



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Maitreya College of Education and Management
• Name of the Head of the institution	Dr. Kumar Mritunjay Rakesh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Alternate phone No.	06224271834
• Mobile No:	9304035716
• Registered e-mail ID (Principal)	admin@maitreyaedu.co.in
• Alternate Email ID	principal@maitreyaedu.co.in
• Address	EPIP Campus, Industrial Area
• City/Town	Hajipur
• State/UT	Bihar
• Pin Code	844102
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	Aryabhata Knowledge University				
• Name of the IQAC Co-ordinator/Director	Ajay Kumar Singh				
• Phone No.	06224271834				
• Alternate phone No.(IQAC)					
• Mobile (IQAC)	9334708885				
• IQAC e-mail address	mcemiqac@gmail.com				
• Alternate e-mail address (IQAC)	admin@maitreyaedu.co.in				
3.Website address	https://maitreyaedu.co.in/				
• Web-link of the AQAR: (Previous Academic Year)	https://maitreyaedu.co.in/wp-content/uploads/2023/08/BRCOGN100351-2.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://maitreyaedu.co.in/wp-content/uploads/2023/10/Academic-Calendar-2022-23.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.16	2023	07/09/2023	06/09/2028
6.Date of Establishment of IQAC			02/01/2017		
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	
Shri Lal Bahadur Shastri National Sanskrit University	Seminar	Ministry of Education, Government of India (Bhartiya Bhasha Samiti)	14/11/2022	213604	
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		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been			Yes		

uploaded on the institutional website?	
<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
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Academic calendar was prepared at the beginning of the session 2022-23 and academic activities were conducted accordingly.	
2. Orientation Program (Pavajja) were organized for B.Ed. Session 2022-24 for five days.	
3. Preparation of IIQA and SSR for NAAC Accreditation.	
4. Appreciation money was given to the top three attending students to increase the attendance percentage.	
5. Micro teaching workshop conducted for B.Ed. session 2021-2023 from 4th January 2023.	
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
1. Orientation program for B.Ed. Session 2022-24.	Orientation Programme for B.Ed. 2022-24 was held from 14th September 2022 to 20th September 2022 and after that, regular classes for this session started from 21st September 2022.
2. Admission of B.Ed. Session 2023-25.	Admission process started by nodal university (CET-BED 2023) and ends on 1st July 2023.
3. Seminars/Workshops for students and faculty members.	National Seminar held in collaboration with Education Department, Gov. of India on Bharatiya Bhasha Samiti on 13th - 14th November 2022.
4. Remedial Classes.	Remedial Classes for both 1st and 2nd Year Students held on 15th May to 31st May 2023.
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
2021-22	09/12/2022
15. Multidisciplinary / interdisciplinary	

Keeping in mind the NEP2020, Maitreya College of Education and Management aims to inspire students to use their intellectual, aesthetic, social, physical, emotional and moral knowledge in an integrated manner, through a multidisciplinary and interdisciplinary approach. In order to overcome the challenges associated with multidisciplinary collaboration, effective communication and a shared commitment to the common goal are in the process. Students are also assessed on their ability to conduct research and learn based on problem-solving and activity-based learning to incorporate essential skills and the ability to help students to develop flexible understanding and lifelong learning skills. We are also encouraging our alumni too to adopt activity and art integrated pedagogy and multi-disciplinary approach during their teaching practices.

16.Academic bank of credits (ABC):

We have added additional hard-disk to our library computer so that data require could be stored and help the beneficiaries. Formulating policies and guidelines for the implementation of the Academic Bank of Credits, we have upgraded our library and many digital e-books are added through NLIST and NDL for all faculty and students. Also, infrastructure has to be set up to add additional courses. Regular meetings will be held in future also to implement the curriculum under the policies of NEP 2020.

17.Skill development:

Our faculty is emphasizing in imparting the value-based education in the college. The students in our college are oriented towards respect for all religions and one of good practices we have is our students conduct daily prayers that was conducted in government schools and we also conduct religions festival-based songs accordingly. Institute also conducts variety of activities including the training workshop / seminar i.e. TLM mela. In this way, we initiate Teaching and Learning Skills of students and teachers throughout the year by conducting FDPs, Capacity building programs and using ICT and all these make our institute to fully prepare for skill development approach of NEP 2020 to adopt conveniently.

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

As the NEP 2020 has focused more on Indian regional languages, what we believe is that the preservation and promotion of India's cultural wealth should be considered a high priority for the country, as it truly forms the core of the country's identity as well and is also important for economy. We have also conducted a Two-day National Seminar organized in collaboration with Bharatiya Bhasha Samiti, Department of Education, Government of India on the theme of "School education in Indian languages and creation of multilingual teachers" (भारतीय भाषाओं में विद्यालयी शिक्षा तथा बहुभाषी शिक्षक का निर्माण). Our Teacher, at the time of classes makes an effort to promulgate Indian culture and traditions.

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

As an affiliated Teacher Training College, our college offers Two-year B.Ed. (Bachelor of Education) programme for outcome-based education (OBE) and this programme are designed by Aryabhatta Knowledge University, Patna. Besides from what knowledge and skills they need to have when they leave the college other than specific skills, learning outcomes at all levels also ensure responsiveness toward social skills so that students contribute to well-being of the country. We also try to produce all full of Skilled Teachers every year with good humanity and best citizenship for society and nation.

20.Distance education/online education:

During the COVID-19 pandemic crisis, when all schools and colleges were shut for face-to-face or offline classes, our college does not limit the learning of students at any cost. All our faculty members were using online platforms like Google Meet and Zoom to make the students learn on time. The college is ICT enabled with internet and hence there is no hindrance in any online teaching-learning. We have added 6,293 E-Journals and 1,95,809 E-Books through NLIST and NDJ for our staff, faculty members and students.

Extended Profile

1.Student

2.1 Number of students on roll during the year	193
---	-----

File Description	Documents
-------------------------	------------------

Data Template	View File
---------------	---------------------------

2.2 Number of seats sanctioned during the year	200
---	-----

File Description	Documents
-------------------------	------------------

Data Template	View File
---------------	---------------------------

2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	50
---	----

File Description	Documents
-------------------------	------------------

Data Template	View File
---------------	---------------------------

2.4 Number of outgoing / final year students during the year:	95
--	----

File Description	Documents
-------------------------	------------------

Data Template	View File
---------------	---------------------------

2.5 Number of graduating students during the year	95
---	----

File Description	Documents
-------------------------	------------------

Data Template	View File
---------------	---------------------------

2.6 Number of students enrolled during the year	193
--	-----

File Description	Documents
-------------------------	------------------

Data Template	View File
---------------	---------------------------

2.Institution

4.1	32.255
Total expenditure, excluding salary, during the year (INR in Lakhs):	
4.2	31
Total number of computers on campus for academic purposes	
3. Teacher	
5.1	13
Number of full-time teachers during the year:	
File Description	Documents
Data Template	View File
Data Template	No File Uploaded
5.2	16
Number of sanctioned posts for the year:	

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

Maitreya College of Education and Management (MCEM) is an affiliated college of Aryabhatta Knowledge University, Patna. Our institution imposes certain parameters within the college function in terms of curriculum design and coverage as well as allocation of time for teaching and tutorials. All the issues relating to adaptation and implementation of curriculum are open to suggestions and discussions in order to maintain democracy and transparency. The final decisions were taken by Head of Institute (Principal). Adequate number of library books / magazines and other facilities for efficiently running the course. Committee wise meetings are being conducted to receive the inputs for the planning and / or reviewing, revising curriculum and adapting it to the local context. As per the Suggestions and inputs received from faculty members, staff council meeting is planned and the received inputs and suggestion are discussed in length. The various activities are reviewed and revised justifying the needs of the students in the present scenario keeping NEP 2020 in view with the local context.

Data Template : 0

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

<p>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</p>	<p>D. Any 2 of the above</p>
--	------------------------------

File Description	Documents
Data as per Data Template	View File
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	No File Uploaded
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	View File
Any other relevant information	No File Uploaded

<p>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 students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers</p>	<p>C. Any 2 of the Above</p>
---	------------------------------

File Description	Documents
Data as per Data Template	View File
URL to the page on website where the PLOs and CLOs are listed	https://maitreyaedu.co.in/academic-program/
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

13

File Description	Documents
Data as per Data Template	View File

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.

Institute ensures effective curriculum delivery through consistent efforts. At the commencement of the academic year an academic calendar is prepared. Different Committee strive for effective curriculum delivery through combination of theory, practical classes, tutorials, ICT integration, development of life skills, value education for the holistic development of students. The laboratory, computer and library facilities of the institute are well developed. In terms of knowledge, our Institution provides opportunities for the students in different ways, some of which include:

- * Formats for Lesson and learning plan are provided to students.
- * Instructions regarding Micro teaching and all skill development are given by the pedagogy teachers.
- * Academic calendar is formed and implemented in the college.
- * All the activities and co-curricular activities are organized according to activities based on academic calendar.
- * Regular classroom teaching is done along with the curriculum enrichment activities as per the academic calendar.
- * Continuous monitoring of teaching & learning process is carried out by teachers for effective implementation.
- * Students performance is evaluated by teachers.
- * Guidelines regarding passing and qualifying Internal exams and university exams are provided to the students by the institution.

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

[View File](#)

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

Maitreya College of Education and Management familiarizes all students with the diversities in school system inside India. Keeping always in mind that teaching is a very noble profession that shapes the character, this institution always strives to produce efficient teachers with effective teaching qualities. This attempt aims at providing our society and new generation much needed power, strength and new ideas so that their overall personality is suitably developed. This is why the institution provides value based education awareness programme. The celebrations of Important days and co curricular activities are carried out according to the syllabus provided by Aryabhata Knowledge University (AKU), Patna for two years Institution also provides practical exposure about various school systems of Indian education through SCP and SIP programmes.

Action plan indicating the way students are familiarized with the diversities in Indian school system includes:

- Promoting Co-curricular activities.
- Maintaining consistent communication with the students.
- Initiatives to boost their physical strength with exercise and sports.
- Organising Art and cultural programmes.
- Promoting Diversity in lesson plans and cultural awareness in classroom.
- Important days must be celebrated and their importance should be understood by students.

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

Maitreya College of Education and Management follows the curriculum in such a way that provides variety of experiences to the students. In order to achieve this aim students are given professional training in teaching by the following measures:

Our entire curriculum is practical oriented which provides experiential learning needed in the present century. The focus of curriculum is to prepare innovative and critical pedagogue, who can play a significant role

in the curriculum development, its implementation and researching in curriculum. All facilities and resources i.e., classroom experiences, laboratory experiences, library experiences, SCP and SIP experiences etc.

The college follows student-centered approach. The college follows and promotes the teaching methods such as active learning, cooperative learning, and inductive teaching and learning: inquiry-based learning, problem-based learning, project-based learning, etc. It seeks to promote:

- Collaborative group learning, both inside and outside the classroom;
- Individual student Action research.
- Teaching skills are honed through Micro Teaching and Mega lessons - five lessons per teaching subject. Experts are also invited to deliver lectures on micro and macro teaching before commencement of practice teaching.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

Two of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	No File Uploaded

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	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of students during the year

193

2.1.1.1 - Number of students enrolled during the year

193

File Description	Documents
Data as per Data Template	View File

Document relating to sanction of intake from university	View File
Approval letter of NCTE for intake of all programs	View File
Approved admission list year-wise/ program-wise	View File
Any other relevant information	View File

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

100

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

147

File Description	Documents
Data as per Data Template	View File
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	View File
Final admission list published by the HEI	View File
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

7

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

7

File Description	Documents
Data as per Data Template	View File
Certificate of EWS and Divyangjan	View File
List of students enrolled from EWS and Divyangjan	View File
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.

At the entry level, orientation-cum-interaction sessions are arranged at institution level to figure out the cognitive levels so as to trace individual student's learning needs. In addition, cocurricular and cultural events are also organized as well as quiz, debates, group discussion and personality development class also organized for the development of the slow learner and advanced learner. Mentors help the students particularly slow learners to develop their personality and learning abilities. Maitreya College of Education and Management (MCEM) follows a proper mechanism for continuous monitoring, mentoring and evaluation of students to enhance student's performance. The institution identifies slow learners and advanced learners with the help of a wide

range of assessment tools and techniques. Formative assessment techniques include class tests, assignments, projects, seminar presentations, group activities, group discussions, classroom performance and observation of day-to-day activities. The learning needs of students are identified through mentoring, counselling and discussion with them. Faculty members also provide valuable feedback in identifying slow learners and advanced learners.

File Description	Documents
Documentary evidence in support of the claim	View File
Documents showing the performance of students at the entry level	View File
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

Four/Three of the above

File Description	Documents
Data as per Data Template	View File
Relevant documents highlighting the activities to address the student diversities	View File
Reports with seal and signature of Principal	View File
Photographs with caption and date, if any	View File
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	View File
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

6:1

2.2.4.1 - Number of mentors in the Institution

11

File Description	Documents
Data as per Data Template	View File
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.

Maitreya College of Education and Management (MCEM) implements mentoring arrangements in its limited applications on Teaching-Learning approach Method subject teachers function as the mentor for the students of the concerned method subject in preparing lesson plan, teaching materials and teaching aids, selection of appropriate method of teaching, types of questions to be asked as per the nature of the topic in relation to the subject and level of education, type of evaluation questions to be asked at the end of the teaching. Mentoring arrangement in this regard is essential in order to actualize the participatory approach to teaching-learning. Here the students under the guidance and supervision of teachers as mentor of a group of students for said purpose get involved in different activities. In same way, all teachers are assigned the task of mentor for a group of students.

Lesson plan practice, scholastic and co-scholastic activities, organizing Seminars and Workshops on Micro teaching, Pedagogical Analysis and Preparation, Lesson Planning, Feedback session are our Multiple mode approach to get response from the students on the learning acquired includes experiential learning, participative learning, problem solving methodologies, brain storming, focused group discussion, online mode by them and to take measures accordingly.

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

13

File Description	Documents
Data as per Data Template	View File

Link to LMS	https://maitreyaedu.co.in/library/
Any other relevant information	View File

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

193

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	View File
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

Three 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	View File
Geo-tagged photographs wherever applicable	No File Uploaded
Link of resources used	https://maitreyaedu.co.in/library/
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

Mentoring Supports learning between individuals and groups of Maitreya College of Education and Management (MCEM), significantly reducing knowledge transfer times and empowers employees in ways that formal education and instruction manuals cannot. It creates a culture where teamwork becomes an important part of the daily life rather than a forced, infrequent task. Taking the patience to acclimatize oneself about the students' background, interests and learning style. This will allow teacher Maitreya College of Education and Management to create an environment that can be easily directed and assimilated to each individual student. Students are advised to taking steps as follows to manage their stress: Track your stressors. Keep a journal for a week or two to identify which situations create the most stress and how you respond to them. Develop healthy responses. Establish boundaries. Take time to recharge. Learn how to relax. Get some support. Teachers stay Up-to-Date on classroom trends as follows: Attend conferences whenever possible, Stay up to date with news on education-oriented technology and become active in social media groups made for educators.

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

Five/Six of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
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

Maitreya College of Education and Management (MCEM) follows Constructive Approach of Learning. We create such a democratic environment of learning in the classrooms so that every learner can experience, reflect and conceptualize and create knowledge. We help them in thinking critically on the topics being discussed in the classroom and come out with their opinions related to the topic. Students of Maitreya College of Education and Management are actively involved in a dynamic teaching and learning process. The methods used to facilitate this active involvement include working in Peer and pairs learning, brainstorming, 5E Model, Mind Mapping, Concept Mapping, Flipped Classroom, Collaborative and Cooperative learning, role play, games and debates.

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)

Seven/Eight of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities with video graphic support wherever possible	View File
Any other relevant information	View File

<p>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</p>	<p><i>Eight /Nine of the above</i></p>
--	--

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

<p>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 situations Participating in institutional activities as ‘anchor’, ‘discussant’ or ‘rapporteur’ Classroom teaching learning situations along with teacher and peer feedback</p>	<p><i>All of the above</i></p>
---	--------------------------------

File Description	Documents
Data as per Data Template	View File
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

<p>2.4.4 - Students are enabled to evolve the following tools of assessment for learning</p>	<p><i>All of the above</i></p>
---	--------------------------------

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

File Description	Documents
Data as per Data Template	View File
Samples prepared by students for each indicated assessment tool	View File
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

Three of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of each response selected	View File
Sample evidence showing the tasks carried out for each of the selected response	View File
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

All of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence showing the activities carried out for each of the selected response	View File
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	All of the above
---	------------------

File Description	Documents
Data as per Data Template	View File
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

Maitreya College of Education and Management (MCEM) has a well-organized and systematic internship program for our student teachers. Every year, School Internship Programs are arranged for students in various nearby government schools. Schools for internships are selected based on accessibility to learners and supervisors and feedback from previous interns. List of Government Schools are provided by District Education Officer. In 16 weeks of School Internship Program and 4 weeks of School Contract Program, our trainees are treated as practicing teachers. They prepare up to 30 lesson plans, learning plans, trainee-learner interactions, day-to-day experiences, peer observations, action research and blue prints during their internship, and are given the opportunity to participate in most of the school activities. They involved in activities like cultural, sports, assemblies etc.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

95

File Description	Documents
Data as per Data Template	View File
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 counseling PTA meetings Assessment of student learning - home assignments & tests Organizing academic and cultural events Maintaining documents Administrative	Seven/Eight of the above
---	--------------------------

responsibilities- experience/exposure
Preparation of progress reports

File Description	Documents
Data as per Data Template	View File
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.

Maitreya College of Education and Management (MCEM) adopts effective monitoring mechanism during practice teaching in various government schools. During their practice teaching sessions, tasks like lesson planning, learning Plan, peer observation, today's experience, trainee learner interaction etc. are given every day. College teacher trainer are detailed to check and approve lesson plans in advance. Student teachers are allowed to provide duly approved lesson plans. Teachers from the respective schools also observe the lessons. School teachers are encouraged to give suggestions for improvement. Teacher teachers and school teachers note down comments on the lesson plan book. Comments on the notebook, based on subsequent discussion and self-reflection are taken into account to bring about improvements. The process of observation and feedback in our institute is extensive and continuous.

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 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)

Four of the above

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	View File
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

Three of the above

process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness

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	View File
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

13

File Description	Documents
Data as per Data Template	View File
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

3

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

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

40

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

67

File Description	Documents
Copy of the appointment letters of the fulltime teachers	View File
Any other relevant information	View File

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 teaching community is keeping themselves to pace on this path of change to implement new or modified methods of teaching-learning process to suit the requirements of the day. This is how teachers developing or updating themselves in Maitreya College of Education and Management (MCEM). This development of teachers can be broadly classified into three areas viz. Personal (Self Centered); Professional (Student-Centered); and

Social. Personal (Self-Centered Development): Teachers are attaining this development in two manners – Formal and Informal. Formal methods include; attending conferences, workshops, webinars, seminars, symposiums with a view to enlightening teachers on latest developments in the field of education, which help them update with latest concepts that are required for professional development. The faculty members are encouraged to pursue research and extension activities as admissible under University rule.

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

Maitreya College of Education and Management (MCEM) follows the academic schedule which is being given by the Syllabus of Aryabhata Knowledge University for conducting continuous internal assessment. We conduct continuous internal assessment of our trainees. We give them assignments, presentations, projects etc. in which they work individually or in a team. After this, there are internal tests which are conducted at the institute level to assess their learning and provide appropriate feedback and interventions for improvement. The final assessment score of the learners is prepared by combining all the internal and external development. The time table of external examination is fixed by the University and the same is displayed on the notice board for the students. Changes, if any, are communicated to the students well in advance. 1. Preparatory Exams are conducted every year before university exams. 2. Every teacher conducts regular class tests on the related topic.

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

Four 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	View File

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

In Maitreya College of Education and Management (MCEM) Student Grievance and Redressal Committee always active to resolve problems as soon as possible and try to minimize those activities which create problems. Before or during examination, members of grievance redressal committee take rounds and solve the problems on time. The institution has complete transparency in its internal and external assessment as per norms directed by Aryabhatta Knowledge University, Patna. College Level: The college appoints a senior supervisor for the smooth conduct of college examinations. If the students are facing any problem, these are solved by the principal of the college. The grievances are deliberated during the conduct of theory examinations and deliberated with the Principal and forwarded to the University in the examination section if necessary. Redressal of grievances at university level: After forwarding such questions through the college examination section, the questions related to the result, improvement in mark sheet, other certificates issued by the university are handled in the examination section. Students are allowed to apply for reevaluation, recruitment and a challenging assessment by paying the required processing fee to the university if students are not satisfied with the university's assessment through college.

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.

Maitreya College of Education and Management (MCEM) follows an academic calendar for the conduct of internal evaluation. It is prepared by an academic committee of University for better engagement of students, staff as well as faculty members. We follow the academic calendar throughout the session. All activities inside the campus as well as outside the campus are addressed by all stake holders of the institutions. It is managed by a faculty member who is responsible for the management of all academic activities during the course. College routine is followed as required by the academic calendar and the need of completion of the course as well. The College engages all students as per the schedule in tune with the academic calendar which is prepared as per the guidelines of regulatory body. We always discuss with the principal and the management regarding handling and managing activities including the outreach activities of the students. We have organized several academic activities through out the year as per academic calendar. In fact, the academic calendar develops the environment of teaching learning and Discipline. It bonds all stake holders with a visionary programme through out the year for all round development of the student teachers.

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

2.7 - 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.

Teaching learning process of Maitreya College of Education and Management (MCEM) is aligned with stated Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) through theories, practical classes, tutorials and ICT integration, value education and other innovative methods for the holistic development of students. The institute follows the academic calendar and a well-planned time table to achieve the CLOs and PLOs. Library facilities, Laboratory, computer and are adequate to support the teaching learning process. There are optimum utilization of well-equipped laboratories in different subjects for curriculum delivery of practical. Effective implementation of curriculums is ensured by giving emphasis on both theoretical and pedagogical processes. Our CLOs and PLOs are achieved through variety of active learning strategies like brain storming, quiz, debate, collaborative work, discussions, role play, games, model making, mini project, presentations, essay. Experiential learning is provided through field-based activities, internship, practicum, community service, role plays, games, case studies, simulation, virtual lab, presentations, projects, spaced learning. Among pedagogical processes, critical analysis, concept mapping and discussions are given due importance in teaching learning processes. In addition, theatre pedagogy, art integrated learning experiences are also given emphasis to achieve CLOs and PLOs.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	View File
Result sheet for each year received from the Affiliating University	View File
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

The activities of Maitreya College of Education and Management (MCEM) provide continuous opportunities for students to attain professional and personal attributes in commensurate with the PLOs and CLOs. Our students are given multiple opportunities to perform and develop professional attributes through peer groups, teacher guardians and faculty members. Feedback obtained by the students help them to improve their professional development. Exposure of students to different activities of the Institute including expert lectures, interaction with alumni making them capable of checking their present potential capacities and opening path for further improvements. Institute constantly monitors the progress of students through various mechanism like internal assessment, tests, performance and classroom presentations, tutorials and maintaining the study in Library hours.

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

95

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	View File
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.

Bachelor of Education (B.Ed.) is a multi-disciplinary programme in which students can take admission. They are related to different subjects and methodologies. Assessment of such multidisciplinary students is a challenge for the faculties. Maitreya College of Education and Management (MCEM) has adopted a mechanism of assessment as regulated by NCTE and the affiliating University. Internal Assessment and External Assessment both are major components of assessment for any studentteacher throughout the session. We assess all trainees by monthly assessment tasks. We conduct several activities such as painting, group discussion, debate, storytelling, presentation of models and displaying, Rangoli, drama, assignment, PPT presentation of EPC's and competency. We also conduct outreach activities such as Picnic, educational tour, Excursion tour, Field Visit, Village survey etc. By these outreach in-house activities we assess their co-relation with others, their leadership quality, time management, ability to work with strangers, co-working with teachers, social leaders, their behavioural practices, presence of mind, active participation, ability to help others etc. The students follow the direction as per the tasks accelerated by academic calendar throughout the year. After completing B.Ed. programme all students experience major changes in their behaviour, communication as well as learning and understanding power.

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

0

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	View File
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	View File
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 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

Three of the above

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

One of the above

File Description	Documents
Documentary evidences in support of the claims	View File
Details of reports highlighting the claims made by the institution	View File
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

1

File Description	Documents
Data as per Data Template	View File
First page of the article/journals with seal and signature of the Principal	View File
E-copies of outer jacket/contents page of the journals in which articles are published	No File Uploaded
Any other relevant information	View File

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

2

File Description	Documents
Data as per Data Template	View File
• 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	View File
Any other relevant information	View File

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

6

File Description	Documents
Data as per Data Template	View File
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

193

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

19

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

4

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the claim along with photographs with caption and date	View File
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.

Maitreya College of Education and Management (MCEM) has organized various campaigns on different social issues and community development like ill effects of drugs, communicable disease and its prevention, sanitation system and the safe drinking water. Our college use to organize other outreach activities like plantation, Earth Day, Manav shrinkhala, , Nukkad Natak, Swachhata Abhiyan in community and college Campus. The college believes and makes efforts to bring out the best qualities inherent in the students by imparting value education to them and thereby instilling in them social responsibility and social awareness through various activities. Our college is conscious about undertaking plantation work and maintaining cleanliness in and around the campus . Matreya College of Education and Management is plastic free campus. Our College actively organizes Swachha Bharat Abhiyan to create awareness and consciousness among the students, teaching and non-teaching staffs.

File Description	Documents
Relevant documentary evidence for the claim	View File
Report of each outreach activity signed by the Principal	View File
Any other relevant information	View File

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	
0	
3.4.1.1 - Number of linkages for faculty exchange, student exchange, research etc. during the year	
0	
File Description	Documents
Data as per Data Template	View File
List of teachers/students benefited by linkage - exchange and research	No File Uploaded
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	
2	
File Description	Documents
Data as per Data Template	View File
Copies of the MoU's with institution / industry/ corporate houses	View File
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 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	Three/Four of the above
File Description	Documents
Data as per Data Template	View File
Report of each activities with seal and signature of the Principal	View File
Any other relevant information	View File

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

Maitreya College of Education and Management (MCEM) has a well-developed, maintained, and high-tech campus of 2 acres. It has a capacity for further expansion as per requirement of the future. Our college is equipped with modern facilities and learning resources to achieve academic excellence. The College has 04 classrooms of various sizes for classes of various strengths. All the classrooms of Maitreya College of Education and Management are well ventilated will equipped with sufficient number of benches and fans. All faculties deliver their lectures by using Laptops and projector which is provided by the college for effective teaching and learning process. Overall teaching and learning process is based on ICT which is highly interactive.

List of physical facilities available for teaching learning :

Classrooms.

ICT Lab.

Library.

Laboratories.Auditorium.

Wifi.

Cultural Activities.

Sports and Games.

File Description	Documents
List of physical facilities available for teaching learning	View File
Geo-tagged photographs	View File
Any other relevant information	View File

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

4

File Description	Documents
Data as per Data Template	View File
Geo-tagged photographs	View File
Link to relevant page on the Institutional website	https://maitreyaedu.co.in/library/
Any other relevant information	View File

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

13.64

File Description	Documents
Data as per Data Template	View File
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.

Name Of ILMS Software: AutoLIB

Nature Of Automation: Fully

Version:2.0

Year of Automation:2022

Library of Maitreya College of Education and Management (MCEM) is fully automated and a total of 7070 books and 18 Indian journals are available in the Library and has a seating capacity of 50. Research materials, Pro Quest CDs, Encyclopedias, International and other educational materials are available in hard and soft forms. We have Annual Membership of INFLIBNET-NLIST from the year 2023 with Information and Library Network Centre Gujrat University. The staff and students make maximum use of the same. Students and Staff Registration is done through bar coding. AUTOLIB 2.0 software is used for Library transactions. We have more than 29,10,000 e-books and 6,000 e-journals. It also render the facilities of photocopying and printing for all staff and students.

File Description	Documents
Bill for augmentation of library signed by the Principal	View File
Web-link to library facilities, if available	https://maitreyaedu.co.in/library/
Any other relevant information	View File

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

The MCEM Library has a well setup e-library having a good quantity of e-resources in the form of e-books, on-line journals, databases, Digitised documents, consortium materials, Open Education Resources (OER) and many more. The library users have access to these e-resources in two ways - one by physically visiting to the Institute library and another way from anywhere in the Institute as well as from outside of the campus visiting online through Library Website : [https. //maitreyaedu.co.in](https://maitreyaedu.co.in) Further, within campus all e-resources are accessible through UID/PW mode whereas from outside campus the resources can only have access through individually provided UserID and Password throughout 24x7. All library users have been registered with all e-resource providers and generated with individual access credentials. Users are given regular orientation on the technical aspect how to use the e-resources as latest additions to the e-library collection as well as technical innovations.

File Description	Documents
Landing page of the remote access webpage	View File
Details of users and details of visits/downloads	View File
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

Two of the above

File Description	Documents
Data as per Data template	View File
Receipts of subscription /membership to e-resources	View File
E-copy of the letter of subscription /member ship in the name of institution	View File
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)

0.523

File Description	Documents
Data as per Data Template	View File
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	No File Uploaded

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

108

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	No File Uploaded

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

Three of the above

obtained as and when teachers recommend Documents are obtained as gifts to College	
--	--

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

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

Maitreya College of Education and Management havewell designed lab for Students and Teachers. We have one ICT lab with modern and innovative facilities which comprises of total 25 computers with updated soft ware and also has 3 different department containing separate Computers. We have 30 mbps plus 30 mbps, total of 60 mbps two connection which makes internet access fast and convenient. Our campus is fully Wi-Fi enabled. All national programs, conferences, workshops and hand-on sessions for teachers as well students are organized that enable them to update their knowledge in the field of computer technology. It helps students and teachers to learn and acquire new technology and skills to become more logical, creative and updated.

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

8 : 1

File Description	Documents
Data as per data template	View File
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

File Description	Documents
Receipt for connection indicating bandwidth	View File
Bill for any one month during theacademic year indicating internet connection plan, speed and bandwidth	View File
Any other relevant Information	No File Uploaded

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

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)

1.75

File Description	Documents
Data as per Data Template	View File
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

ICT labs: Institute has One ICT-enabled labs with modern and innovative facilities which comprise of total 25 computers with up dated software, 30 plus 30, total of 60 MBPS leased line connection which makes internet access fast and convenient. All national and International programs, conferences, workshops and hands on sessions for teachers as well as students update their knowledge in the field of computer technology.

Library facility: The Institute library developed an e-library platform to provide access to the users to use its e-resources. The physical section of the library is kept open from 09:00 AM all Working days in the evening up to 5:30 PM.

Multipurpose Ground and Gymnasium: Physical Education Section maintains , playgrounds regularly. Section has one Grass cutting machine for maintaining the grass in rainy season.

Laboratories: In the Maitreya College of Education and Management, there are Geography and language lab, Art and Craft Resource Center. In the Institute there are One Composite lab (Chemistry, Physics, Biology, Math and Psychology lab).

File Description	Documents
Appropriate link(s) on the institutional website	https://maitreyaedu.co.in/library/

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	View File
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	View File
Any other relevant information	View File
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	Seven/Eight 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	B. Any 3 of the above
File Description	Documents
Data as per Data Template for the applicable options	View File
Institutional guidelines for students' grievance redressal	View File

Composition of the student grievance redressal committee including sexual harassment and ragging	View File
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)

One of the above

File Description	Documents
Data as per Data template	View File
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
3	95

File Description	Documents
Data as per Data Template	View File
Reports of Placement Cell for during the year	View File
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).

04

File Description	Documents
Data as per Data Template	View File
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	View File
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)

52

File Description	Documents
Data as per Data Template	View File
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

Maitreya College of Education and Management (MCEM) believes in empowerment of youth through quality education. Adequate space has been given for co-curricular or extra-curricular activities (co scholastic activities) of college. Students are also involved in many activities at the institute and society level. The student council known as 'Maitreya Panchayat' is established as per the norms set by MCEM. Student council elections are conducted to select student representatives in various fields for the benefit of learners. Other members of the committees also perform task of administering decisions of committees to learners. Student representatives participate in other student oriented programs like Newcomer Trainee Welcome, Newcomer Special Guest Welcome, Republic Day, Independence Day, Blood Donation Camp, Bihar Day, Teacher's Day, Environment Day, Science Day, Yoga Day, National Sports Day and meetings of prominent persons. Student Council always maintains a participatory approach in the decision making process of the institution. The main objective of Student Teacher Committee, which has a great impact on the smooth functioning and expansion of the institute. Representative of the students is in various committees of the college like - Women's Cell, IQAC, Student Grievance and Redressal Committee, Cultural Committee, Alumni Association etc. as a member.

File Description	Documents
Copy of constitution of student council signed by the Principal	View File
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

32

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	View File
Any other relevant information	View File

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

Alumni of Maitreya College of Education and Management (MCEM) are well-known in various fields like teaching, education, professional fields, academic and social work. College has an active alumni group. Though group is not registered yet, but the process of registration has started and very soon we will have a registered alumni association.

Written feedback is taken from each student at the end of the academic session. Every student has to fill the feedback form after finishing the final university examination and before leaving college. Alumni Association consisting of faculty and staff provides feedback during its meetings every year. College also takes feedback from its staff members.

Mission of Alumni Group is to foster a spirit of loyalty and promote the general welfare of the institution. Maitreya Alumni Association not only provides mentorship but also encourages them during school internships. On World Environment Day, alumni cooperated by providing saplings. It also provides networking opportunities that can connect recent graduates with established professionals and help with career changes. We hold Annual Meeting. There is separate place in campus where they can discuss, plan, talk to each other and even implement their plans with the help of the college faculty and students.

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

02

File Description	Documents
Data as per Data Template	View File

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

Maitreya Alumni Association (MAA) Cell of Maitreya College is an active body. Many alumni have registered themselves as members of this cell in both online and offline mode. Alumni organization organizes formal meetings every year with its friends, current students, faculty members and management. In these meetings, alumni share their memories and experiences as well as discuss their future activities and roles in institute. Institute has included its alumni as an important part of many notable academic and administrative bodies such as Internal Quality Assurance Cell, College Governing Bodies etc. Institute gives high regard to suggestions of alumni and utilizes their services in development of Institute.

An alumni meetings and activities are organized annually for all alumni of college and are honoured in the alumni meet. These meetings provide platform to alumni to give suggestions regarding functioning and infrastructure of institute. Alumni of institute, with help of their professional contacts, provide advice, career guidance, supervision and mentorship to students in internships and campus interviews on various subjects to motivate students to give their best, develop their capabilities and play an important role in discussion. Institute also supports alumni in collecting suggestions, feedback on existing curriculum, updates on emerging trends.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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 of Maitreya College of Education and Management (MCEM) is to elevate the standards of teaching and understanding of subjects. Our focus is on elevating the standards of teaching and understanding of subjects. Achieving this goal involves our several key strategies and considerations and that is Teacher Training and Professional Development, Curriculum Enhancement, Innovative Teaching Methods, Individualized Learning, Assessment and Feedback, Technology Integration, Interdisciplinary Approaches, Cultivating Critical Thinking and Problem-Solving Skills, Research-Based Practices, Parent and Community Engagement, Peer Learning, Teacher Collaboration and Continuous Assessment and Improvement. Becoming a recognized brand in the field and goal of shaping education is to ensure that educational systems are responsive, adaptable and capable of

equipping individuals with the knowledge, skills and values they need to thrive in the modern world.

Our mission "Shaping Education" refers to the process of influencing the field of education to meet specific goals, values and objectives. It encompasses wide range of activities and strategies aimed at improving the quality and effectiveness of education systems. Key aspects of shaping education include Curriculum Development, Pedagogical Innovation, Educational Technology, Inclusive Education, Lifelong Learning, Assessment and Evaluation, Community Engagement, Research and Development.

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	View File
Any other relevant information	View File

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

Maitreya College of Education and Management (MCEM) has a practice of participative management. The college provides the better opportunity to all the participating in decision-making process, college administrative and academic structure is in a manner to make decision by participative arrangement. Principal is the administrative and academic Head, followed by faculty members and head of different committees. The principal meetings with the held of different committees are held often, the recommendations of the different heads are sent to the principal. On administrative ground, the Principal is followed by Governing Body, Secretary and the Chairman. Discussions are held on grievances of students and staff, financial status and its proper management as per norms of NCTE.

In addition to these, Staff Council and Academic Committee have the vital roles in accelerating different decisions of the Governing Body through several meetings in which academic and non-academic matters are discussed in the staff council and the academic matters are discussed in the academic committee meeting at regular intervals for the development of the institution. The various committees have been formed for smooth functioning of different programmes through the process of the policy of decentralization with distribution of assignments.

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.

Maitreya College of Education and Management (MCEM) maintains transparency in its financial, academic, administrative and other functions. There is a

full-fledged, robust well integrated system of internal process like Admission, Examination process, Internal Quality Assurance, Library Management etc. Financial Transparency: MCEM is very transparent in its financial dealings. Most importantly, the audited financial statement of MCEM is always available online so that everyone can see it.

Administration Transparency: The Institute makes its administration transparent by uploading the Minutes of Governing council meetings online, and circulating these minutes with Staff meetings of both Teaching and Non-Teaching. The Institute's website also provides access to disclosure documents like the Minutes of various meetings. There are committees which ensure accountability and have adequate autonomy in decision making.

Academic Transparency: The Governing Body is the highest decision-making authority in academic matters. It makes decisions such as reforming the institute's academic programmes, and advises on syllabus revision, improvement of academic processes, and other important decisions pertaining to academics. The Academic Council makes recommendations to the body on all aspects of academics. Finally, the body approves new value added and certificate programmes.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	View File
Any other relevant information	View File

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

The institutional Strategic/Perspective plan is effectively deployed: The Institute's quality policy is well conveyed from its vision and mission statements. Strategic plan and action plan are designed in such a manner that this quality policy is driven and deployed during every process. Each process is regularly reviewed by a monitoring mechanism. Maitreya College of Education and Management (MCEM) Strategic Goals : 1. Efficient Teaching erudition procedure 2. Effective Leadership and Participative management 3. Constant Internal Quality Assurance System 4. Ensuring effective governance 5. Student's Overall Development through Participation 6. Proper Discipline 7. Women/Student/Faculty Grievance 8. Financial Planning & Management 9. Constant Growth in Research and Development 10. Alumni Interaction and Outreach activities. 11. Applying the innovative teaching learning methods such as Cooperative learning, Group discussions, Seminars and Lab Demonstrations. 13. Use of teaching aids such as Models, Multimedia Presentations, video lectures etc. 14. Establishing community and ethical value based cells and organizing awareness programs on various ethical issues through these cells.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	https://maitreyaedu.co.in/about-maitreya-education/
Documentary evidence in support of the claim	View File
Any other relevant information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Describe the functioning of the institutional bodies in not more than 100 - 200 words.

Maitreya College of Education and Management (MCEM) has established written policies for all the important aspects of governance. The participation of students, teachers and non-teaching staff in decision-making processes is also specified in the relevant policy. Therefore, through the structures, processes, and practices, of governance, everyone associated with the institutional bodies work together for the development of the institution.

There are various committees with well-defined functions that give academic and administrative leadership to the institution. There is a committee comprising administrative staff and faculty members involved in the planning and implementation. An optimum level of decentralization is practiced through the autonomous flexibility and participative decision-making process.

Committees:

The institution has the following committees to ensure the execution of all activities:

- Quality Assurance Activities: Internal Quality Assurance Cell
- Academic Activities: Academic activity Committee, Examination Committee, Library Advisory Committee, Research and publication cell, etc.
- Administrative Activities: Staff Council Committee, Finance/Purchase Committee, Scholarship Committee, Minority/SC/ST/OBC /Women Cell etc.
- Career Guidance Activities: Guidance and counseling committee
- Grievance Redressal Activities: Grievance Redressal Committee, Internal Complains Committee, Anti-Ragging Committee, women sexual harassment cell.

File Description	Documents
Link to organogram on the institutional website	https://maitreyaedu.co.in/committees/
Documentary evidence in support of the claim	View File
Any other relevant information	View File

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

None of the above

File Description	Documents
Data as per Data Template	View File
Screen shots of user interfaces of each module	No File Uploaded
Annual e-governance report	No File Uploaded
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.

Maitreya College of Education and Management (MCEM) constitutes various committees every year for its smooth functioning. Some of the committees are:

Anti Ragging: The committee ensures that the campus is free from ragging. The committee has a flying squad which visits the various locations of the college campus and hostels to ensure that the campus is ragging free.

Women sexual harassment cell: Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees. Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.

Cultural Activity Committee: Cultural committee is responsible to organize and promote all intra and inter collegiate cultural events in the college to bring out the hidden talents of the students in performing arts. To Plan and make a Schedule of cultural events during the academic year and to encourage students to participate.

Major Dhyanchand Sports Club: The sports committee organizes number of sports meets. The committee encourages and facilitates the students to take part in sports activities organized at the college, university, state and national levels.

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	View File
Any other relevant information	View File

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

Maitreya College of Education and Management (MCEM) offers worthwhile welfare schemes to all the teaching and non-teaching staff to ensure and boost their work culture and efficiency. The college provides financial assistance by providing one month advance salary as per the need and necessity of the teaching and non-teaching staff. The female teachers get maternity leave. The teaching and non-teaching staff avail promotional benefits. The Institute funds various national and international conferences and workshops attended by the faculty. We organize Faculty & Staff Development programmes to ensure continuous professional growth. The

teaching and non-teaching staff of the institution are covered under EPF Scheme. Besides, the institution also gives paid leave to research scholars as per the need. Seminar/workshops are conducted by academic experts to provide guidance and quality input for teaching particular topics like teaching skills, ICT in classrooms, use of audio visual aids, constructivist approach etc.

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

0

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

6

File Description	Documents
Data as per Data Template	View File
Copy of Course completion certificates	View File
Any other relevant information	View File

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.

The institution monitors the works of both the teaching and non-teaching staff and productivity in accordance with the College's programme educational objectives. The performance of teaching and non-teaching staff is monitored by the quality of the papers presented in the seminars/conferences /workshops and the articles published in the journals and edited books, checking the periodical progress of the non-teaching staff in their work, student feedback through the administration of performance appraisal of faculty by the students and interactive session with the students at the techniques for evaluation to improve teaching, research and service of the faculty and other staff. Performance appraisal of the faculty members is considered on their teaching performance and academic growth. Accountability and Performance Appraisal are the core considerations in compensation plan for promotions and award of extra increment. The institute follows a self-appraisal system. The teaching staff members are given a performance appraisal form, which is presented to the committee. The performance appraisal task force assesses the potential of the faculty and analyses his/her performance as per the given parameters. The task force also suggests the concern areas of improvement for the faculty.

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

The Institution conducts both internal and external financial audits.

Internal Audit:The Internal Auditors carry out financial audit regularly and submit the reports. The Internal Audit is the responsibility of Financial Committee. The internal audit report is submitted quarterly to the board of Management.

Day-to-day financial transactions that including revenues in terms of the student's fee and revenue from assets recurring as well as non-recurring expenditures and expenses for salary grants, transport, sports, events, hostel, library, labs, computers, electricity etc are carefully audited.

External Audit:The assets and liabilities, revenues and expenditures are overall financial stability of the Institution is thoroughly audited and the same is openly declared for each financial year.

This auditing system ensures smooth and stable financial management that ensures the growth of the institution in the long run.The external audit leads to the growth of the institution in the long run and it steps taken for there are smooth and liveliest.

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	View File

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	View File
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.

Maitreya College of Education and Management (MCEM) mobilizes funds as per the policy and procedure enacted by the Management. The process is monitored by the finance committee under the chairmanship of the Principal. The College makes efforts to mobilize funds for the improvement of academic process and infrastructural development. The only source of funding of the college is fee collection from students. Optimum use of the fund is ensured. The institution determines the yearly budgetary needs for maintaining the current academic system, taking care of the physical infrastructure, upgrading the lab facilities, and bolstering the information and knowledge delivery system. Internal and external audits are performed on the revenue and expenses. Yearly Audit Report and utilization certificates are also given to the relevant authorities for quick reference, review, and any required action. Also, there is no other way or resources for generating funds.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	No File Uploaded
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

Response :Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records incremental improvement in various activities. College established Internal Quality Assurance Cell on 02-01-2017 for quality

assurance, quality up-gradation, assessment and accreditation. IQAC of College is consistently working to promote the quality culture in all spheres of the college activities by channelised efforts towards promoting holistic academic excellence. IQAC monitors the implementation of vision and mission of the college. IQAC prepares perspective plan of development for the college and execute it in a strategic plan every year. It has been trying to institutionalise number of quality assurance strategies such as digitization of academic and administration facilities, gender equality, strengthening extension activities etc.

IQAC takes up following activities:

- Feedback from Students, Parents, Employers, Alumni, Principal and Teacher Educators.
- Improved teaching-learning and evaluation process.
- Keeping close track of the college activities (regular evaluation and monitoring)
- Effective delivery of curriculum and enhanced usage of ICT tools.
- Preparing yearly plans and programmes as guidelines to channelize the academic & co-curricular activities.

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	View File

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.

IQAC being the central body within the college monitors and review the teaching-learning process regularly.

The improvements based on feedback implemented are :

Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events.

Evaluation of teachers by students: The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students.

Student learning outcomes: The institute monitors the performance of the students regularly. It has specified procedure to collect and analyze data on student learning outcomes; the following points are adopted by the institute in this context:

- Regular class tests and interactions.
- Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
- Timely Redressal of students' grievances.
- At least 75% Attendance is compulsory in each semester.

- Extra classes for weak students to solve their problems.

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	View File

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

31

File Description	Documents
Data as per Data Template	View File
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

Two of the above

File Description	Documents
Data as per Data Template	No File Uploaded
Link to the minutes of the meeting of IQAC	https://maitreyaedu.co.in/wp-content/uploads/2023/08/IQAC-Cell-Reports-2023_compressed.pdf
Link to Annual Quality Assurance Reports (AQAR) of IQAC	NA
Consolidated report of Academic Administrative Audit (AAA)	No File Uploaded
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	View File

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

Response :

Number of post accreditation quality improvements have been taken during the last five years:

- Formulation of vision and mission of the college
- Meetings of IQAC regularly
- Formation of different committees like gender sensitization cell, internal complaint committee, Research and publication cell etc.
- College library is upgraded with new books of different teacher training programs
- Wi-Fi Facilities provided in entire campus.
- Smart Class Rooms developed for effective teaching learning environment.
- Renovation of ICT Lab.
- Integrated Library Management Software with online and offline system.
- INFLIBNET N-LIST Journal Subscription.
- Preparation of time-table as per the guidelines of academic calendar.
- Seminar/workshop/expert talks organized
- Student Grievance and Redressal Cell, Anti-Ragging and Women Sexual Harassment Cell etc.
- Feedback collection for curriculum, library, general administration, alumni and teachers to improve teaching Learning Process
- Training sessions regarding new policies initiated by management from time to time
- Yoga training for stress management
- Soft skill training
- Staff are encouraged to attend workshops and training program

File Description	Documents
Relevant documentary evidence in support of the claim	View File
Any other relevant information	View File

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.

Maitreya College of Education and Management (MCEM), Hajipur has adopted the following strategies for energy saving and uses alternate sources for energy which are stated below;

- The teaching and non-teaching staffs of this college make sure that all the lights, fans, air conditioners and computers are switched off when not in use.

- Use of LED Bulbs in place of CFL and other high-voltage lights for energy saving.

- Computers, monitors and copiers to use in sleep mode when not in use helps cut energy costs by approximately 40%.

- 5KVA solar panel system has been installed in the college to save electricity. College has plan to use solar panel generated electricity in place of electricity but due to solve technical problem of the government we are installed solar panel.

File Description	Documents
Institution's energy policy document	View File
Any other relevant information	View File

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 has become the need of hour as it is directly concerned with environment and health of people. Keeping this in mind, Maitreya College of Education and Management (MCEM) has taken necessary measures for proper disposal of waste and recycling of it. Management and policy regarding wastage are described below:

Solid Waste Management: To keep the campus neat and clean, the college uses dustbins in different corners of the college campus so that the students, teaching and non-teaching staff use these dustbins for solid waste. This wastage is disposed through district waste collection system provided by the Municipal corporation.

Liquid Waste Management- The liquid waste management is well maintained by the college. The chemicals discharged from the science/curriculum laboratory are disposed of in a separate tank, outside the lab so that the waste does not ooze up with the nearby soil where there is vegetation.

E-waste management- MCEM maintains disposable waste in a planned way. The waste like broken furniture is brought in reuse after assembling the useable parts. Other E-waste materials like totally damaged furniture, out of function computers, non functioning digital apparatus like Mother Board, Hard Drive and other office E-wastes are stored in a separate room.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

7.1.3 - Institution waste management practices include Segregation of waste E-waste

Three of the above

management Vermi-compost Bio gas plants Sewage Treatment Plant	
---	--

File Description	Documents
Documentary evidence in support of each selected response	View File
Geo-tagged photographs	View File
Income Expenditure statement highlighting the specific components	View File
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	Two of the above
--	------------------

File Description	Documents
Income Expenditure statement highlighting the specific components	View File
Documentary evidence in support of the claim	View File
Geo-tagged photographs	View File
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

Maitreya College of Education and Management (MCEM) has taken conscious efforts to enhance and nurture the eco friendly environment and always strives for a sustainable environment on the campus. Our Institution is committed to maintaining cleanliness, sanitation, green cover and providing a pollution free healthy environment. MCEM takes many steps to maintain proper hygiene and cleanliness. Keeping college campus clean requires active participation of students as well as teaching and non-teaching staff. Majority of the students use public conveyance to reach college. Students, teachers and non - teaching staff use the dustbins. MCEM promotes the habit of washing hands before eating. We don't spit and litter within the college campus. Our college campus is a no smoking zone and plastic-free campus. We spread awareness about the benefit of cleanliness. Sweepers are there for regular maintenance of cleanliness within the campus. Vermi-compost pit facility is also available to recycle decomposable waste. This not only helps promote maintenance of clean campus, but also provides manure for the huge garden and contributes towards eco-system services.

File Description	Documents
Documents and/or photographs in support of the claim	View File
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	One of the above
---	------------------

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	View File
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	No File Uploaded

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

5.5

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

Maitreya College of Education and Management (MCEM) has put many efforts leveraging local environment, locational knowledge and resources, community practices and challenges and are described below:

- Inviting academicians as resource persons and judges for co-scholastic activities.
- Internship programme of student trainees are conducted in nearby schools.
- The curriculum of teacher education programme includes topics to address Environmental Sustainability and Social issues.
- Promoting biodiversity through energy conservation, waste management, greenbelt in campus, conserving water through rain water harvesting, etc.
- Educational Trip organized for creating historical, ecological, social and cultural awareness among trainee teachers.
- Appointed esteemed members from the community for developing decentralized governance in the college (as members of various cells and committees including Governing Body).
- Organization of extension lectures/seminars/workshops on Swatch Bharat, Gender Equality, Awareness programmes and outreach activities etc. to make students aware about the environmental issues, social burning issues.
- Conduct alumni meets, assemblies, parent teacher meet.
- Institution has MOU with other educational bodies. Teachers and students are invited from different schools and colleges for demonstration of lessons during teaching practice.

· Many teachers and students visit orphanage, slums, rehabilitation centres, schools for disabled and work their voluntarily.

File Description	Documents
Documentary evidence in support of the claim	View File
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

C. Any 2 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	View File
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

Best Practices -1

Promotion of Cleanness and Greenery System

The College is conscious about undertaking plantation work and maintaining cleanliness in and around the campus and hence has a good effect on the environment of the college. The motto of our institution is "Green Environment Healthy Environment". We fully adhere to the motto of fully clean and green campus. The College takes initiatives at reducing, reusing and recycling and thereby helping it achieve a green code of living which includes:

Best Practices -2

Title of the practice: Implementation of Yoga and Meditation for Holistic Development of Students:

Maitreya College of Education and Management (MCEM) initiated this programme as one of the best practices from the session 2022-2024. Yoga is an ancient physical and spiritual discipline and branch of philosophy that originated in India about 5000 years ago. The supreme aim of Yoga is to achieve ultimate emancipation. The institution believes in physical and mental development of the students in all aspects. As it is rightly said, "A healthy mind in a healthy body".

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

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

Mission of our Maitreya College of Education and Management (MCEM), Hajipur is "Shaping Education". Main motto of all faculty members is to guide the students for their all round development and to nurture their innate talent and abilities. College also tries to enrich the students' cultural and co-scholastic activities. The college prepares the learners to be a self-confident citizen with perseverance, patriotism and humanity. Many of our students are academically well enriched to be employed in many reputed institutions, organizations. Some of our students have qualified NET, CTET/STET and at present working in different schools and colleges and some students are pursuing higher education. Teachers and students work with great earnestness and sincerity to achieve their goals. With this view in mind, we all try to function uniquely, innovatively and distinctively from the other institutions. Our college has a large number of students from the surrounding rural areas and poor background, but they are not poor in talent and knowledge. Our college staff identifies the talent and encourages them to grow and learn as per our mission statement. Our aim is to make good teachers since the destiny of a nation is shaped in her classrooms.

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