ragging to promote cohesiveness and unity were majorly organized.

4. **Environment and Sustainability:** To inculcate sensitivity towards environmental issues and concerns, a full- fledged course of 4 credits titled as Environmental Education is taught to prospective teachers. Beside this, various activities are also held in institutions to keep the students and teachers aware of environmental concerns like- Kille Kite Thread Awareness Programme, Tree Plantation Drive, World Mental Health Day celebration etc.

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

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

1

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

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

97

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

1.4 - Feedback System

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | View File |

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| URL for feedback report | http://www.awadh.org.in/Feedback/students%20feedback%20-%20Google%20Forms.pdf |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

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

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

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

Students in the institute are provided with suitable assistance and guidance in accordance with their abilities and learning needs, so that they can develop their potential to the full. Teachers, during the classes and outside the classes identify the needs of the advanced learners as well as slow learners and address and resolve them to the best possible manner.

Activities to address the differential needs of advanced and slow learners:

1. Students grievance cell is established when students seek support and guidance
2. Academic mentoring is undertaken by each teacher of the institute relevant to their area of subject.
3. The institution adopts an inclusive approach where advanced learners and slow learners mix and learn together.
4. The teachers use ICT integrated teaching- learning strategies to address their specific needs.
5. Workshops related to mindfulness, physical development and intellectual growth are organized on a regular basis.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Link for additional Information | Nil |
| Upload any additional information | View File |

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

| | |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| Nil | Nil |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

Multiple mode approach to teaching-learning is adopted by teachers which includes experiential learning, Participative learning, Problem-solving methodologies, Brainstorming, focused group discussion, online mode etc. for enhancing student learning.

Multimodal learning is teaching a concept through visual, auditory, reading, writing and kinaesthetic methods. It is meant to improve the quality of teaching by matching content delivery with the best mode of learning from the students.

Experiential learning courses give students an opportunity to apply what they have learned in their core and elective courses on real world projects for sponsoring organization within the low risk environment of an academic endeavor.

Teachers of IVS adopted many approaches to cater the needs of learners. We use the Brainstorming approach that allows learners to participate in learning activities to take the responsibility for their own learning to establish connections between ideas by analyzing, synthesizing and evaluating.

Students learn maximum when they do things on their own and this is the reason various kinds of activities, approaches and methods are used by the teachers of IVS.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

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

MS Teams is used for conducting online classes.

- Teachers use different features of MS Teams during conducting online classes.
- Online classes are scheduled on MS Teams.
- Enrolled students of each batch have their MS Teams Ids, Passwords.
- Teachers create their allotted subjects' team and manage online classes.
- Attendance report can be downloaded of each class in Excel sheet.
- Assignments can be given in assignment section of created team.
- There are different types of quizzes, surveys, question papers can be created and analysis can be done.
- Teachers use whiteboard when they take their classes, also write important words share Pictures, use shapes to enhance teaching-learning process.
- Teachers incorporate audio-visual aids during online classes for an effective teaching-learning process.
- Website of the Institute has Awadh e-Learning System in which e-learning resources are available for students.
- Open Educational Resources (OERs) are accessed for an effective teaching-learning process.
- E- content is developed by teachers for varioussubjects.

<https://indiaclassicaldanc.blogspot.com/2021/03/classical-dance-of-india.html>

<https://www.youtube.com/watch?v=eps4Cf8kwLU>

<http://elearn.awadh.org.in/forms/home.aspx>

<https://ncert.nic.in/>

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | http://elearn.awadh.org.in/Documents/3849_LINKSFORE-CONTENT.docx |

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

2.3.3.1 - Number of mentors

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

Nil

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

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

2.4.3.1 - Total experience of full-time teachers

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

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

IVS adopts a dynamic and transparent mechanism of internal assessment.

- Continuous assessment is done in B.ED programme. Continuous feedback is also provided to the students.

- Students are evaluated and assessment on various aspects such as class performance, assignment submitted, co-curricular activities and participation in other out of classroom activities.

- Provision of answering bilingual is also provided to the students in subjects like Information and communication technology.

- Internal evaluation marks are uploaded on the university website before end term examination.

- Each paper carries 100 marks ratio of internal and external exams is 40:60 in semester III and 25:75 in semester I,II ,III. These 25 marks are assessed through internal assessment.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

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

IVS deals with examination grievances in a systematic manner.

- All the grievances are heard directly by the head of the Institute and examination incharge patiently.

External examination are a matter of utmost concern for the Institute so timely solution is provided.

- The issues are stated on the letter head of the Institute with seal, stamp and signatures by the Head of Institute. This letter head is submitted to the examination department of the university by an Institute representative personally. A copy of the issues and grievances is also mailed to the university for a quick solution.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

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

With the help of the orientation program students are made aware of the PLOs & CLOs. Proper guidance is provided to the students as to how B.Ed program will be beneficial for society when PLO AND CLO WOULD BE KEPT IN MIND AS PRIMARY OBJECTIVE TO BE FILLED

| File Description | Documents |
|--|---|
| Upload any additional information | View File |
| Paste link for Additional information | http://www.awadh.org.in/documents/PLO%20&%20CLO.pdf |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

For Evaluation process in IVS we have two procedures we take internal exam as well as external exam. Practical are also taken in the same mode. Moreover we have several other ways to evaluate students on the basis of assignments done, projects prepared and outreach programmes conducted by students.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | http://www.awadh.org.in/documents/PLO%20&%20CLO.pdf |

2.6.3 - Pass percentage of Students during the year

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

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey

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

<http://www.awadh.org.in/Feedback/Student%20Satisfaction%20SurveyStudent%20Satisfaction%20Survey.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

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

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

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

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

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

year

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

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.2 - Research Publications and Awards

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

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

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

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

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

3.3 - Extension Activities

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

For the holistic development of upcoming teachers the college promotes various extension activities in neighborhood community. These activities develop sensitivity and concern towards social issues and challenges among prospective teachers. Moreover, organization of such activities enable them to cope up with the challenges and providing the practical solution for them.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | No File Uploaded |

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

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

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | No File Uploaded |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

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

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

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.4 - Collaboration

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

2

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | View File |

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

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

| File Description | Documents |
|--|------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

College has well furnished and equipped classrooms. We have ICT facilities in two classrooms and students use the modern technology. We have 25 computers system to help out the students in teaching learning process.

In the Institute there is a Sports Room, in which all indoor games equipment are available. Like Carrom, table-tennis, Yoga, Ludo, badminton, etc. Also, there are necessary equipment to play Cricket and Shot-put. Sports Room which has all the equipment available In these devices indoor games equipment is available, such as carrom chess table tennis yoga ludo badminton etc. | Also, the material required to play cricket and shot-put is available| The institute focuses on physical education and fitness and encourages students to be physically fit| Training is imparted in full for the best performance by conducting inter college and inter house competition from time to time|

Through Inter house competition, students are able to give their best performance| and succeed in showing off their hidden talent| physical activities are organized from time to time to focus on Fitness| institute was able to teach yoga skill to yoga workshop for children from time to time| 1 month certificate courses were conducted in yoga to enable all the students to prepare them as yoga teachers.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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

In the Institute there is a Sports Room, in which all indoor games equipment are available. Like Carrom, table-tennis, Yoga, Ludo, badminton, etc. Also, there are necessary equipment to play Cricket and Shot-put. Sports Room which has all the equipment available In these devices indoor games equipment is available, such as carrom chess table tennis yoga ludo badminton etc. | Also, the material required to play cricket, om shortcut is available| The institute focuses on physical education and fitness and encourages students to be physically fit| Training is imparted in full for the best performance by conducting inter-special legislative and inter house competition from time to time|

Through Inter house competition, students are able to give their best performance| and succeed in showing off their hidden talent| physical activities are organized from time to time to focus on Fitness| institute was able to teach yoga skill to yoga workshop, karwa children from time to time| 9 month certificate courses were conducted in yoga to enable all the students to prepare them as yoga teachers.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

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

4.2 - Library as a Learning Resource

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

The automation of library helps in easy access of library material; one can search the book or journal from home. It makes library more flexible as one can know when to add new books or other items. Automation of library helps in the updating the library material. Manually it is difficult to keep record of every information but through this system one can check which items is outdated which will automatically make a library' collection streamlined. It has made the operation of borrowing and managing inventories in library a paperless. All records are saved automatically in the system and one can track any time the status of any book. Automation of the library helps in reducing the workload of librarians and other staff members in the areas of acquisitions, cataloguing and circulation, which in turn allows them to better serve their patrons.

- Bill for augmentation of Library signed by the Principle- (Library has its own
- "NEW LMS SOFTWARE" CREATED BY THE INSTITUTION'S COMMIT DEPARTMENT)

FULLY AUTOMATED (BARCODE WORK COMPLETED, AND ALL THE LIBRARY OPERATIONS ARE CARRIED OUT USING THIS LMS SOFTWARE.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional Information | http://www.awadh.org.in/Pages/Library.aspx |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

As ICT is an integral part of a day to day life so the college regularly updates the ICT facilities such as purchase of required ICT equipments and updates the speed of WiFi. the college has smooth functioning of WiFi with suitable bandwidth speed.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

25

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

4.3.3 - Bandwidth of internet connection in the Institution D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

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

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

System is functional to have a systematic procedure for maintaining various facilities including physical, academic and sport facilities.

There is guidelines for rules and regulations that has to be followed by the student to use fine art lab, ICT lab, SST Lab, library, science Lab, ET Labs, psychology lab, mathematics Lab and language Lab

The institution is functional to provide systematic procedure for library, laboratory by proper scheduling of the period. There is orientation of the students to different labs in the beginning of the academic session

There is provision of lectures for library, sports and lab in the time-table of the institution. Institution has qualified teacher

for sports. There is provision of annual sports day, In door & outdoor games within the institution . A separate room for sports equipment is provided by the institution where students systematically visit and at schedule timings as allotted in the time table.

The institution has separate ICT Lab where there is access to Delnet and students allotted a period in the time table to visit and can access the same.

There is proper and systematic functioning of the library to the students by providing them guidelines about the timings (opening ,lunch & closing timing) and issuing of books by providing Bar codes, there is systematic description of journal, list of encyclopaedia, list of books on the website.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.awadh.org.in/documents/f9.pdf |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

B. 3 of the above

| File Description | Documents |
|---|---------------------------|
| Link to institutional website | Nil |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

190

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

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

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

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

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

Institute of Vocational Studies has an active student council which provides the opportunities to engage students in fulfilling various administrative, co-curricular and extra-curricular activities such as organization of online inter college competition E-marathon, Kargil Vijay Diwas, Rakhi making competition, Teachers day celebration etc. It provides great exposure to students about real life problem solving and leadership quality enrichment for bright future. This B.Ed. curriculum helps students in developing skills of programme, event, workshop etc organization and management to make them aware about administrative work functionality. There are various other co-curricular and extra-curricular activities like art and drama, yoga etc. to boost students' physical and mental growth. The detail of all the activities conducted by the institute in the field of co-curricular aspect is available on the website under the main head- activity sub head- co-curricular.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

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

Institute of Vocational Studies has Alumni Association that contributes significantly to the professional growth and development of student and teacher. Alumni are an important asset of any organization /institution. They carry forward the legacy and the ethos of the institution. IVS has its alumni association and the alumni meet are held annually each year. Alumni help motivate the students by sharing their own experiences and inspire them to face the situations and lead successful lives.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/Pages/Alumni.aspx |
| Upload any additional information | No File Uploaded |

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

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission statement reflects participatory management in terms of involvement of everyone from top to bottom with reference to decision making at all levels and achieving the target of Sava Shiksha Abhiyan. The institution aims at imparting quality education to all specifically to socially and backward and minority communities and the persons with disabilities. The institution works with vision and objectives to develop manpower and empower the educationally weaker sections of the society making them self-reliant enough to participate in the process of national development.

Institute of Vocational Studies follows democratic approach in its principles and practice. The college has well-established Internal Quality Assurance Cell comprising well-defined organizational structure and functions through its various committees to realize the aim of imparting quality education.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/documents/teacherrule2020-21.pdf |
| Upload any additional information | View File |

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

For effective functioning, Institute of Vocational Studies follows decentralized approach based on everyone's participation from decision making to implementation. The college is affiliated to GGSIP University, Delhi and SCERT, Delhi. Its Management Committee is governed NCTE and DHE, the Regulatory Bodies as well as NAAC, the Accreditation Body and functions with the help of Accounts/ Finance Officer, Director Academic & Administration, along with Administrative Officer, Principal, Faculty and Non-Teaching Staff. Such hierarchical distribution of responsibilities helps in smooth and effective organization of curricular and co-curricular activities and achievement of goals.

The institution follows a participative approach in managing its all functions. For this, institution adopts a decentralized policy of disseminating the task among all with participative approach.

IVS regularly interacts with all stakeholders including students and parents through various committees and their meetings under IQAC. Involvement of all stakeholder in decision making process and their contribution in the attainment of goals make IVS a decentralized and participative institution. Here the college follows a transparent mechanism of disseminating the responsibilities among teaching and non teaching staff. Everyone is allotted its professional responsibility as per their area of specialization.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/documents/organogram.pdf |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional strategic plan is deployed to carry out the effective functioning of activities and other areas of work. With the commencement of the new academic session, meeting of Programme Advisory Committee is held where all significant aspects are discussed and decisions are taken with mutual consent of teacher representatives. In the beginning, an academic calendar is made and circulated to make all the stakeholders aware of the programmes. As per the calendar time table is constructed and all activities and work are undertaken in the academic year.

In the year 20-21, a discussion series was planned for the students to develop their reflective skills, communication skills and speaking skills. Two faculty members were selected to be the in charge of the whole discussion series and would handle the activity and would look after the event from its inception till end. The principal of the institution put forward the names of two faculty members, namely Ms. Eram Aziz and Ms. Shailja Gupta to carry out the task.

The faculty members proposed the plan of action whereby the themes or topics for discussion were selected based on some educational importance. They circulated a notice informing about the same to the students, which mentioned about the dates, timings and time given to each student for discussion was fixed. The students were briefed about the objectives of the discussion series and other

things were informed.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | http://www.awadh.org.in/documents/Iqac2020-21.pdf |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

IVS functions as per the guidelines of NCTE and GGSIP University. For the attainment of aims the institution function under IQAC and its various committees which help in policy construction for institution, administrative responsibilities, revival of rules etc.

For the appointment of teaching and non-teaching staff IVS follows a systematic procedure of recruitment. For this purpose we advertise the vacant position in various news papers as per the requirement.

Beside this IVS has hierachial struture of administring the rutine work to institutionalise its aims effectively and efficiently. The teaching and non teaching staff members fulfill their duties as per the decision made in collaborative manner under IQAC meetings. The service rule and administrative functions are regularly updated and forwarded to everyone.

Various institutional bodies under IQAC remain responsible for the professioanl development of teaching and non teaching staff as well as overall growth of future teachers. It regularly organizes various professional development activities to keep them updated with the changes introduced in society and curriculum.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://www.awadh.org.in/Pages/Recruitment.aspx |
| Link to Organogram of the Institution webpage | http://www.awadh.org.in/documents/organogram.pdf |
| Upload any additional information | View File |

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

For professional development and welfare of teaching and non-teaching staff the college provides support in following manners:-

1. Leave provision for teaching and non-teaching staff
2. Organization of FDP for their professional growth
3. Giving opportunity to publish their papers in self-released journal AIJITE

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/Pages/Journal.aspx , http://www.awadh.org.in/Pages/FacultyDevelopmentProgramme.aspx |
| Upload any additional information | View File |

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

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

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

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

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

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

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

Performance Appraisal is a powerful tool to facilitate growth, development, efficiency and effectiveness of teaching learning process in the institution. It helps the institution to mobilize the energy of every faculty member in achieving the organizational

goals.

The institute of Vocation Studies has appraisal system with the objective to improve the quality of education by developing the power of reflection among faculty members about their potentials to carry out their duties more efficiently and to provide feedback about their attitude, skills and subject expertise.

The process of appraisal is scheduled every year towards the end of every academic year. It helps the faculty to reflect on their performance. The Institute of Vocational Studies has 3 tiers of appraisal system.

1. Self -appraisal form filled by the faculty.
2. Appraisal by the Principal
3. Appraisal by the reviewing Officer

After three steps of appraisal faculty members invite for discussion about their performance and possible course of action for the improvement.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/Feedback/Self%20Appraisal%20Form%20for%20faculty%202020-21.pdf |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

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

The institute conducts the statutory audit by qualified chartered accountants every year. The Internal audit has been conducted by the management itself not due but although there is no statutory requirement for the same.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/Documents/balancesheet2020-21.pdf |
| Upload any additional information | View File |

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

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

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

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

Due to pandemic the entire academic and administrative work was conducted online to facilitate the teaching learning process. The classes were conducted online and faculty enrichment programs were organized and attended in the online mode. In general the conferences and seminars organized by various universities and colleges were kept free of cost to facilitate learning and this same pattern was followed by our institute.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

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

In order to enhance the quality of the institution in all spheres various quality assurance strategies and initiatives are undertaken by the IQAC.

All faculty members are encouraged to participate in seminars, workshops and conferences and to undertake research work in their area of interest and also encouraged to get their work published in reputed journals and books.

Teachers are also encouraged and supported to perform examination and evaluation duties. IQAC at IVS organizes various workshops, seminars, conferences and faculty development program periodically to upgrade the teaching learning process as well as to update the existing knowledge and skills for the students and the faculty members. Development of e-content was specifically focused upon to support the hybrid mode of teaching. Webinar, national e conference, one week FDP were successfully organized.

The teachers are encouraged to integrate ICT in the teaching learning and MS Teams platform has been provided to them for teaching and other work.

Laptop and internet facility is provided to every faculty.

Students are given financial assistance and the college provides platform for the students to participate in co-curricular and inter college competitions to nurture their creativity and knowledge.

Regular meetings of IQAC are conducted and suggestions are taken from all the members for quality improvements in overall functioning of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/Pages/FacultyDevelopmentProgramme.aspx |
| Upload any additional information | No File Uploaded |

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

The institution has a system of reviewing its teaching learning

methodologies whereby all the faculties take up their concerns or share experiences of their classroom practices.

Students' feedback on teachers, and teaching learning methods and evaluation system is taken and assessed and changes are made according to the feedback received.

Syllabus is carefully monitored and completed in time. Provision of remedial classes are made for some students. Classes are carefully monitored by the head of the institution by regular visits to classrooms.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/documents/Iqac2020-21.pdf |
| Upload any additional information | View File |

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

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Considering both gender equal and capable IVS promotes gender equity in all practices. We provide equal opportunities of teaching and learning and participation in curricular and co-curricular activities. Beside this the college organises sensitization programmes towards gender equality such as celebration of women's day.

They are benefitted equally from class room teaching, assessment procedure, skill enhancement and internship programmes. So the college adopts a gender inclusive approach. The college has established CCTV cameras at various corners of the campus to monitor the activities and to feel them safe inside the premises. The classrooms and labs are wide and opened for smooth movement of students and teachers. Even through curriculum a specific paper titled Gender School and Society (Course Code - BED210) of four credits is also discussed with future teachers to make them sensitive towards gender equity.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | http://www.awadh.org.in/Documents/naac/WDC.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | http://www.awadh.org.in/Documents/BedSyllabus2022.pdf |

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment C. Any 2 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

Institute of Vocational Studies lay emphasis on best utilization of resources, reducing the wastage of resources along with Re-use of waste material or product. During teaching- learning process and co-curricular activities, whatever remnants are there such as paper, stationary, wood, glass, cloth etc. are re-used by the institute for different purposes: While performing teaching-learning and internship activities, vivid waste material such as paper, wood, colors, used pens, cardboard etc. are reused by trainee teachers for the construction of models, flash cards and other teaching aids. In place of waning the left material, our institute encourages to utilize the material in decoration and beautification of campus like in the form of board decoration, classroom beautification, pot decoration etc. The institute also prefers to utilize natural junk and biodegradable material like dried leaves, flowers and twigs of plants are used in preparing compost for the growth of trees and plants. Adoption of concrete technical steps for energy conservation like replacement of bulbs with tube-lights, use of smart power strips (auto off at a particular time), adjusting day to day behavior (switching off lights, fans, LED/CFL when not in use).

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | View File |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

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

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions/awards**
- 5. Beyond the campus environmental promotional activities**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-

D. Any 1 of the above

reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies
of reading material, screen reading

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

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

IVS welcomes the stakeholders from different cultural, regional, linguistic, communal and socio economic backgrounds here we celebrate the festivals and occasions belonging to various states of India. The teacher adopts bi-lingual methods of teaching and promotes linguistic diversity in various forms i.e. dance, drama, debate etc. The students enthusiastically participate in various cultural activities i.e. Holicelebration, Teachers day, Diwali, Christmas etc. The institution discourages high expenses on the construction of teaching learning material, curricular files, assignments and appreciates and promotes the utilization of waste material. The institution is beautified with the waste material which develops creativity and importance of resources in todays life. The institution adopts zero tolerance policy towards exclusion of any group and their grievances are immediately addressed. To make them sensitized with harmony towards various aspects of society various activities are organized to create a diverse campus. Academically the institution promotes inclusion by teaching inclusive education, the socio philosophical perspective of education and intermingling of various cultures.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

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

Prospective teacher bear a responsibility of sensitizing other and a prime responsibility is to sensitize the community and upcoming generation with their constitutional obligations. In this regard the college sensitizes the prospective teacher with the importance of their vote in the formation of powerful democracy. The institution itself adopts a democratic approach in making decisions and involves the student representatives, the teacher representatives along with the higher authorities to inculcate the values of responsible citizenship. The institution also encourages them to utilize their vote sensibly and makes them aware of election procedure. Beside voting awareness the institution organises Nukkad Natak and awareness campaign to make them realize their social responsibilities, rights and duties. Under the curriculum of teacher education programme teaching of social science, work education, peace education, human rights and value education and environmental education etc. are imparted for developing conscious and responsible citizens who are very well aware of human values, their rights, duties and comes up as responsible citizens of the nation.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes A. All of the above

professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

Whole teacher education programme is juncture of various national and international commemorative days, events and festivals. To orient the prospective teachers with the significance of these all days in our life IVS organizes and celebrates them on a regular basis i.e. Republic Day, Independence Day, Teachers Day, Hindi Diwas, International Day of Happiness, International Yoga Day etc. are celebrated with full zeal and enthusiasm. Although the pandemic situation could not demotivate the spirit of students and they organized and participated in each and every important festival. To promote and give recognition to the efforts of students all the reports of the days and festival celebrated are updated on our institutional website. Institute also releases bi-annual newsletter depicting the glimpses of activities held in every session. Annual magazine is also released acting as a platform for students expression of thoughts, emotions and ideas on various themes promoting their writing skills and making them sensitive towards our Indian heritage and cultural values.

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

7.2 - Best Practices

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

Best Practices : Although many good practices are followed by Institution but few of them are remarkable. Such two best practices are:

Title of Best Practice (1): Voter Awareness Programme
The Context: Election is an integral aspect of Indian governance required for smooth functioning of our nation. Participating in election process is mandatory for each mature and adult individual in India. Hence, from the point of view of spreading awareness among citizens of India about election and its importance in strong democracy, Institute of Vocational Studies took a lead and organized IVS Voter Awareness Programme under IVS Voter Awareness Club from October, 2021 to March 2022.

Title of Best Practice (2): Corona Awareness Campaign
The Context: The novel corona virus disease 2019 (COVID-19) presents an important and urgent threat to global health and its effect is expected to get even worse in the middle- and low income countries where the health system is weak and fragile. Timely access to accurate information and public awareness on prevention methods is one of the feasible interventions in these countries. Assuming its moral and national responsibility, IVS decided to spread awareness about COVID-19 virus and creating volunteers to awaken the society with correct information.

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

7.3 - Institutional Distinctiveness

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

To cater distinctiveness, Institute of vocational studies caters several practices. In its vision and mission the college gives priority by pledging to provide its best services through best practices in education sector especially for minority students. IVS has 50 percent reserved seats for minority students and works for the growth and welfare of minority students. It's the prime motto of the college to improvise the particular section of the society as mentioned in the vision and mission of the college on the college website www.awadh.org. Apart from that our institution has taken several initiative to promote education with quality in a distinctive way to serve the need of the society in broader aspect and need of students at micro level.

List of B.Ed. students is attached here to proof that this college caters its distinctiveness by giving admission to minority up to 50 percent of the seats allotted. Certain scholarships are available to students as per the guidelines. Placement initiatives are taken along with mock interview sessions to cater students qualitatively. A number of outreach activities are organized for the welfare of students under several clubs framed in the college, Eco club, sports club, NSS. Various seminars, workshops, inter college competitions are held to impart something distinctive and unique to provide a better teacher to the society.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution through proper implementation of its curricular aims and Objectives attempts impart value based education with the purpose to contribute to the society through excellence in the emerging areas of teaching and Education.

The curriculum is prescribed and developed by GGSIP University for (B.Ed.) in accordance with the framework 2014 given and laid down by NCTE. Hence the institution has no direct role in the curriculum development process.

The institution adopts a comprehensive approach for the delivery of curriculum. For this purpose, various innovative and constructive methods are followed by teachers. The institution organizes curricular, co- curricular and various outreach activities for the successful delivery of curriculum and holistic development of prospective teachers.

At the beginning of every session, we have IQAC meeting under which Academic Planning is one and the same is executed through the year for academic excellence. For its implementation time table is prepared, dates for internal and external practical are determined, interaction is established with schools for successful accomplishment of PSE.

In this way, the curriculum is quite comprehensive and based on a multidisciplinary approach in education and meets the global requirements in education and the institution ensures its effective delivery through collaborative efforts and prior institutional planning.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | http://www.awadh.org.in/Documents/BedSyllabus2022.pdf |

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

The institution follows a well planned Academic calendar reflecting all minor and majors to be held during the session. It provides a timeline for each and every activity to be held in the institution including curricular, co-curricular activities and evaluation process. Students have to go through internal as well external examinations. Under internal examination, half of the syllabus is asked and students are marked strictly according to the university guidelines. We conduct internal practical examinations as well to make them equipped for the whole external process. Moreover, many PPTs, discussion sessions, mock interviews, library visits, field trips are organized for the students and they are evaluated on such platforms as well.

| File Description | Documents |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

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

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

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

19

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

In order to integrate cross cutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum various courses are followed, activities are organized and protocols are adopted.

1. Professional Ethics: For developing professional ethics among teaching, non- teaching staff and prospective teachers, workshops, seminars are organized. The institution adopts and follows protocols through teacher's and student's rule book.

2. Gender Sensitivity: Workshop related to sexual harassment and celebration of International Women's day was organized to orient prospective teacher with gender based issues and equality under its IQAC cell.

3. Human Values: As one of the significant responsibility of teacher education programme is to create sensible and conscious human being, therefore, the institution lay stress on conducting different activities in the form of academics, co-academics and outreach activities like- Cloth Donation Drive, spreading social awareness through NSS camp, International day of Happiness, International Yoga Day celebration and Poster Making Competition on Anti- Ragging to promote cohesiveness and unity were majorly organized.

4. Environment and Sustainability: To inculcate sensitivity towards environmental issues and concerns, a full- fledged course of 4 credits titled as Environmental Education is taught to prospective teachers. Beside this, various activities are also held in institutions to keep the students and teachers aware of environmental concerns like- Kille Kite Thread Awareness Programme, Tree Plantation Drive, World Mental Health Day celebration etc.

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

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

1

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

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

97

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

| | |
|---|---|
| 1.4 - Feedback System | |
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | B. Any 3 of the above |
| File Description | Documents |
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | View File |
| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
| File Description | Documents |
| Upload any additional information | View File |
| URL for feedback report | http://www.awadh.org.in/Feedback/students%20feedback%20-%20Google%20Forms.pdf |
| TEACHING-LEARNING AND EVALUATION | |
| 2.1 - Student Enrollment and Profile | |
| 2.1.1 - Enrolment Number Number of students admitted during the year | |
| 2.1.1.1 - Number of sanctioned seats during the year | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

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

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

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

Students in the institute are provided with suitable assistance and guidance in accordance with their abilities and learning needs, so that they can develop their potential to the full. Teachers, during the classes and outside the classes identify the needs of the advanced learners as well as slow learners and address and resolve them to the best possible manner.

Activities to address the differential needs of advanced and slow learners:

1. Students grievance cell is established when students seek support and guidance

2. Academic mentoring is undertaken by each teacher of the institute relevant to their area of subject.

3. The institution adopts an inclusive approach where advanced learners and slow learners mix and learn together.

4. The teachers use ICT integrated teaching-learning strategies to address their specific needs.

5. Workshops related to mindfulness, physical development and intellectual growth are organized on a regular basis.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Link for additional Information | Nil |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| Nil | Nil |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

Multiple mode approach to teaching-learning is adopted by teachers which includes experiential learning, Participative learning, Problem-solving methodologies, Brainstorming, focused group discussion, online mode etc. for enhancing student learning.

Multimodal learning is teaching a concept through visual, auditory, reading, writing and kinaesthetic methods. It is meant to improve the quality of teaching by matching content delivery with the best mode of learning from the students.

Experiential learning courses give students an opportunity to apply what they have learned in their core and elective courses on real world projects for sponsoring organization within the low risk environment of an academic endeavor.

Teachers of IVS adopted many approaches to cater the needs of learners. We use the Brainstorming approach that allows learners to participate in learning activities to take the responsibility for their own learning to establish connections between ideas by analyzing, synthesizing and evaluating.

Students learn maximum when they do things on their own and this is the reason various kinds of activities, approaches and methods are used by the teachers of IVS.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

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

MS Teams is used for conducting online classes.

- Teachers use different features of MS Teams during conducting online classes.
- Online classes are scheduled on MS Teams.
- Enrolled students of each batch have their MS Teams Ids, Passwords.
- Teachers create their allotted subjects' team and manage online classes.
- Attendance report can be downloaded of each class in Excel sheet.
- Assignments can be given in assignment section of created team.
- There are different types of quizzes, surveys, question papers can be created and analysis can be done.
- Teachers use whiteboard when they take their classes, also write important words share Pictures, use shapes to enhance teaching-learning process.
- Teachers incorporate audio-visual aids during online classes for an effective teaching-learning process.
- Website of the Institute has Awadh e-Learning System in which e-learning resources are available for students.
- Open Educational Resources (OERs) are accessed for an effective teaching-learning process.
- E- content is developed by teachers for varioussubjects.

<https://indiaclassicaldanc.blogspot.com/2021/03/classical-dance-of-india.html>

<https://www.youtube.com/watch?v=eps4Cf8kwLU>

<http://elearn.awadh.org.in/forms/home.aspx>

<https://ncert.nic.in/>

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | http://elearn.awadh.org.in/Documents/3849_LINKSFORE-CONTENT.docx |

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

2.3.3.1 - Number of mentors

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

Nil

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

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

2.4.3.1 - Total experience of full-time teachers

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

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

IVS adopts a dynamic and transparent mechanism of internal assessment.

- Continuous assessment is done in B.ED programme. Continuous feedback is also provided to the students.
- Students are evaluated and assessment on various aspects such as class performance, assignment submitted, co-curricular activities and participation in other out of classroom activities.
- Provision of answering bilingual is also provided to the students in subjects like Information and communication technology.
- Internal evaluation marks are uploaded on the university website before end term examination.
- Each paper carries 100 marks ratio of internal and external exams is 40:60 in semester III and 25:75 in semester I,II ,III. These 25 marks are assessed through internal assessment.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

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

IVS deals with examination grievances in a systematic manner.

- All the grievances are heard directly by the head of the Institute and examination incharge patiently.

External examination are a matter of utmost concern for the Institute so timely solution is provided.

- The issues are stated on the letter head of the Institute with seal, stamp and signatures by the Head of Institute. This letter head is submitted to the examination department of the university by an Institute representative personally. A copy of the issues and grievances is also mailed to the university for a quick solution.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

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

With the help of the orientation program students are made aware of the PLOs & CLOs. Proper guidance is provided to the students as to how B.Ed program will be beneficial for society when PLO AND CLO WOULD BE KEPT IN MIND AS PRIMARY OBJECTIVE TO BE FILLED

| File Description | Documents |
|--|---|
| Upload any additional information | View File |
| Paste link for Additional information | http://www.awadh.org.in/documents/PLO%20&%20CLO.pdf |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

For Evaluation process in IVS we have two procedures we take internal exam as well as external exam. Practical are also taken in the same mode. Moreover we have several other ways to evaluate students on the basis of assignments done, projects prepared and outreach programmes conducted by students.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | http://www.awadh.org.in/documents/PLO%20&%20CLO.pdf |

2.6.3 - Pass percentage of Students during the year

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

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

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

<http://www.awadh.org.in/Feedback/Student%20Satisfaction%20SurveyStudent%20Satisfaction%20Survey.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

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

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

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

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

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

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

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

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

3.3 - Extension Activities

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

For the holistic development of upcoming teachers the college promotes various extension activities in neighborhood community. These activities develop sensitivity and concern towards social issues and challenges among prospective teachers. Moreover, organization of such activities enable them to cope up with the challenges and providing the practical solution for them.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | No File Uploaded |

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

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

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | No File Uploaded |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

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

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

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.4 - Collaboration

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

2

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | View File |

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

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

| File Description | Documents |
|--|------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

College has well furnished and equipped classrooms. We have ICT facilities in two classrooms and students use the modern technology. We have 25 computers system to help out the students in teaching learning process.

In the Institute there is a Sports Room, in which all indoor games equipment are available. Like Carrom, table-tennis, Yoga, Ludo, badminton, etc. Also, there are necessary equipment to play Cricket and Shot-put. Sports Room which has all the equipment available In these devices indoor games equipment is available, such as carrom chess table tennis yoga ludo badminton etc. | Also, the material required to play cricket and shot-put is available| The institute focuses on physical education and fitness and encourages students to be physically fit| Training is imparted in full for the best performance by conducting inter college and inter house competition from time to time|

Through Inter house competition, students are able to give their best performance| and succeed in showing off their hidden talent| physical activities are organized from time to time to focus on Fitness| institute was able to teach yoga skill to yoga workshop for children from time to time| 1 month certificate courses were conducted in yoga to enable all the students to prepare them as yoga teachers.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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

In the Institute there is a Sports Room, in which all indoor games equipment are available. Like Carrom, table-tennis, Yoga, Ludo, badminton, etc. Also, there are necessary equipment to play Cricket and Shot-put. Sports Room which has all the equipment available In these devices indoor games equipment is available, such as carrom chess table tennis yoga ludo badminton etc. | Also, the material required to play cricket,

om shortcut is available| The institute focuses on physical education and fitness and encourages students to be physically fit| Training is imparted in full for the best performance by conducting inter-special legislative and inter house competition from time to time|

Through Inter house competition, students are able to give their best performance| and succeed in showing off their hidden talent| physical activities are organized from time to time to focus on Fitness| institute was able to teach yoga skill to yoga workshop, karwa children from time to time| 9 month certificate courses were conducted in yoga to enable all the students to prepare them as yoga teachers.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

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

4.2 - Library as a Learning Resource

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

The automation of library helps in easy access of library material; one can search the book or journal from home. It makes library more flexible as one can know when to add new books or other items. Automation of library helps in the updating the library material. Manually it is difficult to keep record of every information but through this system one can check which items is outdated which will automatically make a library' collection streamlined. It has made the operation of borrowing and managing inventories in library a paperless. All records are saved automatically in the system and one can track any time the status of any book. Automation of the library helps in reducing the workload of librarians and other staff members in the areas of acquisitions, cataloguing and circulation, which in turn allows them to better serve their patrons.

- o Bill for augmentation of Library signed by the Principle- (Library has its own
- o "NEW LMS SOFTWARE" CREATED BY THE INSTITUTION'S COMMIT DEPARTMENT)

FULLY AUTOMATED (BARCODE WORK COMPLETED, AND ALL THE LIBRARY OPERATIONS ARE CARRIED OUT USING THIS LMS SOFTWARE.

| File Description | Documents |
|---------------------------------------|--|
| Upload any additional information | View File |
| Paste link for Additional Information | http://www.awadh.org.in/Pages/Library.asp x |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

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

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

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

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

As ICT is an integral part of a day to day life so the college regularly updates the ICT facilities such as purchase of required ICT equipments and updates the speed of WiFi. the college has smooth functioning of WiFi with suitable bandwidth speed.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

25

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

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

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

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

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

System is functional to have a systematic procedure for maintaining various facilities including physical, academic and sport facilities.

There is guidelines for rules and regulations that has to be followed by the student to use fine art lab, ICT lab, SST Lab, library, science Lab, ET Labs, psychology lab, mathematics Lab and language Lab

The institution is functional to provide systematic procedure for library, laboratory by proper scheduling of the period. There is orientation of the students to different labs in the beginning of the academic session

There is provision of lectures for library, sports and lab in the time-table of the institution. Institution has qualified teacher for sports. There is provision of annual sports day, In door & outdoor games within the institution . A separate room for sports equipment is provided by the institution where students systematically visit and at schedule timings as allotted in the time table.

The institution has separate ICT Lab where there is access to Delnet and students allotted a period in the time table to visit and can access the same.

There is proper and systematic functioning of the library to the students by providing them guidelines about the timings (opening ,lunch & closing timing) and issuing of books by providing Bar codes, there is systematic description of journal, list of encyclopaedia, list of books on the website.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.awadh.org.in/documents/f9.pdf |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

B. 3 of the above

| File Description | Documents |
|---|---------------------------|
| Link to institutional website | Nil |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

190

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

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |

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

5.2.2.1 - Number of outgoing student progression to higher education

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

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

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

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

5.3 - Student Participation and Activities

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

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

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

Institute of Vocational Studies has an active student council which provides the opportunities to engage students in fulfilling various administrative, co-curricular and extra-curricular activities such as organization of online inter college competition E-marathon, Kargil Vijay Diwas, Rakhi making competition, Teachers day celebration etc. It provides great exposure to students about real life problem solving and leadership quality enrichment for bright future. This B.Ed. curriculum helps students in developing skills of programme, event, workshop etc organization and management to make them aware about administrative work functionality. There are various other co-curricular and extra-curricular activities like art and drama, yoga etc. to boost students' physical and mental growth. The detail of all the activities conducted by the institute in the field of co-curricular aspect is available on the website under the main head- activity sub head- co-curricular.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

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

Institute of Vocational Studies has Alumni Association that contributes significantly to the professional growth and development of student and teacher. Alumni are an important asset of any organization /institution. They carry forward the legacy and the ethos of the institution. IVS has its alumni association and the alumni meet are held annually each year. Alumni help motivate the students by sharing their own experiences and inspire them to face the situations and lead successful lives.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/Pages/Alumni.aspx |
| Upload any additional information | No File Uploaded |

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

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

of the institution

The vision and mission statement reflects participatory management in terms of involvement of everyone from top to bottom with reference to decision making at all levels and achieving the target of Sava Shiksha Abhiyan. The institution aims at imparting quality education to all specifically to socially and backward and minority communities and the persons with disabilities. The institution works with vision and objectives to develop manpower and empower the educationally weaker sections of the society making them self-reliant enough to participate in the process of national development.

Institute of Vocational Studies follows democratic approach in its principles and practice. The college has well-established Internal Quality Assurance Cell comprising well-defined organizational structure and functions through its various committees to realize the aim of imparting quality education.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/documents/teacher_rule2020-21.pdf |
| Upload any additional information | View File |

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

For effective functioning, Institute of Vocational Studies follows decentralized approach based on everyone's participation from decision making to implementation. The college is affiliated to GGSIP University, Delhi and SCERT, Delhi. Its Management Committee is governed NCTE and DHE, the Regulatory Bodies as well as NAAC, the Accreditation Body and functions with the help of Accounts/ Finance Officer, Director Academic & Administration, along with Administrative Officer, Principal, Faculty and Non-Teaching Staff. Such hierarchical distribution of responsibilities helps in smooth and effective organization of curricular and co-curricular activities and achievement of goals.

The institution follows a participative approach in managing its all functions. For this, institution adopts a decentralized policy of disseminating the task among all with participative approach. IVS regularly interacts with all stakeholders

including students and parents through various committees and their meetings under IQAC. Involvement of all stakeholder in decision making process and their contribution in the attainment of goals make IVS a decentralized and participative institution. Here the college follows a transparent mechanism of disseminating the responsibilities among teaching and non teaching staff. Everyone is allotted its professional responsibility as per their area of specialization.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/documents/organogram.pdf |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional strategic plan is deployed to carry out the effective functioning of activities and other areas of work. With the commencement of the new academic session, meeting of Programme Advisory Committee is held where all significant aspects are discussed and decisions are taken with mutual consent of teacher representatives. In the beginning, an academic calendar is made and circulated to make all the stakeholders aware of the programmes. As per the calendar time table is constructed and all activities and work are undertaken in the academic year.

In the year 20-21, a discussion series was planned for the students to develop their reflective skills, communication skills and speaking skills. Two faculty members were selected to be in charge of the whole discussion series and would handle the activity and would look after the event from its inception till end. The principal of the institution put forward the names of two faculty members, namely Ms. Eram Aziz and Ms. Shailja Gupta to carry out the task.

The faculty members proposed the plan of action whereby the themes or topics for discussion were selected based on some educational importance. They circulated a notice informing about the same to the students, which mentioned about the dates, timings and time given to each student for discussion was fixed. The students were briefed about the objectives of

the discussion series and other things were informed.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | http://www.awadh.org.in/documents/Iqac2020-21.pdf |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

IVS functions as per the guidelines of NCTE and GGSIP University. For the attainment of aims the institution function under IQAC and its various committees which help in policy construction for institution, administrative responsibilities, revival of rules etc.

For the appointment of teaching and non-teaching staff IVS follows a systematic procedure of recruitment. For this purpose we advertise the vacant position in various news papers as per the requirement.

Beside this IVS has hierachial struture of administring the rutine work to institutionalise its aims effectively and efficiently. The teaching and non teaching staff members fulfill their duties as per the decision made in collaborative manner under IQAC meetings. The service rule and administrative functions are regularly updated and forwarded to everyone.

Various institutional bodies under IQAC remain responsible for the professioanl development of teaching and non teaching staff as well as overall growth of future teachers. It regularly organizes various professional development activities to keep them updated with the changes introduced in society and curriculum.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://www.awadh.org.in/Pages/Recruitment.aspx |
| Link to Organogram of the Institution webpage | http://www.awadh.org.in/documents/organogram.pdf |
| Upload any additional information | View File |

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

For professional development and welfare of teaching and non-teaching staff the college provides support in following manners:-

1. Leave provision for teaching and non-teaching staff
2. Organization of FDP for their professional growth
3. Giving opportunity to publish their papers in self-released journal AIIJITE

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/Pages/Journal.aspx , http://www.awadh.org.in/Pages/FacultyDevelopmentProgramme.aspx |
| Upload any additional information | View File |

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

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

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

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

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

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

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

Performance Appraisal is a powerful tool to facilitate growth, development, efficiency and effectiveness of teaching learning process in the institution. It helps the institution to

mobilize the energy of every faculty member in achieving the organizational goals.

The institute of Vocation Studies has appraisal system with the objective to improve the quality of education by developing the power of reflection among faculty members about their potentials to carry out their duties more efficiently and to provide feedback about their attitude, skills and subject expertise.

The process of appraisal is scheduled every year towards the end of every academic year. It helps the faculty to reflect on their performance. The Institute of Vocational Studies has 3 tiers of appraisal system.

1. Self -appraisal form filled by the faculty.
2. Appraisal by the Principal
3. Appraisal by the reviewing Officer

After three steps of appraisal faculty members invite for discussion about their performance and possible course of action for the improvement.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/Feedback/Self%20Appraisal%20Form%20for%20faculty%202020-21.pdf |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

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

The institute conducts the statutory audit by qualified chartered accountants every year. The Internal audit has been conducted by the management itself not due but although there is no statutory requirement for the same.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/Documents/balance_sheet2020-21.pdf |
| Upload any additional information | View File |

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

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

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

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

Due to pandemic the entire academic and administrative work was conducted online to facilitate the teaching learning process. The classes were conducted online and faculty enrichment programs were organized and attended in the online mode. In general the confernces and seminars organized by various universities and colleges were kept free of cost to facilitate learning and this same pattern was followed by our instittue.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for

institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres various quality assurance strategies and initiatives are undertaken by the IQAC.

All faculty members are encouraged to participate in seminars, workshops and conferences and to undertake research work in their area of interest and also encouraged to get their work published in reputed journals and books.

Teachers are also encouraged and supported to perform examination and evaluation duties. IQAC at IVS organizes various workshops, seminars, conferences and faculty development program periodically to upgrade the teaching learning process as well as to update the existing knowledge and skills for the students and the faculty members. Development of e-content was specifically focused upon to support the hybrid mode of teaching. Webinar, national e conference, one week FDP were successfully organized.

The teachers are encouraged to integrate ICT in the teaching learning and MS Teams platform has been provided to them for teaching and other work.

Laptop and internet facility is provided to every faculty.

Students are given financial assistance and the college provides platform for the students to participate in co-curricular and inter college competitions to nurture their creativity and knowledge.

Regular meetings of IQAC are conducted and suggestions are taken from all the members for quality improvements in overall functioning of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/Pages/FacultyDevelopmentProgramme.aspx |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

The institution has a system of reviewing its teaching learning methodologies whereby all the faculties take up their concerns or share experiences of their classroom practices.

Students' feedback on teachers, and teaching learning methods and evaluation system is taken and assessed and changes are made according to the feedback received.

Syllabus is carefully monitored and completed in time. Provision of remedial classes are made for some students. Classes are carefully monitored by the head of the institution by regular visits to classrooms.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.awadh.org.in/documents/Iqac2020-21.pdf |
| Upload any additional information | View File |

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

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Considering both gender equal and capable IVS promotes gender equity in all practices. We provide equal opportunities of teaching and learning and participation in curricular and co-curricular activities. Beside this the college organises sensitization programmes towards gender equality such as celebration of women's day.

They are benefitted equally from class room teaching, assessment procedure, skill enhancement and internship programmes. So the college adopts a gender inclusive approach. The college has established CCTV cameras at various corners of the campus to monitor the activities and to feel them safe inside the premises. The classrooms and labs are wide and opened for smooth movement of students and teachers. Even through curriculum a specific paper titled Gender School and Society (Course Code - BED210) of four credits is also discussed with future teachers to make them sensitive towards gender equity.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | http://www.awadh.org.in/Documents/naac/WD C.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | http://www.awadh.org.in/Documents/BedSyllabus2022.pdf |

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

C. Any 2 of the above

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

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

Institute of Vocational Studies lay emphasis on best utilization of resources, reducing the wastage of resources along with Re-use of waste material or product. During teaching- learning process and co-curricular activities, whatever remnants are there such as paper, stationary, wood, glass, cloth etc. are re-used by the institute for different purposes: While performing teaching- learning and internship activities, vivid waste material such as paper, wood, colors, used pens, cardboard etc. are reused by trainee teachers for the construction of models, flash cards and other teaching aids. In place of waning the left material, our institute encourages to utilize the material in decoration and beautification of campus like in the form of board decoration, classroom beautification, pot decoration etc. The institute also prefers to utilize natural junk and biodegradable material like dried leaves, flowers and twigs of plants are used in preparing compost for the growth of trees and plants. Adoption of concrete technical steps for energy conservation like replacement of bulbs with tube-lights, use of smart power strips (auto off at a particular time), adjusting day to day behavior (switching off lights, fans, LED/CFL when not in use).

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | View File |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste

C. Any 2 of the above

water recycling Maintenance of water bodies and distribution system in the campus

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

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

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

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

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

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

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

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

D. Any 1 of the above

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

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

IVS welcomes the stakeholders from different cultural, regional, linguistic, communal and socio economic backgrounds here we celebrate the festivals and occasions belonging to various states of India. The teacher adops bi-lingual methods

of teaching and promotes linguistic diversity in various forms i.e. dance, drama, debate etc. The students enthusiastically participate in various cultural activities i.e. Holicelibration, Teachers day, Diwali, Christmas etc. The institution discourages high expenses on the construction of teaching learning material, curricular files, assignments and appreciates and promotes the utilization of waste material. The institution is beautified with the waste material which develops creativity and importance of resources in todays life. The institution adops zero tolerance policy towards exclusion of any group and their grievances are immediately addressed. To make them sensitize with harmony towards various aspects of society various activities are organized to create a diverse campus. Academically the institution promotes inclusion by teaching inclusive education, the socio philosophical perspective of education and interminglingof various cultures.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

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

Prospective teacher bear a responsbility of sensitizing other and a prime responsibility is to sensitize the community and upcoming generation with their consitutional obligations. In this regard the college sensitizes the prospective teacher with the importance of their vote in the formation of powerful democracy. The institution itself adops a democratic approach in making decisions and involves the student representatives, the teacher representatives along with the higher authorities to inculcate the values of responsible citizenship. The institution also encourages them to utilize their vote sensibly and makes them aware of election procedure. Beside voting awareness the institution organises Nukkad Natak and awareness campaign to make them realize their social responsibilities, rights and duties. Under the curriculum of teacher education programme teaching of social science, work education, peace education , human rights and value education and environmental education etc. are imparted for developing conscious and responsible citizens who are very well aware of human values,

their rights, duties and comes up as responsible citizens of the nation.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

Whole teacher education programme is juncture of various national and international commemorative days, events and festivals. To orient the prospective teachers with the significace of these all days in our life IVS organizes and celebrates them on a regular basis i.e. Republic Day, Independence Day, Teachers Day, Hindi Diwas, International Day of Happiness, International Yoga Day etc. are celebrated with

full zeal and enthusiasm. Although the pandemic situation could not demotivate the spirit of students and they organized and participated in each and every important festival. To promote and give recognition to the efforts of students all the reports of the days and festival celebrated are updated on our institutional website. Institute also releases bi-annual newsletter depicting the glimpses of activities held in every session. Annual magazine is also released acting as a platform for students expression of thoughts, emotions and ideas on various themes promoting their writing skills and making them sensitive towards our Indian heritage and cultural values.

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

7.2 - Best Practices

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

Best Practices : Although many good practices are followed by Institution but few of them are remarkable. Such two best practices are:

Title of Best Practice (1): Voter Awareness Programme
The Context: Election is an integral aspect of Indian governance required for smooth functioning of our nation. Participating in election process is mandatory for each mature and adult individual in India. Hence, from the point of view of spreading awareness among citizens of India about election and its importance in strong democracy, Institute of Vocational Studies took a lead and organized IVS Voter Awareness Programme under IVS Voter Awareness Club from October, 2021 to March 2022.

Title of Best Practice (2): Corona Awareness Campaign
The Context: The novel corona virus disease 2019 (COVID-19) presents an important and urgent threat to global health and its effect is expected to get even worse in the middle- and

low income countries where the health system is weak and fragile. Timely access to accurate information and public awareness on prevention methods is one of the feasible interventions in these countries. Assuming its moral and national responsibility, IVS decided to spread awareness about COVID-19 virus and creating volunteers to awaken the society with correct information.

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

7.3 - Institutional Distinctiveness

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

To cater distinctiveness, Institute of vocational studies caters several practices. In its vision and mission the college gives priority by pledging to provide its best services through best practices in education sector especially for minority students. IVS has 50 percent reserved seats for minority students and works for the growth and welfare of minority students. It's the prime motto of the college to improvise the particular section of the society as mentioned in the vision and mission of the college on the college website www.awadh.org. Apart from that our institution has taken several initiative to promote education with quality in a distinctive way to serve the need of the society in broader aspect and need of students at micro level.

List of B.Ed. students is attached here to proof that this college caters its distinctiveness by giving admission to minority up to 50 percent of the seats allotted. Certain scholarships are available to students as per the guidelines. Placement initiatives are taken along with mock interview sessions to cater students qualitatively. A number of outreach activities are organized for the welfare of students under several clubs framed in the college, Eco club, sports club, NSS. Various seminars, workshops, inter college competitions are held to impart something distinctive and unique to provide a better teacher to the society.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year

S. No.

Plan of Action

Achievements/Outcomes

1.

To promote academic excellence of the institution

- Creating 100% academic result in all courses
- Occupying meritorious position in all courses

2.

To reinforce professional growth of students and teachers

- Webinar on "Language and Literacy will be organized.
- National Conference will be an important part of coming academic session.
- The legacy of organizing FDP will be carried forward.

3.

To facilitate Research & Publication

- Contribution of faculty members in Peer-Reviewed Journal of College - AIJITE and publications from various other universities and colleges will be invited to enhance the quality of journal released by the institution.

4.

To create a mindful and joyful learning

- Organizing activities like Van Mahotsav, Harit spandan,

workshop on mental health will be focused.

5.

To establish and review functioning of committees under IQAC for institutional quality enhancement

- Revival of IQAC
- Formation of Monitoring committee
- Revival of Teacher's rule book and Student's rule book

6.

To create awareness about scholarship and placement

- Organisation of workshop on CTET Exam & CV Construction will be promoted.

7.

To strengthen feedback process

- Feedback will be obtained from different stakeholders and action plan will be worked out based on the feedback received.