



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		COLLEGE OF EDUCATION, NAGAON
• Name of the Head of the institution		DR. MANOSHIKHA BARUAH
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Alternate phone No.		9864922890
• Mobile No:		9864922890
• Registered e-mail ID (Principal)		manoshikha.baruah@gmail.com
• Alternate Email ID		collofedu@yahoo.com
• Address		S.M. ROAD PANIGAON
• City/Town		NAGAON
• State/UT		ASSAM
• Pin Code		782003
2.Institutional status		
• Teacher Education/ Special Education/Physical Education:		Teacher Education
• Type of Institution		Co-education
• Location		Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Co-ordinator/Director	DR. SEWALI BORAH				
• Phone No.	03672232136				
• Alternate phone No.(IQAC)	9365063923				
• Mobile (IQAC)	9365063923				
• IQAC e-mail address	sewaliborah10@gmail.com				
• Alternate e-mail address (IQAC)	collofedu@yahoo.com				
3.Website address	https://www.collegeofeducation.co.in/				
• Web-link of the AQAR: (Previous Academic Year)	https://www.collegeofeducation.co.in/iqac/29.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.collegeofeducation.co.in/iqac/22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.65	2014	10/12/2014	09/12/2019
6.Date of Establishment of IQAC			05/08/2010		
7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.					
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
0	0	0	Nil	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	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • (Please upload, minutes of meetings 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)		
ORGANISING AND INTERNATIONAL WEBMINAR ON " THE IMPACT OF COVID-19 ON WOMEN AND FAMILY HEALTH'		
ORGANISED A PROGRAMME ON " MAKING OF EARTHEN LAMP" AS A SWO PROGRAMME		
PUBLICATION OF AN EDITED BOOK WITH ISBN		
ORGANISED A MOTIVATIONAL TALK ON CARRIER SERVICE		
WORKSHOP ON ACADEMIC AND ADMINISTRATIVE AUDIT		
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 (web link may be provided).		

Plan of Action	Achievements/Outcomes
PLANNING FOR ORGANISING AN INTERNATIONAL WEBMINAR	THE INTERNATIONAL WEBMINAR ON
PLANNING FOR ORGANISING SWO PROGRAMME	COLLEGE ORGANISED SWO PROGRAMME ON MAKING EARTHEN LAMP ON 21 JANUARY 2021
PLANNING FOR AN EDITED BOOK WITH ISBN	COLLECTION OF ARTICLES AND RESEARCH PAPERS BY THE EDITORIAL BOARD
PLANNING FOR ORGANISATION OF A MOTIVATIONAL TALK PROGRAMME ON CARRIER SERVICE	ORGANISED THE MOTIVATIONAL TALK PROGRAMME ON CARRIER SERVICE ON 12 MARCH 2021
PLANNING FOR RESULT ANALYSIS	IT IS DONE BY ACADEMIC COMMITTEE OF THE COLLEGE
PLANNING FOR ACADEMIC AND ADMINISTRATIVE AUDIT OF THE COLLEGE	ACADEMIC AND ADMINISTRATIVE AUDIT WAS HELD SUCCESSFULLY ON 8 APRIL 2021
PLANNING FOR RESULT ANALYSIS OF M.Ed. SESSION 2018-2020	IT IS DONE BY ACADEMIC COMMITTEE
PLANNING FOR CELEBRATION OF WORLD ENVIRONMENT DAY	IT IS OBSERVED WITH DIFFERENT ACTIVITIES ON 5 JUNE 2021
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
Nil	Nil
15. Multidisciplinary / interdisciplinary	
MULTIDISCIPLINARY	

BACHELOR OF EDUCATION
MASTER OF EDUCATION
BACHELOR OF ARTS (GENERAL)
16.Academic bank of credits (ABC):
NIL
17.Skill development:
DIFFERENT WORKSHOP ON ICT, ART, CRAFT ,LIFE SKILL, TEACHING SKILL, SKILL OF PROPER HANDLING OF LEARNER THROUGH THE KNOWLEDGE OF CHILD PSYCHOLOGY
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
NIL
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
<p>THE INSTITUTION ALWAYS FOCUS ON IMPARTING QUALITY EDUCATION. FOR THAT PURPOSE, COLLEGE OF EDUCATION, NAGAON ENCOURAGED THE STUDENTS TO DEVELOP QUALITY TEACHING SKILLS IN THEMSELVES AND THEREFORE, TO MEET THE OBJECTIVE, THE COLLEGE ORGANISED MICRO-TEACHING FOR THE TEACHER STUDENTS TO DEVELOP DIFFERENT MICRO TEACHING SKILLS FOR BETTER TEACHING.</p> <p>THE COLLEGE FOCUS ON INTRODUCING HIGHER EDUCATION PROGRAMME. AS A RESULT IT INTRODUCED M.ED. PROGRAMME AND LATER` INTRODUCED B.A. COURSE FROM THE SESSION 2020-2021.</p> <p>ALL STUDENTS OF M.ED ARE UNDERTAKING RESEARCH STUDIES IN VARIOUS ISSUE RELATING TO FIELD OF EDUCATION AND RESULT OF WHICH COULD MAKE CONTRIBUTION FOR THE SOCIAL AND ACADEMIC DEVELOPMENT OF THE STUDENTS.</p>
20.Distance education/online education:
<p>USING GOOGLE MEET PLATFORM, DIFFERENT CLASSES FOR THE TRAINEES WAS CONDUCTED BY THE FACULTY MEMBER OF THE COLLEGE. THE FACULTY MEMBERS ALSO PROVIDED ALL TYPE OF GUIDANCE THROUGH ONLINE MODE WHEN NEEDED, ALONG WITH THE OFFLINE CLASSES REGULARLY. FOR ALL SESSION, WHATSAPP GROUPS ARE AVAILIABLE FOR PROVIDING DIFFERENT KINDS TEACHING MATERIALS AND GUIDANCE. COLLEGE HAS SPECIAL EMAIL ID TO INTERACT STUDENT TEACHERS OF DIFFERENT CLASS CATEGORY (M.Ed. 1ST YEAR, M.Ed. 2ND YEAR, B.Ed. 1ST YEAR, B.Ed. 2ND YEAR)</p>

Extended Profile

2.Student

2.1 Number of students on roll during the year	286
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File Description	Documents
Data Template	View File

2.2 Number of seats sanctioned during the year	150
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File Description	Documents
Data Template	View File

2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	150
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File Description	Documents
Data Template	View File

2.4 Number of outgoing / final year students during the year:	148
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File Description	Documents
Data Template	View File

2.5 Number of graduating students during the year	138
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File Description	Documents
Data Template	View File

2.6 Number of students enrolled during the year	286
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File Description	Documents
Data Template	View File
4.Institution	
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	14,00,000.00
4.2 Total number of computers on campus for academic purposes	25
5.Teacher	
5.1 Number of full-time teachers during the year:	24
File Description	Documents
Data Template	View File
Data Template	View File
5.2 Number of sanctioned posts for the year:	0
Part B	
CURRICULAR ASPECTS	
1.1 - Curriculum Planning	
1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words	
<p>College of Education, Nagaon has effective mechanism for Academic session 2020_21. Curriculum is planned according to the guidelines of Gauhati University. College has prepared Academic Calendar for the session 2020_21. In the commencement of the Academic session, the Academic Calendar is prepared wherein the course structure and other activities of college are reflected.</p>	

Total Nos of Teaching Days -242

Total Nos of Working Days-250

Total Nos of Sunday s & holidays-115

Scholastic Activities

Micro Teaching 30 days

Practice Teaching 1 month

Internship 4 months

Non_Scholastic Activities

Freshman Social and College week

Other Activities

Workshop& Celebration of National days

Educational tour.

Gauhati University conduct common entrance test for admission. College prepared a merit list from the applicants who cleared Gauhati University common entrance test. The dates of seminar, assignments & Group discussion were fixed by the teachers of college after due discussion. The authority of the institution conducts academic meeting to monitor the implementation and process of all activities according to the academic calendar. "Sarasi" , the college magazine published annually.

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	View File
Plan developed for the academic year	View File
Plans for mid- course correction wherever needed for the academic year	View File
Any other relevant information	No File Uploaded

1.1.2 - At the institution level, the curriculum planning and adoption are a collaborative effort; Indicate the persons involved in the curriculum planning process during the year Faculty of the institution Head/Principal of the institution Schools including practice teaching schools Employers Experts Students Alumni

A. All of the above

File Description	Documents
Data as per Data Template	No File Uploaded
List of persons who participated in the process of in-house curriculum planning	View File
Meeting notice and minutes of the meeting for in-house curriculum planning	View File
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	No File Uploaded
Any other relevant information	No File Uploaded

1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and

A. All of the Above

**students through Website of the Institution
Prospectus Student induction programme
Orientation programme for teachers**

File Description	Documents
Data as per Data Template	No File Uploaded
URL to the page on website where the PLOs and CLOs are listed	Nil
Prospectus for the academic year	No File Uploaded
Report and photographs with caption and date of student induction programmes	View File
Report and photographs with caption and date of teacher orientation programmes	No File Uploaded
Any other relevant information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available

1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year

03

File Description	Documents
Data as per Data Template	No File Uploaded
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	View File
Academic calendar showing time allotted for optional / electives / pedagogy courses	View File
Any other relevant information	Nil

1.2.2 - Number of value-added courses offered during the year

0

1.2.2.1 - Number of value-added courses offered during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Brochure and Course content along with CLOs of value-added courses	No File Uploaded
Any other relevant information	No File Uploaded

1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

0

1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

0

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	No File Uploaded
Course completion certificates	No File Uploaded
Any other relevant information	No File Uploaded

1.2.4 - Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through Provision in the Time Table Facilities in the Library Computer lab facilities Academic Advice/Guidance

File Description	Documents
Data as per Data Template	No File Uploaded
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	No File Uploaded
Document showing teachers' mentoring and assistance to students to avail of self-study courses	No File Uploaded
Any other relevant information	No File Uploaded

1.2.5 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

0

1.2.5.1 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Certificates / evidences for completing the self-study course(s)	No File Uploaded
List of students enrolled and completed in self study course(s)	No File Uploaded
Any other relevant information	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Curriculum of the institutions provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas Describe the curricular thrusts to achieve the following in not more than 100 - 200 words each A fundamental or coherent understanding of the field of teacher education Procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization Capability to extrapolate from what one has learnt and apply acquired competencies Skills/Competencies such as: Emotional Intelligence, Critical Thinking, Negotiation and Communication Skills, Collaboration with others, etc.

Curriculum of the institution (B.Ed. Course) develops teaching

skills required for effective instructional and institutional management. This curriculum helps to manage teaching and learning effectively and efficiently. The curriculum of B.Ed. course covers all the perspectives on education, pedagogical studies and field practicum. An optional paper for second year B.Ed. course under G.U. on Teacher Education has provided to clear the historical development, meaning, importance, aims and structure of Teacher Education at different levels. Teacher trainees also learn various pre service and in service teacher education programmes & role of NCTE, NCERT, SCERT and DIET in teacher education. This paper helps to know and realize teaching profession and trends of teacher education. In spite of this special optional paper, this B.Ed. curriculum provides opportunity to learn Developmental Psychology, Contemporary Concerns & Issues in Indian Education, Teaching Approaches & strategies, Foundations of Education, Pedagogy of School subjects, Gender issues and concerns in education, Foundation of curriculum Development, Action Research and Education for Development of self.

File Description	Documents
List of activities conducted in support of each of the above	View File
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded
Photographs indicating the participation of students, if any	No File Uploaded

1.3.2 - Institution familiarizes students with the diversities in school system in Indian as well as international and comparative perspective. Describe in not more than 100-200 words how students are familiarized with the diversity in school system in India with respect to: Development of school system Functioning of various Boards of School Education Functional differences among them Assessment systems Norms and standards State-wise variations International and comparative perspective

The college familiarizes the teacher-trainees with the development of school system by sending them to the educational institutions under SEBA and CBSE Boards for practice-teaching and internship. The trainees are prepared with the various information about the functioning of school system. The information regarding functional differences, assessment systems, norms and standards too are provided to the trainees.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	View File
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

1.3.3 - Students derive professionally relevant understandings and consolidate these into their professional acumen from the wide range of curricular experiences provided during Teacher Education Programme Describe the efforts made by the institution to enable students to develop understanding of the interconnectedness of the various learning engagements and to make them ready for the professional field in not more than 100-200 words

SKILL DEVELOPMENT:-STUDENTS ACQUIRE SKILL DEVELOPMENT EDUCATION FROM THE TEACHER EDUCATION PROGRAMME IN VARIOUS WAYS. THEY GET THE SKILLS IN TEACHING FOR BETTER & EFFECTIVE TEACHING IN CLASSROOM SITUATION. THEY ALSO ACQUIRE MASTERY IN DIFFERENT TEACHING SKILLS AND KNOWLEDGE OF CHILD PSYCHOLOGY AND EDUCATIONAL PSYCHOLOGY.

STUDENTS GET OPPORTUNITIES TO DEVELOP THE KNOWLEDGE OF RESEARCH METHODOLOGY FOR COMPLETING RESEARCH WORK IN DIFFERENT FIELD OF HUMANITIES. TO DEVELOP COMPETENCIES, COLLEGE OFFER DIFFERENT PROGRAMMES ON EMOTIONAL INTELLIGENCE, CRITICAL THINKING AND COMMUNICATION SKILLS.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

1.4 - Feedback System

1.4.1 - Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TEI

All of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	View File

1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following

Feedback collected, analyzed, action taken and available on website

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	View File
Action taken report of the institution with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of students during the year

150

2.1.1.1 - Number of students enrolled during the year

150

File Description	Documents
Data as per Data Template	No File Uploaded
Document relating to sanction of intake from university	No File Uploaded
Approval letter of NCTE for intake of all programs	View File
Approved admission list year-wise/ program-wise	No File Uploaded
Any other relevant information	No File Uploaded

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the year

21

2.1.2.1 - Number of students enrolled from the reserved categories during the year

21

File Description	Documents
Data as per Data Template	No File Uploaded
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	No File Uploaded
Final admission list published by the HEI	No File Uploaded
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	View File
Any other relevant information	No File Uploaded

2.1.3 - Number of students enrolled from EWS and Divyangjan categories during the year

13

2.1.3.1 - Number of students enrolled from EWS and Divyangjan categories during the year

13

File Description	Documents
Data as per Data Template	No File Uploaded
Certificate of EWS and Divyangjan	View File
List of students enrolled from EWS and Divyangjan	No File Uploaded
Any other relevant information	No File Uploaded

2.2 - Honoring Student Diversity

2.2.1 - Assessment process is in place at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students Describe the assessment process at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students, in not more than 100-200 words.

College of Education, Nagaon has regular policy and practices for both advanced and slow learners. At the very outset of the session faculty of the college conduct verbal and written test to know the students diversity. As per the circumstances college arranges classes for the students of slow and genius category. Different competitions are organised by the college to know the students capability and has the mechanism of encouragement of the different students. Prizes also distributed among the best students as well as to the participants students too. The prizes mostly financed by the faculty of the college. In case of slow learners, arranging special classes has been the regular practice of the college as the students make up various acquisition levels. The medium of instruction too creates trouble in the teaching learning process. Besides the tutorial classes, teachers take the opportunity of the results of internal assessment mentoring classes to identify the slow learners. For motivating the students having problems in communication college organise group discussion programme on different topics.

File Description	Documents
Documentary evidence in support of the claim	View File
Documents showing the performance of students at the entry level	No File Uploaded
Any other relevant information	No File Uploaded

2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic Counselling Peer Feedback / Tutoring Remedial Learning Engagement Learning Enhancement / Enrichment inputs Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs

Two/One of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Relevant documents highlighting the activities to address the student diversities	No File Uploaded
Reports with seal and signature of Principal	View File
Photographs with caption and date, if any	No File Uploaded
Any other relevant information	No File Uploaded

2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity

Two of the above

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	No File Uploaded
Reports with seal and signature of the Principal	View File
Photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

2.2.4 - Student-Mentor ratio for the academic year

20:1

2.2.4.1 - Number of mentors in the Institution

15

File Description	Documents
Data as per Data Template	No File Uploaded
Relevant documents of mentor-mentee activities with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Multiple mode approach to teaching-learning is adopted by teachers which includes experiential learning, participative learning, problem solving methodologies, brain storming, focused group discussion, online mode, etc. for enhancing student learning Describe the varied modes of learning adopted and their basic rationale for adopting such learning mode/s for different courses of each programme in not more than 100-200 words.

Faculty of the College uses innovative teaching methodology for the purpose of effective teaching learning. Most of the teachers use problem solving method of teaching for the purpose of teaching all papers and method subjects. Participatelearning method is used by the teachers in teaching learning. Brain storming in also used by the teachers in classroom teaching. Mostly used method by the faculties of the college is group discussion method. Group discussion is the way through which communication skill may developed among the students. For enhancement of students learning the college use online mode too. For the smooth communication and effective teaching, learning online is most effective. As the whole session was under pandemic situation online mode was mostly incremented.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	View File
Any other relevant information	No File Uploaded

2.3.2 - Number of teachers integrating ICT (excluding use of PPT) for effective teaching with Learning Management Systems (LMS), Swayam Prabha etc., Learning Resources and others excluding PPT during the year

03

File Description	Documents
Data as per Data Template	View File
Link to LMS	Nil
Any other relevant information	No File Uploaded

2.3.3 - Number of students using ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning, during the academic year

100

File Description	Documents
Data as per Data Template	View File
Programme wise list of students using ICT support	View File
Documentary evidence in support of the claim	No File Uploaded
Landing page of the Gateway to the LMS used	No File Uploaded
Any other relevant information	No File Uploaded

2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports

One of the above

File Description	Documents
Data as per Data Template	View File
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	No File Uploaded
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	Nil
Any other relevant information	No File Uploaded

2.3.5 - Continual mentoring is provided by teachers for developing professional attributes in students Describe in not more than 100-200 words the nature of mentoring efforts in the institution with respect to working in teams dealing with student diversity conduct of self with colleagues and authorities balancing home and work stress keeping oneself abreast with recent developments in education and life

College of Education, Nagaon provided mentoring service for the whole year for developing some qualities in the learner for the future challenges of life and to prepare them for maintaining balance of home and work. Various methods adopted by the College of Education, Nagaon in this regard are group discussion, collaboration approach, micro-teaching, internship, project work, assignments, book review of reflective diary field work etc. Trainees are guided and assisted for all activities related to curriculum leading to professional growth of the students. Experts, school Principals Ex-students are invited to address the students and to talk about the demands of the society. Arrangements are made for the teachers to go to the school with the group to observe the students lessons.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

2.3.6 - Institution provides exposure to students about recent developments in the field of education through Special lectures by experts Book reading & discussion on it Discussion on recent policies & regulations Teacher presented seminars for benefit of teachers & students Use of media for various aspects of education Discussions showcasing the linkages of various contexts of education- from local to regional to national to global

Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of the selected response/s	No File Uploaded
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	View File
Any other relevant information	No File Uploaded

2.3.7 - Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students

Report on the program of Life skills, creativity and innovative activities, for B.Ed 1st year trainees. Session -2020- 21. College of Education, Nagaon, makes continuous efforts to enable the learners to realise their talents and potentialities to make them effective teacher, and transforming agents of the society to nurtures creativity and innovativeness . They are guided to prepare unique teaching aids, to construct innovative teaching environment through drama and artistic works. For developing creative thinking of the students and faculties of the college has created a wall magazine and a hand magazine. As the session was under pandemic situation the annual magazine was not published in due time.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

2.4 - Competency and Skill Development

2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include Organizing Learning (lesson plan) Developing Teaching Competencies Assessment of Learning Technology Use and Integration Organizing Field Visits Conducting Outreach/ Out of Classroom Activities Community Engagement Facilitating Inclusive Education Preparing Individualized Educational Plan(IEP)

One/Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of the selected response/s	No File Uploaded
Reports of activities with video graphic support wherever possible	View File
Any other relevant information	No File Uploaded

2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement

Four/Five of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Reports and photographs / videos of the activities	View File
Attendance sheets of the workshops / activities with seal and signature of the Principal	No File Uploaded
Documentary evidence in support of each selected activity	No File Uploaded
Any other relevant information	No File Uploaded

2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different

Two of the above

situations Participating in institutional activities as ‘anchor’, ‘discussant’ or ‘rapporteur’ Classroom teaching learning situations along with teacher and peer feedback

File Description	Documents
Data as per Data Template	No File Uploaded
Details of the activities carried out during the academic year in respect of each response indicated	View File
Any other relevant information	No File Uploaded

2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group activities Performance tests Oral assessment Rating Scales

Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Samples prepared by students for each indicated assessment tool	No File Uploaded
Documents showing the different activities for evolving indicated assessment tools	View File
Any other relevant information	No File Uploaded

2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations

Four of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of each response selected	View File
Sample evidence showing the tasks carried out for each of the selected response	No File Uploaded
Any other relevant information	No File Uploaded

2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution of community related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event

Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence showing the activities carried out for each of the selected response	No File Uploaded
Report of the events organized	View File
Photographs with caption and date, wherever possible	No File Uploaded
Any other relevant information	No File Uploaded

2.4.7 - A variety of assignments given and assessed for theory courses through Library work Field exploration Hands-on activity Preparation of term paper Identifying and using the different sources for study

Three of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Samples of assessed assignments for theory courses of different programmes	View File
Any other relevant information	No File Uploaded

2.4.8 - Internship programme is systematically planned with necessary preparedness Describe institution's preparatory efforts at organizing internship programme in not more than 100-200 words with respect to the following: Selection/identification of schools for internship: participative/on request Orientation to school principal/teachers Orientation to students going for internship Defining role of teachers of the institution Streamlining mode/s of assessment of student performance Exposure to variety of school set ups

AN INTERNSHIP PROGRAM, AS PRESCRIBED BY GUWAHATI UNIVERSITY, IS ORGANIZED BY THE INSTITUTION IN DIFFERENT SCHOOLS OF NAGAON DISTRICT, ASSAM FOR FOUR (4) MONTHS. THESE SCHOOLS ARE DISTRIBUTED AMONG THE TEACHER-TRAINEES ACCORDING TO THEIR CONVENIENCE. THIS INTERNSHIP PROGRAM PREPARES THE TRAINEES TO GET REAL EXPERIENCE OF THE SCHOOL TEACHING. WITH THE PERMISSION OF THE INSPECTOR OF THE DISTRICT, PRINCIPAL SENDS FORWARDING LETTER TO THE RESPECTIVE SCHOOLS.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

2.4.9 - Number of students attached to each school for internship during the academic year

2.4.9.1 - Number of final year students during the academic year

100

File Description	Documents
Data as per Data Template	No File Uploaded
Plan of teacher engagement in school internship	View File
Any other relevant information	No File Uploaded

2.4.10 - Nature of internee engagement during internship consists of Classroom teaching Mentoring Time-table preparation Student

Five/Six of the above

**counseling PTA meetings Assessment of student learning – home assignments & tests
Organizing academic and cultural events
Maintaining documents Administrative responsibilities- experience/exposure
Preparation of progress reports**

File Description	Documents
Data as per Data Template	No File Uploaded
Sample copies for each of selected activities claimed	View File
School-wise internship reports showing student engagement in activities claimed	View File
Wherever the documents are in regional language, provide English translated version	No File Uploaded
Any other relevant information	No File Uploaded

2.4.11 - Institution adopts effective monitoring mechanisms during internship programme. Describe in not more than 100-200 words, the monitoring mechanisms adopted to ensure optimal impact of internship in schools with specific reference to the role of teacher educators, school principal, school teachers and peers.

The institution adopts effective monitoring mechanism during internship programme. Special role of monitors done by the teacher educators. One teacher supervisor allotted for one school. Every week they supervised the activities of the interns. They observed and signed the diary every month. All other activities also supervised regularly. The school principal also supervised regularly. The school principal also performs the role of regular supervisor. She/He signed the diary and keeps the attendance record regularly. Senior teachers of the school also allotted by the school principal to monitor the activities of the interns. They have to submit all the reports after completing 4 months internship period. Due to pandemic the session was interrupted.

File Description	Documents
Documentary evidence in support of the response	View File
Any other relevant information	No File Uploaded

2.4.12 - Performance of students during

Two of the above

internship is assessed by the institution in terms of observations of different persons such as Self Peers (fellow interns) Teachers / School* Teachers Principal / School* Principal B. Ed Students / School* Students (* ‘Schools’ to be read as “TEIs” for PG programmes)

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	View File
Two filled in sample observation formats for each of the claimed assessors	No File Uploaded
Any other relevant information	No File Uploaded

2.4.13 - Comprehensive appraisal of interns’ performance is in place. The criteria used for assessment include Effectiveness in class room teaching Competency acquired in evaluation process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness

Two of the above

File Description	Documents
Format for criteria and weightages for interns’ performance appraisal used	View File
Five filled in formats for each of the aspects claimed	No File Uploaded
Any other relevant information	No File Uploaded

2.5 - Teacher Profile and Quality

2.5.1 - Number of fulltime teachers against sanctioned posts during the year

24

File Description	Documents
Data as per Data Template	No File Uploaded
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	View File
English translation of sanction letter, if it is in regional language	No File Uploaded
Any other relevant information	No File Uploaded

2.5.2 - Number of fulltime teachers with Ph. D. degree during the year

05

File Description	Documents
Data as per Data Template	No File Uploaded
Certificates of Doctoral Degree (Ph.D) of the faculty	No File Uploaded
Any other relevant information	No File Uploaded

2.5.3 - Number of teaching experience of full time teachers for the during the year

23

2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year

23

File Description	Documents
Copy of the appointment letters of the fulltime teachers	View File
Any other relevant information	No File Uploaded

2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words 1. In house discussions on current developments and issues in education 2. Share information with colleagues and with other institutions on policies and regulations

The teachers made efforts to keep themselves updated with the latest trends and developments. Seminars, workshop, FDP are attended by the teachers for their professional growth and institutional

development. Newspapers, journals, Research articles, internet browsing regularly used for updates on new educational trends. In house discussions are held from time to time to discuss issues and challenges faced in teaching learning situations and to come up with remedial measures. Frequent Staff Meeting organised by IQAC for discussing different topics of new trends in education. Teachers are frequently

File Description	Documents
Documentary evidence to support the claim	View File
Any other relevant information	No File Uploaded

2.6 - Evaluation Process

2.6.1 - Continuous Internal Evaluation (CIE) of student learning is in place in the institution Describe details of the Continuous Internal Evaluation in the institution highlighting its major components in not more than 100-200 words

THE INSTITUTION ORGANISED CONTINUOUS INTERNAL EVALUATION OF STUDENTS LEARNING IN THE FOLLOWING WAY:-

1. THE INSTITUTION ORGANISED WEEKLY SUDDEN TEST FOR BOTH FIRST AND SECOND YEAR B.Ed. TRAINEES.

2. ASSIGNMENT IN EVERY SUBJECT/ PAPER.

3. THE INSTITUTION ORGANISED INTERNAL EXAMINATION LIKE UNIT TEST, TERMINAL EXAMINATION IN EVERY SESSION-

a. AN INTERNAL EXAMINATION WAS ORGANISED FOR THE STUDENTS OF B.ED. FIRST YEAR. IT WAS HELD FROM 01/04/2022 TO 06/04/2022. ALL 100 HUNDRED STUDENTS APPEARED THE EXAMINATION. THE MAIN OBJECTIVE OF THE EXAMINATION WAS TO KNOW THE PROGRESS OF THE STUDENTS. THE UNIT TEST WAS CONDUCTED WITHIN 40 MARKS FOR GENERAL PAPERS AND 20 MARKS FOR METHOD PAPERS.

b. ANOTHER INTERNAL EXAM FOR THE STUDENT OF B.ED 2ND YEAR WAS HELD FROM 03/01/2022 TO 12/01/2022. ALL STUDENTS APPEARED THE EXAMINATION. THE EXAM WAS CONDUCTED WITHIN 40 MARKS.

c. ANOTHER INTERNAL EXAMINATION ORGANISED FOR THE STUDENTS OF B.ED. 1ST YEAR. IT WAS HELD FROM 12/12/2022 TO 17/12/2022. ALL STUDENTS APPEARED THE EXAMINATION.

4. PRACTICAL AND VIVA EXAM WAS ALSO CONDUCTED.

EXAMINATION IS CONDUCTED WITH LIVE CCTV CAMERAS AND IN THE PRESENT OF THE CLASS SUPERVISORS. THE PRINCIPAL, THE EXAM IN-CHARGE, THE SUPERVISORS AND THE SUPPORT STAFF ARE ALWAYS READY TO SOLVE ANY PROBLEM RELATED TO THE EXAMINATION.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

2.6.2 - Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal evaluation Display of internal assessment marks before the term end examination Timely feedback on individual/group performance Provision of improvement opportunities Access to tutorial/remedial support Provision of answering bilingually

Five of the above

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	View File
Annual Institutional plan of action for internal evaluation	View File
Details of provisions for improvement and bi-lingual answering	View File
Documentary evidence for remedial support provided	View File
Any other relevant information	No File Uploaded

2.6.3 - Mechanism for grievance redressal related to examination is operationally effective

At the institute level, the OC/ Principal College of Education, Nagaon, controller of examination (CEO), senior faculty and other Teaching staff members, constituted a committee to deal with examination related grievances. No grievances raised by students during examination. Examination is conducted with live CCTV cameras and in the presence the class supervisors. The exam question papers

and the exam, stationary are kept their strict security.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

2.6.4 - The institution adheres to academic calendar for the conduct of Internal Evaluation Describe the mechanism of adhering to academic calendar for the conduct of Internal Evaluation in the institution in not more than 100-200 words.

Academic calendar exhibits positively balance between academic and non-academic activities, training and examination schedule. Course wise curriculum places and prepared with the objectives of outcome-based education. All the curriculum and co-curriculum activities and examination are scheduled.

Internal Examination

1st Terminal Examination:- 12/12/2020 to 17/12/2020

M.Ed. 1st & 2nd Year Examination:- 01/02/2021 to 06/02/2021

2nd Terminal :- 12/03/2021 to 18/03/2021

Micro-Teaching- 15/04/2021 to 17/04/2021

2.7 - Student Performance and Learning Outcomes

2.7.1 - The teaching learning process of the institution is aligned with the stated PLOs and CLOs. Describe the way in which institution ensures alignment of stated PLOs and CLOs with the teaching learning process in not more than 100 - 200 words.

The College of Education, Nagaon takes initiatives regarding the teaching- learning process alignment with the stated PLOs and CLOs. In the Program Learning Outcome (PLOs) College takes initiative to develop leadership quality, spiritual, moral, social value development, equalization of educational opportunities for both boys and girls. On the other hand for Course Learning Outcome (CLOs) College conducts micro-teaching skill programme and demonstration, construction of lesson plan, Internship period activities as development programme.

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	No File Uploaded
Result sheet for each year received from the Affiliating University	No File Uploaded
Certified report from the Head of the Institution indicating pass percentage of students program-wise	View File
Any other relevant information	No File Uploaded

2.7.3 - The progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs is monitored and used for further improvements

After B.Ed Program student teacher will be able to develop content competences, pedagogical skills, effective citizen ethics and effective communication. - To impart relevant knowledge with respect to foundation methodology course. - To know and select and use of teaching methods, appropriate assessment strategies. - To analyses the content, textbooks and syllabus, pedagogical skills - To imbibe and upload qualities of a good teacher along with an impartial, love and respect to the individuality of the child. - To inspire and professionally help the parents of the care and guidance of their wards. - To develop professional attitude. Effective Citizen Ethics - To understand different values such as morality, social service, and accept responsibility for the society. - To become a productive member of the society and an agent by breaking all social evils. Effective communication - To boost of confidence and promote abilities. - To plan, teach, organize, school related/ community based activities. CEO After completion of B. Ed course student will be able Understand children to adolescence, educational technology, language Across the Curriculum.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	View File
Any other relevant information	No File Uploaded

2.7.4 - Performance of outgoing students in internal assessment

2.7.4.1 - Number of students achieving on an average 70% or more in internal assessment activities during the year

286

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	View File
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	No File Uploaded
Any other relevant information	No File Uploaded

2.7.5 - Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to. Describe with examples the extent to which the assessment task and the performance of students reflect their initially identified learning needs in not more than 100 -200 words.

The Programme Diary of Program and course outcome provides a mapping for each outcome. The course outcomes are matched with program outcomes and learning objectives. Evaluation Process and attainment of course outcome is linked by defining type of assessment and is firmly practiced. The course outcomes are categorized in cognitive, affective and psychomotor activities. Theory examination both internal and external, submission of assignments and projects measure cognitive outcomes using pen and paper tests and written submissions. Observation scale for performance in group projects and class activities measures affective outcomes. Psychomotor outcomes are measured using practical and skill based examination. Assessment of Course outcomes for the B.Ed. Programme is combination of continuous and yearly end evaluation methods. -A panel of examiners measures outcomes related to attainment of affective and psychomotor domains. Observation scales measures project, lesson plan

submissions and actual teaching in classrooms during School exposure visits and internship, to government and private schools .

File Description	Documents
Documentary evidence in respect to claim	View File
Any other relevant information	No File Uploaded

2.8 - Student Satisfaction Survey

2.8.1 - Online student satisfaction survey regarding teaching learning process

<https://www.collegeofeducation.co.in/iqac/26.pdf>

RESEARCH AND OUTREACH ACTIVITIES

3.1 - Resource Mobilization for Research

3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Sanction letter from the funding agency	No File Uploaded
Any other relevant information	No File Uploaded

3.1.2 - Number of grants received for research projects from government and / or non-government agencies during the year (INR in Lakhs)

0

File Description	Documents
Sanction letter from the funding agency	No File Uploaded
Income Expenditure statements highlighting the research grants received certified by the auditor	No File Uploaded
Any other relevant information	No File Uploaded

3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for

All of the above

doctoral studies / research projects Granting study leave for research field work Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research

File Description	Documents
Data as per Data Template	No File Uploaded
Institutional Policy document detailing scheme of incentives	No File Uploaded
Sanction letters of award of incentives	View File
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	View File
Documentary evidence for each of the claims	No File Uploaded
Any other relevant information	No File Uploaded

3.1.4 - Institution has created an eco-system for innovation and other initiatives for creation and transfer of knowledge that include Participative efforts (brain storming, think tank etc.) to identify possible and needed innovations Encouragement to novel ideas Official approval and support for innovative try-outs Material and procedural supports

Two of the above

File Description	Documents
Documentary evidences in support of the claims	No File Uploaded
Details of reports highlighting the claims made by the institution	No File Uploaded
Reports of innovations tried out and ideas incubated	No File Uploaded
Copyrights or patents filed	No File Uploaded
Any other relevant information	No File Uploaded

3.2 - Research Publications	
3.2.1 - Number of research papers / articles per teacher published in Journals notified on UGC website during the year	
0	
File Description	Documents
Data as per Data Template	No File Uploaded
First page of the article/journals with seal and signature of the Principal	No File Uploaded
E-copies of outer jacket/contents page of the journals in which articles are published	No File Uploaded
Any other relevant information	No File Uploaded
3.2.2 - Number of books and / or chapters in edited books published and papers in National / International conference-proceedings per teacher during the year	
4	
File Description	Documents
Data as per Data Template	No File Uploaded
• First page of the published book/chapter with seal and signature of the Principal	View File
E-copies of outer jacket/contents page of the books, chapters and papers published along with ISBN number in national / international conference-proceedings per teacher	No File Uploaded
Any other relevant information	No File Uploaded
3.3 - Outreach Activities	
3.3.1 - Number of outreach activities organized by the institution during the year	
3.3.1.1 - Total number of outreach activities organized by the institution during the year	
1	

File Description	Documents
Data as per Data Template	No File Uploaded
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

3.3.2 - Number of students participating in outreach activities organized by the institution during the year

3.3.2.1 - Number of students participating in outreach activities organized by the institution during the year

7

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	View File
Report of each outreach activity with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

3.3.3 - Number of student participation in national priority programmes such as Swachh Bharat, AIDs awareness, Gender sensitivity, Yoga, Digital India, National Water Mission during the year

0

3.3.3.1 - Number of students participated in activities as part of national priority programmes during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Documentary evidence in support of the claim along with photographs with caption and date	No File Uploaded
Any other relevant information	No File Uploaded

3.3.4 - Outreach activities in the community in terms of influencing and sensitizing students to social issues and contribute to community development Describe the way in which outreach activities conducted sensitized students to social issues and community development in not more than 100-200 words.

A report on how the outreach activities Conducted by the institutions can sensitize Students to social issues & community development.

An outreach. Program aims to help uplift & support those who are deprived of certain services & rights. It involves giving learning social planning health support & other projects for their welfare outreach activity organized by College of Education, Nagaon creates awareness among the trainees on various social issues & their to meet the needs of the community. This activity makes a connection between the trainees & the community members. It also improves the lives of the trainees & communities. Outreach activities help the students to focus on the issues related to society & nation and create confidence to influence others' conceptions.

With the help outreach activities students learn valuable life skills through shared experiences. It empowers them to make positive changes in themselves, their families & their communities. It also helps the trainees to build a sense of responsibility & sensitivity towards the society more importantly, students can deepen their understanding of individual leadership, systematic change & social responsibility in the context of a local, national & global multi cultural society. This, by organizing various outreach activities the institution provides a base for behavioral development among the trainees. Infact, outreach activities can be a way for students to connect or reconnect with their communities & to develop academic, personal & civic responsibilities.

File Description	Documents
Relevant documentary evidence for the claim	No File Uploaded
Report of each outreach activity signed by the Principal	View File
Any other relevant information	No File Uploaded

3.3.5 - Number of awards and honours received for outreach activities from government / recognized agency during the year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Appropriate certificates from the awarding agency	No File Uploaded
Any other relevant information	No File Uploaded

3.4 - Collaboration and Linkages

3.4.1 - Number of linkages for Faculty exchange, Student exchange, research etc. during the year

33

3.4.1.1 - Number of linkages for faculty exchange, student exchange, research etc. during the year

33

File Description	Documents
Data as per Data Template	No File Uploaded
List of teachers/students benefited by linkage – exchange and research	View File
Report of each linkage along with videos/photographs	No File Uploaded
Any other relevant information	No File Uploaded

3.4.2 - Functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the academic year

0

File Description	Documents
Data as per Data Template	No File Uploaded
Copies of the MoU's with institution / industry/ corporate houses	No File Uploaded
Any other relevant information	No File Uploaded

3.4.3 - Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes

Three/Four of the above

Local community based activities Practice teaching /internship in schools Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education Discern ways to strengthen school based practice through joint discussions and planning Join hands with schools in identifying areas for innovative practice Rehabilitation Clinics Linkages with general colleges

File Description	Documents
Data as per Data Template	No File Uploaded
Report of each activities with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The institution has adequate facilities for Teaching- Learning. viz., classrooms, laboratories, sports field, fitness center, equipment, computing facilities, sports complex, etc. for the various programme offered Describe the adequacy of facilities for Teaching –Learning as per the minimum specified requirement by statutory bodies in not more than 100 - 200 words

College Of Education Nagaon has a well developed campus of 2 acres with a built up area 5220 s.q ft. The development and maintenance of infrastructure and learning resources are managed as of NCTE norms. College Of Education Nagaon has a total no. 16 class rooms with well ventilated , fitted with a sufficient numbers of lights, fans boards and other requirements. The college has well equipped library with soul 2.0 software for library management. The institution also has a ICT lab, language lab, physical education room etc. Which were upgraded based on the curriculum considering NCTE framework.

File Description	Documents
List of physical facilities available for teaching learning	View File
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

4.1.2 - Number of classrooms and seminar hall(s) with ICT- enabled facilities such as smart classroom, LMS, video and sound systems etc. during the year.

4.1.2.1 - Number of classrooms and seminar hall(s) with ICT facilities

02

File Description	Documents
Data as per Data Template	No File Uploaded
Geo-tagged photographs	No File Uploaded
Link to relevant page on the Institutional website	NIL
Any other relevant information	No File Uploaded

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

1400000

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	View File
Any other relevant information	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Institution has adopted automation of library using Integrated Library Management System (ILMS) or any other software Describe the features of Library Automation in not more than 100 – 200 words.

Library a knowledge resource centre of COE, Nagaon has a good collection of text books, reference books and other book with peer-reviewed national journal and bound volumes of journals. Our Library has adopted SOUL 2.0 software in the year of 2014. From then SOUL 2.0 continued till now. SOUL 2.0 software is a part of library management system, which helps us to manage the library operations, such as membership, cataloging and catalogue, circulation of books and various reports etc.

File Description	Documents
Bill for augmentation of library signed by the Principal	View File
Web-link to library facilities, if available	NIL
Any other relevant information	No File Uploaded

4.2.2 - Institution has remote access to library resources which students and teachers use frequently Give details of Gateway for remote access to library resources used by teachers and students in not more than 100 - 200 words

NIL

File Description	Documents
Landing page of the remote access webpage	No File Uploaded
Details of users and details of visits/downloads	No File Uploaded
Any other relevant information	No File Uploaded

4.2.3 - Institution has subscription for e-resources and has membership / registration for the following e-journals e-Shodh Sindhu Shodhganga e-books Databases

File Description	Documents
Data as per Data template	No File Uploaded
Receipts of subscription /membership to e-resources	No File Uploaded
E-copy of the letter of subscription /member ship in the name of institution	No File Uploaded
Any other relevant information	No File Uploaded

4.2.4 - Annual expenditure for purchase of books, journals, and e-resources during the year (INR in Lakhs)

BOOKS 60000/-, JOURNAL 23830/-

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	View File
Any other relevant information	View File

4.2.5 - Per day usage of library by teachers and students during the academic year

4.2.5.1 - Number of teachers and students using library for Month one (not less than 20 working days) during the academic year

133

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	View File
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	NIL
Any other relevant information	View File

4.2.6 - Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education –general teacher education, special education and physical education by the following ways Relevant educational documents are obtained on a regular basis Documents are made available from other libraries on loan Documents are obtained as and when teachers recommend Documents are obtained as gifts to College

One of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Any other relevant information	View File

4.3 - ICT Infrastructure

4.3.1 - Institution updates its ICT facilities including Wi-Fi Describe ICT facilities including Wi-Fi with date and nature of updation in not more than 100 - 200 words

There are different digital technological facilities available in the college. The college has positively integrated ultra-modern ICT facilities to some extent. The college frequently updates its ICT facilities. Also, new ICT equipment has been purchased as per the requirements.

Computer lab is well-equipped with branded PC's adequately supported by 50 Mbps Rail Tel lease lines for internet connectivity. It is also equipped with a wide range of licensed system software and application software. The entire campus is connected with LAN Messenger. Computer labs, well connected to the internet, helps students and faculty to carry out their academic and other work.

As of now there are 02- smart classrooms, 01-smart lab and 01-digitally equipped conference hall available in the college. The up gradation work of another laboratory (ENGLISH LANGUAGE LABORATORY) is also under construction.

In session 2020-2021, 05 new desktops (with i3, 4GB RAM, 500 GB HDD) was purchased to upgrade the computer lab. In addition to this, one all in one PC was set up in principal's office and all the old desktop computers were upgraded and formatted. The college is under CCTV surveillance with total 08 cameras installed at entry/exit gates, corridors, library, classrooms and seminar hall.

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	View File
Any other relevant information	No File Uploaded

4.3.2 - Student – Computer ratio during the academic year

12:1

File Description	Documents
Data as per data template	No File Uploaded
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	View File
Any other relevant information	No File Uploaded

4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:	D. 50 MBPS - 250MBPS
4.3.4 - Facilities for e-content development are available in the institution such as Facilities for e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit	Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Link to videos of the e-content development facilities	NIL
List the equipment purchased for claimed facilities along with the relevant bills	No File Uploaded
Link to the e-content developed by the faculty of the institution	NIL
Any other relevant information	No File Uploaded

4.4 - Maintenance of Campus and Infrastructure
4.4.1 - Expenditure incurred exclusively on maintenance of physical and academic support facilities during the year (INR in Lakhs)
1400000

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View File
Any other relevant information	No File Uploaded

4.4.2 - Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are in place. Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities in not more than 100 - 200 words

College of Education, Nagaon prepare annual budget for the session 2020-2021, the budget mostly emphasized on newly opened B.A. course, Library, Computer Lab, Website Development etc. But as this year has the Covid-19 pandemic situations most of the funds could not be used.

Following are the brief statements:-

Academic Facilities:-

1. Inspection :- 3,00,000/-
2. Travelling :- 3,00,000/-
3. News Paper Bill :- 30,000/-
4. Library :- 2,00,000/-
5. Affiliation and Enrollment fees :- 1,25,000/-
6. Festivals :- 2,50,000/-
7. Workshop and Seminar :- 50,000/-
8. Degree Course :- 5,00,000/-
9. On-time Admission Procedure :- 1,00,000/-

Total :- 18,55,000/-

Physical Facilities:-

1. Office Stationary :- 80,000/-
2. Electricity Bill :- 1,25,000/-

3. Internet bill :- 25,000/-
4. Electricity and water supply rearing :- 1,50,000/-
5. Assam Type building rearing and

Maintenance :- 1,50,000/-

1. Generator Fuel & Maintenance :- 50,000/-
2. CCTV Maintenance :- 50,000/-
3. Website Development :- 1,00,000/-
4. Municipality Tax :- 1,00,000/-
5. Income Tax and Municipality Permission :- 30,25,000/-
6. Computer Purchase/ Maintenance :- 1,00,000/-

Total :- 39,55,000/-

Procedure and policy:-

Financial record of the college through cashbook and voucher. To maintain transparency internal and external audit also done in the session 2020-2021.

File Description	Documents
Appropriate link(s) on the institutional website	NIL
Any other relevant information	View File

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning

One/Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	View File
Sample feedback sheets from the students participating in each of the initiative	View File
Photographs with date and caption for each initiative	No File Uploaded
Any other relevant information	No File Uploaded

5.1.2 - Available student support facilities in institution are Vehicle Parking Common rooms separately for boys and girls Recreational facility First aid and medical aid Transport Book bank Safe drinking water Hostel Canteen Toilets for girls Indicate the one/s applicable

Nine or more of the above

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

5.1.3 - 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

File Description	Documents
Data as per Data Template for the applicable options	No File Uploaded
Institutional guidelines for students' grievance redressal	View File
Composition of the student grievance redressal committee including sexual harassment and ragging	No File Uploaded
Samples of grievance submitted offline	View File
Any other relevant information	No File Uploaded

5.1.4 - Institution provides additional support to needy students in several ways such as Monetary help from external sources such as banks Outside accommodation on reasonable rent on shared or individual basis Dean student welfare is appointed and takes care of student welfare Placement Officer is appointed and takes care of the Placement Cell Concession in tuition fees/hostel fees Group insurance (Health/Accident)

Two of the above

File Description	Documents
Data as per Data template	No File Uploaded
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	No File Uploaded
Report of the Placement Cell	View File
Any other relevant information	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of students of the institution placed as teachers/teacher educators during the year

Number of students placed as teachers/teacher educators	Total number of graduating students
01	100

File Description	Documents
Data as per Data Template	No File Uploaded
Reports of Placement Cell for during the year	No File Uploaded
Appointment letters of 10 percent graduates for each year	View File
Any other relevant information	No File Uploaded

5.2.2 - Number of student progression to higher education during the academic year

5.2.2.1 - Number of outgoing students progressing from Bachelor to PG (A1).

6

File Description	Documents
Data as per Data Template	No File Uploaded
Details of graduating students and their progression to higher education with seal and signature of the principal	View File
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

5.2.3 - Number of students qualifying state/national level examinations during the year (eg: NET/SLET/ TET/ CTET)

02

File Description	Documents
Data as per Data Template	No File Uploaded
Copy of certificates for qualifying in the state/national examination	View File
Any other relevant information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Student council is active and plays a proactive role in the institutional functioning Describe the ways in which student council plays a proactive role in the institutional functioning and contribute for students welfare in not more than 100 - 200 words

FROM EVERY ACADEMIC YEAR, TWO C-R (CLASS REPRESENTATIVE) OR CO-ORDINATORS ARE SELECTED TO RUN ALL THE ACTIVITIES OF THE INSTITUTIONS SMOOTHLY. ALSO, FOR CULTURAL ACTIVITIES, GAMES AND SPOTRTS AND LITERARY ACTIVITIES THREE TRAINEES ARE SELECTED AS CULTURAL SECRETARY GAMES AND SPORTS SECRETARY AND LITERARY SECRETARY. THE THREE SECRETARY OF THREE DIFFERENT HEADS ALONG WITH THE TWO CO=ORDINATOR (SELECTED) OF EACH ACADEMIC YEAR PLAY AN IMPORTANT ROLE IN THE INSTITUTIONAL FUNCTIONING AND CONTRIBUTE FOR STUDENTS WELFARE.

File Description	Documents
Copy of constitution of student council signed by the Principal	No File Uploaded
List of students represented on different bodies of the Institution signed by the Principal	View File
Documentary evidence for alumni role in institution functioning and for student welfare	View File
Any other relevant information	No File Uploaded

5.3.2 - Number of sports and cultural events organized at the institution during the year

29

File Description	Documents
Data as per Data Template	View File
Reports of the events along with the photographs with captions and dates	View File
Copy of circular / brochure indicating such kind of events	No File Uploaded
Any other relevant information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - Alumni Association/Chapter (registered / non-registered but functional) contributes significantly for the development of the institution Describe the role of alumni association in the development of institution in not more than 100 - 200 words highlighting two significant contributions in any functional aspects

ROLE OF ALUMNI ASSOCIATION IN THE DEVELOPMENT OF THE INSTITUTION AS FOLLOWS :-

1. ORGANISATION OF HEALTH CHECK-UP CAMP

2.WORKSHOP ON YOGA AND MEDITATION.

File Description	Documents
Details of office bearers and members of alumni association	View File
Certificate of registration of Alumni Association, if registered	View File
Any other relevant information	No File Uploaded

5.4.2 - Alumni has an active role in the regular institutional functioning such as Motivating the freshly enrolled students Involvement in the in-house curriculum development Organization of various activities other than class room activities Support to curriculum delivery Student mentoring Financial contribution Placement advice and support

One/Two of the above

File Description	Documents
Documentary evidence for the selected claim	No File Uploaded
Income Expenditure statement highlighting the alumni contribution	View File
Report of alumni participation in institutional functioning for the academic year	View File
Any other relevant information.	No File Uploaded

5.4.3 - Number of meetings of Alumni Association held during the year

01

File Description	Documents
Data as per Data Template	No File Uploaded
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	View File
Any other relevant information	No File Uploaded

5.4.4 - Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering any special talent/s in them. Describe the mechanism through which Alumni Association acts as an effective support system to the institution in motivating, nurturing special talent in not more than 100 - 200 words

The college of Education has organized lots of influential work for motivating students to do work like motivational talk, seminar paper presentation skills, seminar paper writing skills and such kind of productive basis work in the dissertation work, practicum skills like achievement test preparation, essay type question paper construction, standardization test construction for benefit of the students future quality development skills.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant 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 an effective leadership and participatory mechanism in tune with the vision and mission Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers, students and non-teaching staffs in its decision making bodies of the institution in not more than 100 - 200 words.

Vision: To be a world-class Educational and Research Institution in the service of humanity by promoting high quality 48, Management and Pharmacy Education.

Mission

M1: Imbibe Soft Skills and Technical skills.

M2: Develop the Faculty to reach the International Standards.

M3: Maintain high academic standards and teaching quality that promotes the analytical thinking and independent judgment.

M4: Promote Research, Innovation and Product Development by collaboration with reputed Foreign Universities.

M5: Offer Collaborative Industry Programs in emerging areas and spirit of enterprise.

File Description	Documents
Vision and Mission statements of the institution	View File
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	View File
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

6.1.2 - Institution practices decentralization and participative management Describe the process of decentralization and participative management practiced in the institution in not more than 100 - 200 words

College of Education, Nagaon has a system for maintaining and utilizing different facilities available in the college personale. For the said purpose college has the following facilities for maintaining and utilizing physical and academic support facilities - laboratory, library, sports equipments, computers and classrooms.

1. ICT lab is equipped with 25 computers, printer, 25 headphones, LCD projector and VDO class system, WiFi system, TV and sound system. Students are using the ICT lab for purpose of learning through ICT and for any computer, internet related works.
2. The library of the college has total 5730 books and total 22 journals and 3 magazine and facilities like Soul 2.0 software and whatsapp group with the students.
3. College has 14 classrooms for B.Ed., M.Ed., and B.A. course with smart board and other digital facilities.
4. College has a small playground for different co-curricular activities and a sharing playground with Dowson H.S. and M.P. School. College has qualified Physical Education faculty for organising different sport activity.

File Description	Documents
Relevant documents to indicate decentralization and participative management	View File
Any other relevant information	No File Uploaded

6.1.3 - The institution maintains transparency in its financial, academic, administrative and other functions Describe the efforts of the institution towards maintenance of transparency in its financial, academic, administrative and other functions in not more than 100 - 200 words.

FINANCIAL FUNCTION:-

COLLEGE HAS MADE BOTH INTERNAL AND EXTERNAL AUDIT FOR FINANCIAL PURPOSE. EVERY YEAR ACCOUNTS OF THE COLLEGE ARE BEING AUDITED AS PER THE RULES AND REGULATIONS OF THE GOVERNMENT. COLLEGE HAS MADE INTERNAL AUDIT BY TWO SENIOR MEMBERS OF THE COLLEGE GOVERNING BODY. AFTER INTERNAL AUDIT, AGAIN COLLEGE DONE EXTERNAL AUDIT BY A DESIGNATED C.A. AFTER THAT REPORT IS PRODUCED IN THE MEETING OF GOVERNING BODY FOR DISCUSSION.

ACADEMIC FUNCTION:-

IQAC IS ESTABLISHED AT COLLEGE OF EDUCATION, NAGAON FOR THE PLANNING, IMPLEMENTATION AND EVALUATION OF DIFFERENT KINDS OF FINANCIAL, ACADEMIC AND ADMINISTRATIVE WORK. DIFFERENT COMMITTEES UNDER IQAC ARE ALSO FORMED TO MEET THE PURPOSE OF SMOOTH FUNCTIONING OF THE COLLEGE ACTIVITY. A DISCUSSION MAKING BODY IS FORMED IN EVERY YEAR WITH TEACHING STAFF, NON TEACHING STAFF, GOVERNING BODY MEMBER AND STUDENTS MEMBER. COLLEGE OF EDUCATION, NAGAON PUBLISHES MAGAZINE WITH EVERY YEAR AND WALL MAGAZINE PUBLISHED EVERY YEAR WITH DIFFERENT NAME. COLLEGE ORGANISE CO-SCHOLASTIC ACTIVITIES FOR THE PURPOSE OF DEVELOPMENT OF ALL ROUND LEARNER PERSONALITY.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	View File
Any other relevant information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed Describe one activity successfully implemented based on the strategic plan with details of deployment strategy, during the year in not more than 100 - 200 words

COE Nagaon organizes and arranges various activities related to many purposes. These activities cover all academic and non academic areas of the B.Ed. course. College organises two Unit tests and sessional examinations for first and second year trainees. For conducting these examinations, college appoints two teachers and they arrange every aspect of the examination. As based on strategic plan, dates of examination are notified in the academic calendar. These tests and examinations help the trainees to demonstrate what they know. It also helps the teachers to understand the mental capacity of the students and to rectify their shortcomings. After the examinations, feedback mechanism is used by the teachers to discuss trainees problems in solving the questions of their course. They are provided with suggestions and remarks to improve their problem solving skill. Marks obtained by trainees are recorded in the office. Therefore, one of the best activities implemented by COE Nagaon.

COE, Nagaon organises and arrange activities related to Orientation Programme for teaching and non- teaching staff for professional development. Further COE, Nagaon organises environmental awareness programmes at the Internship schools and at the college it self. Besides, COE, Nagaon also arranged various committee service programmes like distribution of sanitary pads at slum areas, distribution of drinking water to the people on the flood affected areas and also in the slum areas.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	NIL
Documentary evidence in support of the claim	View File
Any other relevant 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. Describe the functioning of the institutional bodies in not more than 100 - 200 words.

College formed different bodies as per the guidelines of n.c.t. and affiliated university. Accordingly college has formed IQAC, aid different committees under IQAC, Anti-raging cell, grievance and redressed cell, which are functioning at college level. All the committees college of education, Nagaon has published magazine "Sarasi" in every year and wall magazine published by the students every year in different name.

College has organised co-scholastic activities for the purpose of development of all round learner personality.

All the bodies organised different activities for the effective planning implementation and evaluation of various functions of the college. IQAC meetings are arranged regularly in which strategic planning of the institution is being discussed. members of the students council take interest in the planning and implementation of various scholastic and non-scholastic activities of the college.

As part of administration set up, college have proper work distribution. all the appointments at the college are being done by university rules and regulation. college follow all the service rules and procedures prescribed by the NCTE and affiliating university.

File Description	Documents
Link to organogram on the institutional website	NIL
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

6.2.3 - Implementation of e-governance are in the following areas of operation Planning and Development Administration Finance and Accounts Student Admission and Support Examination System Biometric / digital attendance for staff Biometric / digital attendance for students

All of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Screen shots of user interfaces of each module	No File Uploaded
Annual e-governance report	View File
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

6.2.4 - Effectiveness of various bodies / cells / committees is evident through minutes of meetings and implementation of their resolutions / decisions Describe one decision based on the minutes of the

meetings of various Bodies / Cells / Committees which is successfully implemented in not more than 100 - 200 words.

As per the decision of College of Education, authority, for the first time Pre_Rongali Bihu was Celebrated in the institution. During this Celebration, under the aegis of Library Committee a hand written Magazine named "Sarasi" was published. This hand written magazine was the first attempt of COE, Nagaon to preserve the raw & unique capabilities of Students. It was designed beautifully and a very resourceful tool successfully implemented by Library committee COE Nagaon.

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	View File
Action taken report with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - Effective implementation of welfare measures for teaching and non-teaching staff is in place Describe the existing welfare measurements for teaching and non-teaching staff and their implementation in not more than 100 - 200 words

AS PER THE RULES AND REGULATIONS PRESCRIBED BY THE AFFILIATING UNIVERSITY, THE FOLLOWING FACILITIES ARE GIVEN TO ALL TEACHING AND NON-TEACHING STAFF. MEDICAL REIMBURSEMENT FACILITY IS APPROVED BY THE COLLEGE AUTHORITY. REGULAR AND EMERGENCY LOAN FACILITY IS PROVIDED FROM THE COLLEGE MATUAL FUND. LEAVES TO TEACHING AND NON-TEACHING STAFF ARE SANCTIONED AS PER THE NORMS OF THE AFFILIATED UNIVERSITY. STUDY LEAVE IS ALSO GIVEN TO THE FACULTY MEMBERS TO PROMOTES RESEARCH ACTIVITIES. PF ARE ALSO GIVEN AS PER THE RULES OF THE STATE GOVT YOGA AND RECREATION FACILITY IS GIVEN TO THE TEACHING AND NON TEACHING STAFF FOR THEIR PHYSICAL AND MENTAL WELL BEINGS. FREE HEALTH CHECK-UP CAMPS ARE ALSO ORGANISED FOR THE STAFF MEMBERS BY THE ALUMINI ASSOCIATION OF THE COLLEGE. ACHIEVEMENT AWARDS IS CONFERRED TO THE STAFF MEMBERS FOR EXTRA-ORDINARY CONTRIBUTION.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	View File
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

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

0

File Description	Documents
Data as per Data Template	No File Uploaded
Institutional Policy document on providing financial support to teachers	No File Uploaded
E-copy of letter/s indicating financial assistance to teachers	No File Uploaded
Certificate of participation for the claim	No File Uploaded
Certificate of membership	No File Uploaded
Income Expenditure statement highlighting the financial support to teachers	No File Uploaded
Any other relevant information	No File Uploaded

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

02

File Description	Documents
Data as per Data Template	No File Uploaded
Brochures / Reports along with Photographs with date and caption	No File Uploaded
List of participants of each programme	View File
Any other relevant information	No File Uploaded

6.3.4 - Number of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes

10

File Description	Documents
Data as per Data Template	No File Uploaded
Copy of Course completion certificates	View File
Any other relevant information	No File Uploaded

6.3.5 - The institution has a performance appraisal system for teaching and non-teaching staff Describe the process of performance appraisal system for teaching and non-teaching staff in not more than 100 - 200 words.

CoE, Nagaon follow a regular activity of conducting feedback system. The institution arranges academic audit by resourceful academician. The performance of all the non teaching and teaching staff is assessed accordingly. Regular meeting is held to intimate the staff about any shortcoming or gap on their part and thereby suggestions are given for the improvisation of the same. Professional contribution to the academic is also assessed through the publication of research papers in scopus indexed journals as well as books. The teachers engagement in short term courses, performing invigilation duties, contribution to college administration committees, engagement in governing Body etc. Regarding the appraisal of non teaching staff, regular meetings are held to assess their attendance detail. As the employees are given specific responsibilities, annual survey on each activity viz admission, scholarship, registration of students etc. are recieved. The internal audit proves to be another method to assess the performance of the employees who handle the financial front of the college

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	View File
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal or /and external financial audit regularly Describe the process of internal and external financial audits along with the mechanism for settling audit objections, if any, during the year in not more than 100 - 200 words

College regularly conducts financial audits . Internal audit is conducted in its financial year by senior members of GoverningBodyExternal audit is conducted by a registered C.A. , Verificationof all the original documents for payments and receipt, vouchers of cash transactions and cash book is done. The details of all the transaction of the entire financial year is consolidated and maintained by the accountant. Both the external and internal audit are placed in the meeting of the Governing Body and discussion is held regarding the objections if any.The secretary clarifiedthe objections in written form and the meeting then approvesthe report after discussion.

File Description	Documents
Report of Auditors of during the year signed by the Principal.	View File
List of audit objections and their compliance with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

6.4.2 - Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the year (not covered in Criterion III)(INR in Lakhs)

0

File Description	Documents
Data as per Data Template	No File Uploaded
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	No File Uploaded
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	No File Uploaded
Any other relevant information	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources are in place. Describe the procedure of mobilization of funds and its optimal utilization in not more than 100 - 200 words.

For the effective mobilization of funds the master key for taking financial decision are Governing Body and Purchase and Construction Committee . The institutional proposed budget reflects various recurring expenses such as salary, electricity, internet charges, stationary, infrastructure and observation of various festival and other maintenance cost as well as prospective seminars and conferences. The funds are allocated to each activity during the preparation of yearly budget. The proposed budget is placed in the Governing Body meeting for approval. The salary for sanctioned and non sanctioned post in both teaching and non- teaching staff is paid as per the approval of the Governing Body.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies Describe the process adopted by the institution for quality assurance through IQAC or any other mechanism in not more than 100 - 200 words

IQAC IS A MECHANISM TO BUILD AND ENSURE A QUALITY CULTURE AT THE INSTITUTIONAL LEVEL. THE IQAC IS MEANT FOR PLANNING, GUIDING AND MAINATINING QUALITY ASSURANCE (QA) ACTIVITIES OF THE INSTITUITON. THE

IQAC HAS THE PRIME RESPONSIBILITY TO INITIATE, PLAN AND SUPERVISE VARIOUS ACTIVITIES THAT ARE NECESSARY TO INCREASE THE QUALITY OF THE EDUCATIONAL INSTITUTION. THE IQAC OF COLLEGE OF EDUCATION NAGAON HAVE MADE NUMEROUS ATTEMPT TO ENHANCE THE QUALITY ASSURANCE OF THE INSTITUTION THROUGH VARIOUS STRATEGIES. ORGANISATION OF VARIOUS WORKSHOP, SEMINARS AND OTHER EDUCATIONAL EVENTS WERE MADE A PART OF THE INSTITUTION. THE IQAC ORGANISED WORKSHOP ON LESSON PLAN, GENDER AWARENESS, A TRAINING PROGRAMME ON ONLINE TEACHING, A WORKSHOP ON BAMBOO CRAFT, PRE RONGALI BIHU CELEBRATIONS ETC FOR ENHANCING THE QUALITY ASSURANCE OF THE INSTITUTIONS.

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	View File
Any other relevant information	No File Uploaded

6.5.2 - The institution reviews its teaching-learning process periodically through IQAC or any other mechanism Describe the process adopted by the institution for reviewing Teaching-Learning Process periodically in not more than 100 - 200 words.

For the review of Teaching Learning process, the IQAC adopt practices which will provide quality education the students through an effective and meaningful way. This plays an important role in enhancing the quality education and co-curricular activities of the college. The IQAC reviews the teaching learning process by the following way-

1. IQAC members always ask questions to the students and discusses about the teaching learning process.
2. Collecting feedback from students , staff, alumni etc. to improve teaching learning process.
3. Students feedback of faculty is conducted annually and analysis of the feedback is done and communicated with the faculty by the GoverningBody to enhance their teaching learning skills and their relationship with students.
4. IQAC always deputed the faculty to participate in orientation program short term course, seminar, workshop to keep them updated and improved their professional skills.
5. IQAC suggests innovative and smart practices for completion of the curriculum through assignments, remedial classes, collaboration work etc.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

6.5.3 - Number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the year

09

File Description	Documents
Data as per Data Template	No File Uploaded
Report of the work done by IQAC or other quality mechanisms	View File
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	View File
Any other relevant information	No File Uploaded

6.5.4 - Institution engages in several quality initiatives such as Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements Timely submission of AQARs (only after 1st cycle) Academic Administrative Audit (AAA) and initiation of follow up action Collaborative quality initiatives with other institution(s) Participation in NIRF

Three of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Link to the minutes of the meeting of IQAC	NIL
Link to Annual Quality Assurance Reports (AQAR) of IQAC	https://www.collegeofeducation.co.in/igac/29.pdf
Consolidated report of Academic Administrative Audit (AAA)	View File
e-Copies of the accreditations and certifications	View File
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	View File
Any other relevant information	No File Uploaded

6.5.5 - Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives For first cycle: Describe two examples to show incremental improvements achieved within the institution during the year in not more than 100 - 200 words each For second and subsequent cycles: Describe two examples to show incremental improvements achieved within the institution due to quality initiatives since the previous accreditation in not more than 100 - 200 words each

College of Education, Nagaon has completed its first cycle of NAAC in 2014 December. And the college has got 2.65 accreditation on first cycle. Due to Covid-19 pandemic, college has not appeared for the second cycle assessment in due in time. But college is always trying to maintain the quality in functioning all aspectsof scholastic and non - scholastic area of development. The details of two among them -

1. Given more emphasis on organizationof co-curricular activities in the college-

Foremost aim of education is the all -round development of human personality. To meet that objective college has organized different workshop and activities at different level to develop learner's personality. Social activities are organized for the development of social and leadership qualities; Literary activities are organized for the development of thinking and communication ability; and culture activities are organized for the development of cultural belongingness, ethics and norms to lead the life smoothly.

2. Art, Drama and Music for the students:

It is very important for mental health and all round development of teacher, trainee to practice art, drama and music session in the institution help the trainees to develop social skills, creative way to stay active and specially help the trainee to cope with anxiety and depression and get a way to relieve stress during and post pandemic period.

File Description	Documents
Relevant documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Institution has a stated energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements Describe the institution's energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements in not more than 100 - 200 words.

Energy policy of the college

1. Students are always made aware to switch off the lights and fans whenever they leave the classroom or anywhere else.
2. Water motor is switched off immediately after filling the water tank.
3. Students and teachers are always concerned about the use of electricity. They make wise utilization of all the electrical devices
4. College has enough windows and doors for air passing and natural light.
5. College has rain water harvesting policy.

File Description	Documents
Institution's energy policy document	View File
Any other relevant information	No File Uploaded

7.1.2 - Institution has a stated policy and procedure for implementation of waste management Give a brief note on the institution policy for waste management along with its implementation procedure in not more than 100 - 200 words.

Waste management policy of the college -

1. The dustbins for waste product of the college are made by the waste product itself such as big cartoons.
2. For the purpose of dustbin college use bamboo made dustbin.
3. Paper cover page use for assignment purpose of the students.
4. The one year old newspaper are sold out for recycling.
5. Vegetable and fruit pills are used for the purpose of making organic fertilizer for the growth of the flower and vegetable plants at the college campus.
6. College uses incorrect print out papers for rough works in the office.
7. E-waste managment policy is also followed by the college.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

7.1.3 - Institution waste management practices include Segregation of waste E-waste management Vermi-compost Bio gas plants Sewage Treatment Plant

One of the above

File Description	Documents
Documentary evidence in support of each selected response	View File
Geo-tagged photographs	No File Uploaded
Income Expenditure statement highlighting the specific components	No File Uploaded
Any other relevant information	No File Uploaded

7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage

All of the above

File Description	Documents
Income Expenditure statement highlighting the specific components	View File
Documentary evidence in support of the claim	No File Uploaded
Geo-tagged photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment Describe the efforts of the institution towards maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment in not more than 100 - 200 words

1. For maintaining cleanliness of the college campus, the college has a support staff. And all the members of the college family are aware to keep the campus clean and healthy.
2. For maintaining cleanliness of the college outside, social service programmes are organized by the students of the college.
3. Alumni association of the college maintains the college garden for beautification and green campus.
4. Water closets are equipped with soap, air freshener, and naphthalene balls.
5. The water tank is cleaned frequently approximately in a year.
6. College has more than 50 area palm plant for air purification.
7. The college campus is a smoking free zone.

File Description	Documents
Documents and/or photographs in support of the claim	No File Uploaded
Any other relevant information	No File Uploaded

7.1.6 - Institution is committed to encourage green practices that include Encouraging use of bicycles / E-vehicles Create pedestrian friendly roads in the campus Develop plastic-free campus Move towards paperless office Green landscaping with trees and plants

Four of the above

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	No File Uploaded
Circulars and relevant policy papers for the claims made	View File
Snap shots and documents related to exclusive software packages used for paperless office	No File Uploaded
Income- Expenditure statement highlighting the specific components	View File

7.1.7 - Number of expenditure on green initiatives and waste management excluding salary component during the year (INR in Lakhs)

0.20

File Description	Documents
Data as per Data Template	View File
Income Expenditure statement on green initiatives, energy and waste management	View File
Any other relevant information	No File Uploaded

7.1.8 - Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges. Describe institution's efforts showcasing the way it leverages local environment, locational knowledge and resources, community practices and challenges in not more than 100 - 200 words

College of Education, nagaon leaves no opportunity to care and invest in protecting and preserving the local environment. The institution organised community service program in nearby local areas to create awareness on adopting skills needed to prevent COVID 19 pandemic. Social distancing, proper sanitization process etc were some of the highlights of the programs. The college also invested in buying local product that were made with eco-friendly materials including reusable bags, dustbin made of bamboos etc.

File Description	Documents
Documentary evidence in support of the claim	No File Uploaded
Any other relevant information	View File

7.1.9 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	View File
Web-Link to the Code of Conduct displayed on the institution's website	View File
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	View File
Details of the Monitoring Committee, Professional ethics programmes, if any	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices (as per NAAC format given on its website) Describe any two best practices successfully implemented by the institution as per NAAC format

1. Title of the Practice:- Preparation of videos for online teaching

2. The Context:- Due to Covid -19 pandemic and lockdown, online teaching mode was the only option to provide quality

education.Hence, videos for online teaching was the need of the hour.

3.Objective:- To continue provide quality education during Covid-19 pandemic.

4.The Practice:- All the teachers attend online meetings and workshops on preparation of quality teaching videos. The ICT faculty of the institution trained the teachers on videography and also successful uploading of such videos on Youtube, WhatsApp Etc.

5.Impact:- The student were greatly benefited by this practice.

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5.Impact:- The student were greatly benefited by this practice.

File Description	Documents
Photos related to two best practices of the Institution	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Performance of the institution in one area of distinctiveness related to its vision, priority and thrust Describe the institutional performance in one area of distinctiveness related to its vision, priority and thrust in not more than 100 -200 words

The importance of an infrastructure plays a vital role in building a positive environment for learning. The college therefore felt the

need to upgrade some of the infrastructural facilities to continue to carry on its effort to provide quality education. To fulfil this vision the college had to face numerous challenges due to covid -19 pandemic. But amidst those challenges , the college took initiative in upgrading some necessary infrastructural facilities. The classrooms were painted and some changes were made in the desk benches. The toilet and washroom needed some renovation. The playground, garden area, girls common room were also upgraded. The water filter was changed. A renovation work was carried out in the college canteen. The computer laboratory needed some repair work which was also completed.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	No File Uploaded
Any other relevant information	No File Uploaded