

**The Annual Quality Assurance Report (AQAR) of the IQAC**

**(2017-18)**



**Submitted by:**

**Khalsa College of Education, Ranjit Avenue, Amritsar**

**Established By**

**Khalsa College Charitable Society**

**Amritsar, Punjab**

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## Part – A

### Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution                      Khalsa College of Education, Ranjit Avenue, Amritsar

- Name of the Head of the institution :    Dr. SurinderPal Kaur Dhillon
- Designation:    Principal
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.:            0183-2507029
- Mobile no.: 9815020300
- Registered e-mail: spkdhillon@rediffmail.com
- Alternate e-mail : kceranjit@gmail.com
- Address        :Khalsa College of Education, Block –C Ranjit Avenue, Amritsar
- City/Town    : Amritsar
- State/UT      : Punjab
- Pin Code      : 143001

2. Institutional status:

- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women : **Co-education**
- Location : Rural/Semi-urban/Urban: **Urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing  
**UGC 2f and 12 (B)/ Self financing**
- Name of the Affiliating University: **Guru Nanak Dev University, Amritsar**
- Name of the IQAC Co-ordinator : **Dr. Surinder Kaur**
- Phone no. :
- Mobile: 9814790220
- IQAC e-mail address: dr.surinder70@gmail.com

3. Website address: www.kceranjit.org

Web-link of the AQAR: (Previous Academic Year):

<http://www.kceranjit.org/AQAR2017-18.doc>

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

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: [http://www.kceranjit.org/College/AQAR2017-18/Academic Calendar](http://www.kceranjit.org/College/AQAR2017-18/Academic%20Calendar)

**5. Accreditation Details:**

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	2.54	2008	from:2008 to: 2013
2 <sup>nd</sup>	A	3.12	2014	from:2014 to: 2019

6. Date of Establishment of IQAC: DD/MM/YYYY: 08-08-2008

**7. Internal Quality Assurance System**

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Quality initiatives by IQAC during the year for promoting quality culture are undertaken as per Academic Calendar		

**8. Provide the list of funds by Central/ State Government-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. **NIL**

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

**10. No. of IQAC meetings held during the year: 02**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website Yes/No **Yes**

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

If yes, mention the amount: 50,000/- Year: 2018

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

- Mandatory 'yoga classes'
- Recognition of helping staff on festivals to show gratitude to their everyday help on the occasion of World Gratitude Day'
- Competition to promote humility and peach
- Planting trees and plants, creation of grounds and infrastructure without disturbing green belt in the campus
- Student-centred learning

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

Plan of Action	Achievements/Outcomes
Academic Calendar is attached	Seminar conducted Workshops organised Celebration of World Gratitude Day

14. Whether the AQAR was placed before statutory body? Yes /No:No

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

Yes/No: Yes

Date: 24 September, 2014

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: Yes

Date of Submission: 22/02/18

17. Does the Institution have Management Information System?

Yes ✓

It is a way for use of new technologies for staff members and students with more convenient access to information and services of college and to provide greater opportunities for members to participate in the democratic institutions and processes. Khalsa College of Education, Ranjit Avenue has effective management system under e-governance. It is a computerized database of all the information of the institution organized and programmed in such a way that it produces regular reports on operations for every level of functioning in our institution. It leads to paper less management system which is more reliable and effective in comparison to manual system. All administrative and organizational activities are accomplished through e-governance management system.

## Part-B

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

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

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

The curriculum of our college is the manifestation of its philosophy of “Vidyantariksha” which translates to taking inner vision of the knowledge to the sky. The college is affiliated to Guru Nanak Dev University, Amritsar and follows the curriculum prescribed by the university. Curriculum provides a framework for the College’s core- teaching and learning. This policy promotes a transformation from instruction or content-driven curriculum to learning-centered curriculum, and purposefully places learning at the forefront of all curriculum development and renewal activity. It contributes to the development and delivery of learning in a meaningful, holistic manner.

Our academic calendar is based on the timeframe provided by the university. Yearly lecture planning is a complex process where faculty defines intended learning outcomes, assessments, content and pedagogic requirements necessary for student success across an entire curriculum. The faculty members are encouraged to prepare an active plan for their classroom teachings of the entire year before the commencement of academic year. The preparation of such a plan helps equal and effective distribution of lectures engaging all the faculty members actively in the teaching process. All the staff members are encouraged to attend the seminars presented by the fellow staff members to brush up the topics and to add the individual insights for enhancing the theoretical as well as the practical knowledge of the topics covered. The subjects are allotted after careful consideration of their qualifications, subject specializations, experience and performance of the faculty.

To help the prospective teachers to become a part of wisdom society and to provide exposure to diverse cultures, seminars, workshops, extension lectures, orientation programmes, morning assemblies, celebration of days of national and international importance, various competitions, quiz competitions, excursions and other techniques of higher learning are executed in the institution. The theoretical framework of the given curriculum in practical terms is provided through value-oriented education and community service programmes for inculcating ethical, social and aesthetic values. Our college utilizes a maximal potential of available human and material resources through innovative techniques like team-teaching, co-operative teaching, role-playing, project method, ICT-based teaching, enquiry based instruction and blended teaching with the help of well-equipped classrooms, labs, digital library and playgrounds etc.

All these innovative activities are executed under the able guidance and supervision of college Principal and resourceful faculty members as per annual college calendar which is pre-planned and developed before the commencement of new session. By imparting quality education, the institution tries its best to achieve the goal of making the students/ learners a well –adjusted, scientific, advanced and globalized citizens of the country.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Life Skill Development	-	01/06/17 2 Months	Employability and	Life Skill development

			entrepreneurship		
<b>1.2 Academic Flexibility</b>					
1.2.1 New programmes/courses introduced during the Academic year					
<b>Programme with Code</b>	<b>Date of Introduction</b>		<b>Course with Code</b>	<b>Date of Introduction</b>	
B.Ed. M.Ed. 3 Yrs Integrated Course	10/10/2017		9819		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. <b>NA</b>					
Name of Programmes adopting CBCS	<b>UG</b>	<b>PG</b>	Date of implementation of CBCS / Elective Course System	<b>UG</b>	<b>PG</b>
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	10		-		
<b>1.3 Curriculum Enrichment</b>					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
Personnel Management		01/06/17		12	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
<b>Mental health awareness</b>			<b>20</b>		
<b>1.4 Feedback System</b>					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
Yes	Yes	Yes	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
The development of any institution heavily depends upon a well functioning feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. Khalsa College of Education, Ranjit Avenue, Amritsar has been practicing a feedback system accommodating all the stake holders including staff, students, alumni, employers and parents, to help the individuals and organization as a whole, to improve the					

performance and effectiveness. Feedback is collected at institutional level in which the views on the curriculum, teaching schedules, teaching tools, and student assessment outcomes are discussed for taking improvement measures.

**STUDENT:** The feedback from the students is obtained, by distributing well structured performas to every student, at the end of every academic session. When the feedback of a faculty is not encouraging, a meeting is scheduled under which all the problems are being discussed and relevant measures are taken with the help of which the concerned faculty is guided by the Principal to improve their performance.

**FACULTY:** The institution has made it a practice to conduct all faculty meeting, periodically, where the ways and means of enhancing the curriculum, academic discipline, Teaching Learning process, Research and Extension activities are debated and discussed. The appropriate suggestions are put forward to the concerned teachers for implementation.

**ALUMNI:** As the alumni is found to be the brand ambassador(s) of our institutions, the feedback of the alumni is taken with due considerations. Our institution enjoys a strong and healthy association with the Alumni. An alumni meet is scheduled every year and relevant feedback is obtained by distributing performas regarding the relevance and vocational importance of course. The consolidated feedback report is forwarded to the Principal for taking cue of the positive performances and scope for improvement.

**PARENTS:** As an important stake holder of this system, the parent feedback is also obtained and analyzed. Some of the parameters accommodated in the parents feedback, include quality of teaching, students' discipline, sports facilities, lab facilities, examination system, student activities such as transport, library, Wi-Fi etc. The parents of the students whose performance in the continuous assessment test is poor are counseled individually and their feedback are also given due consideration.

**FEEDBACK ON STUDENTS:** The undergraduate and postgraduate students are evaluated through regular class tests, periodical assessment test, model examination and by conducting seminars and extempore lectures. All internal examinations are conducted similar to the university pattern of questioning and environment which enhances the students' adaptation and the model examination at the end of the year is a rehearsal for the final examination. All the internal examination marks are analyzed by the subject and course in charge and the students are graded according to the marks obtained. The student difficulties are received discussed and structured remedial classes are conducted in order to help the student to progress. All the students are counseled by their respective mentors along with subject teachers.

## **CRITERION II - TEACHING-LEARNING AND EVALUATION**

### **2.1 Student Enrolment and Profile**

#### **2.1.1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Ed.	200	295	200
M.Ed.	50	64	26
PGDCA(T.E)	25	30	18

### **2.2 Catering to Student Diversity**

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	218	26	21	10	31

### 2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
31	31	Computer, software, laptop, newspaper, smart class, projector room, OHP, Cell phone	04	02	Blended learning, virtual learning, flipped classroom and Whats App group

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

The mentor and the mentee relationship is such that the emphasis is laid on inculcation of intellectual , social, moral , aesthetic , cultural and spiritual values. The teacher ensures that he/she portrays himself or herself as a perfect model. The mentor displays punctuality, sincerity and his devotion to his work while monitoring the mentee. The institution has an integrated monitoring system where the faculty acts as a link between the students



and the institution and performs the following functions:

- Mentors are assigned to monitor and guide students throughout the year
- Mentors co-ordinate with parents regarding the progress of the students
- Mentors also keep track of mentee's performance during the teaching internship by continuous interaction with the principal of schools and students.

The teacher personally collects information from her wards and the teacher takes care not to touch sensitive issues and does not force any information out of her wards. The teacher needs her wards' informally outside class hours. Students are also guided regarding their career options. Mentoring of students is an important aspect to create equitable service to all the students from different background. It aims:

- To increase the teacher-student contact hours
- To increase students' academic performance and attendance
- To minimize the students' dropout rate
- To identify and understand the status of slow learners and encourage advanced learners

While dealing with the student, a teacher might come across variety of students with varied number of needs and in order to understand them and bring out their highest potential, it becomes mandatory to employ right number of mentee mentor ratio. The better the mentee mentor relationship better would better results and cases of delinquent behaviour, isolated behaviour and maladjustment would be less. Teacher maintains a proper record of every student and keeps updating the information from time to time (class test, monthly attendance record etc.) to mark his growth by the end of every year. Information collected further helps the mentors to perform various functions such as:

- Guidance and counseling in case it is needed
- Individual meeting with the student is also planned in case of some personal problem/ issue
- Group meetings are also arranged on weekly basis as tutorials for guidance purpose (in general)
- Time to time meetings with the parents are also scheduled as per the need.
- Remedial classes are also arranged by the mentor with the concerned subject teacher

This mentor mentee relationship typically is mentee or student centered. All the possible efforts are made to ensure healthy and cooperative relationship between the society and college/institution at large. It creates a better environment in the college, where student can approach teachers anytime for both educational and personal guidance. Students' are motivated to pursue a career in service like defense, studying abroad for higher education, center and state level jobs. The college has taken an initiative of creating a WhatsApp group for each class and for each teaching subject where concerned teachers are also part of the respective group. The teacher instantly replies to the queries of the students which keeps them motivated and loved.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
244	31	1:10

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of fac

				ulty wit h Ph. D
39	31	04	08	10
<b>2.4.2 Honours and recognitions received by teachers</b> (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )				
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>	
23 November 2017	Vinay Vaid	Assistant Professor	Kala Rattan award by Prant Kala Prabhari, Rajasthan.	
20-21 December 2017	Laxmi Malhotra	Assistant Professor	Best Paper Presenter by Shaheed Bhagat Singh College of Education, Kairon, Patti Dist. Tarn Taran. Pb.	
16 February 2018	Vishu Sharma	Librarian	Honored at 9th Chalo National Theatre Festival at Rohtak, Haryana	
27 March 2018			Honoured by Virsa Vihar Amritsar and Punjab Naatshala Amritsar for contribution to theatre	
25 July 2018	Vishu Sharma	Librarian	Selected and honored as young theatre Director at Punjab Sangeet Natak Academy, Chandigarh	
15 August 2017			Honoured by DC Amritsar at Art Camp India @70 Amritsar Hriday on the occasion of Independence Day	
27 March 2017			Award of Appreciation by	

			Punjab Naatshala Amritsar for contribution in theatre
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## 2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
B.Ed.		Sem. I & III	23 Dec. 2017	Sem. I: 18 May, 2018 & Sem. III: 30 March, 2018
B.Ed.		Sem. II & IV	03 May, 2018	Sem. II: 08 August, 2018 & Sem. IV: 21 July, 2018
M.Ed.		Sem. I & III	23 Dec. 2017	Sem. I: 10 August, 2018 & Sem. III: 10 April, 2018
M.Ed.		Sem. II & IV	03 May, 2018	Sem. II: 03 August, 2018 & Sem. IV: 30 March, 2018
PGDCA(T.E)		Sem. I	23 Dec. 2017	
PGDCA(T.E)		Sem. II	03 May, 2018	

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

The internal evaluation system is continuously supervised and coordinated as per college academic calendar. Oral quiz seminar presentations are organized every week to check students' progress and to provide feedback. Quiz is also presented in the print form as MCQ'S (multiple choice question) at the end of first semester in the month of October (7,14,21,28 October 2018). Students are guided to prepare PowerPoint presentation on various topics. The themes or topics on which not much of activities can be done those topics are put in group discussions so that more and more knowledge can be pooled by collective efforts. The internal examination which was conducted from 13, November 2017 to 20, November 2017 tested the overall performance of the students in various subjects. Checking of the examination paper further provided feedback to the students and gave a fair amount of time for improvement till the final examination. Quiz is held in the month of October as previous months are for group discussions and seminars as students need to understand the subject well before going through a feedback based evaluation system. The institution carries out various activities with the help of computer like development of scientific and objective criteria for evaluation of micro teaching skills and TAB(Teaching Assessment Battery) for evaluation of macro lessons(Composite lessons), in addition to this teacher performance is assessed by the students with the help of feedback Performa. School subject teachers are also involved for the assessment of prospective teacher's performance during the teaching practice. Monthly report of students' attendance and their class performance is submitted by the teachers and is evaluated by the college Principal.

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

The academic calendar is meticulously prepared by the college faculty keeping in mind the norms and standards

of the affiliated university. The deadline is provided for each and every task, either it is examination or professional activities. Initially, during the conduct of orientation program (in the first week of opening of the college) the whole plan of action is discussed with the students, talking about what and when things will happen. Academic calendar is also provided in the handbook of information/ prospectus which is mandatory for every student to have it. The schedule of morning assemblies, micro-teaching, celebration of National as well as International days, celebration of festivals and internal examination schedule is also given in the handbook. List of holidays is also pre planned according to government norms. Syllabus of both the semesters is given in the handbook along with the academic calendar. Other activities in the calendar include picnic / excursions to various places or institutes. Every year, college takes its students to Pingalwara to ensure that they learn the values of empathy and sympathy and in-corporate these values in the behavior. Visit to orphanage, blind institute, organic farming farm and various religious places ensures their holistic development. Visit to a local is also made so that they have a hand on experience of different varieties of society.

Various activities performed by the institution are

- Organization of campaigns to sensitize the masses regarding social/environmental issues and problems
- Adult literacy program is undertaken by the NSS volunteers
- Organization of National and International cultural events
- Inviting experts and students from different universities of the world to interact with our students
- Honoring alumni/ eminent persons
- Tree plantation camp is held every year to ensure that the students are enlightened about environmental awareness

## 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution. [www.kceranjit.org](http://www.kceranjit.org)

### 2.6.2 Pass percentage of students

Programme Code	Program me name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.Ed. (Sem. I)	196	189	78.98
	B.Ed. (Sem. IV)	186	181	84.93
	M.Ed. (Sem.II)	22	22	89.93
	PGDCA (T.E)	16	16	86.21

## 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)  
 Every year, the institute keeps vigilance over the teaching –learning scenario and to make it more effective; student satisfaction survey is conducted in the form of a questionnaire. The college keeps the filled Performa’s as a record. The questionnaire includes rating scales to assess the teacher’s knowability, command over language, use of ICT and other aspects. The students’ provide us feedback about the infrastructure and various resources (laboratories, library etc.) available in the college. There is a special column at the last of the questionnaire and that is suggestion column. College makes sure to notice those suggestions and take the appropriate measures to fulfill those suggestions for the conducive environment and to enhance the teaching-

learning strategies.

### **CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**

#### **3.1 Resource Mobilization for Research**

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects	1-2 year	UGC	3,00000	
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College	1 year			
Students Research Projects ( <i>other than compulsory by the College</i> )	6 months			
International Projects				
Any other(Specify)	1 year			
Total	4			

#### **3.2 Innovation Ecosystem**

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Health and Fitness	Ajanta Public School and CID department	5 <sup>th</sup> April,2018
Road Safety and Traffic Awareness	Traffic Department, Amritsar	28 <sup>th</sup> March, 2018
International Conference on Mathematics	Khalsa college of Education, Ranjit Avenue	24 <sup>th</sup> October,2018
Essay Competition on “Eradicate Corruption”	Khalsa college of Education, Ranjit Avenue	30 <sup>th</sup> October 2018

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Best Paper Presenter	Ms. Lakshmi Chopra	Shaheed Bhagat Singh College of education Patti	21 <sup>st</sup> Decemb er, 2017	International Conference
Rashtriya Kala Rattan Award	Mr. Vinay Vaid	Art Affina Organization	29 <sup>th</sup> October ,2017	Fine Arts
Kala Rattan Award	Mr. Vishu	Natshala, Amritsar	29 <sup>th</sup> October	Theatre

			,2017			
Punjab Kala Prant Parbhari	Mr. Viney Vaid	Punjab Parbhari Association	23 <sup>rd</sup> November,2018	Fine Arts		
Best Anchor	Mrs. Rameshpreet Kaur	GNDU	3 <sup>rd</sup> November, 2017	Youth festival		
<b>3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year</b>						
Incubation Centre	Name		Sponsored by			
Diploma in elementary education	D.El.Ed		NIOS			
<b>3.3 Research Publications and Awards</b>						
<b>3.3.1 Incentive to the teachers who receive recognition/awards</b>						
State	National		International			
3	3		-			
<b>3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)</b>						
Name of the Department		No. of Ph.Ds Awarded				
Education		5				
<b>3.3.3 Research Publications in the Journals notified on UGC website during the year</b>						
	Department	No. of Publication	Average Impact Factor, if any			
National	Education	35	2 impact factor			
International	Education	22				
<b>3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year</b>						
Department		No. of publication				
Education		10				
<b>3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index</b>						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops		35/04	-	-
Presented papers	02	30	-	-
Resource Persons	-	01	03	01

**3.4 Extension Activities**

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Community Harmony Campaign	NSS Unit Khalsa College of Education, Ranjit Avenue	32	325
Cleanliness	NSS Unit Khalsa College of Education, Ranjit Avenue and various schools of amritsar	15	195
Plantation	NSS Unit Khalsa College of Education, Ranjit Avenue and various schools of amritsar	15	195
Community Work	NSS Unit Khalsa College of Education, Ranjit Avenue	10	195
Eco-Club	NSS Unit Khalsa College of Education, Ranjit Avenue	05	50

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

Environmental Awareness	Award of Appreciation	N. G. O	<b>10</b>
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3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Promotion of nationalism	Khalsa College of Education, Ranjit Avenue	Run for Unity	26	190
Swachh Bharat	Municipal Corporation, Amritsar	Seminar on Swachh Bharat movement	30	200
Promotion of nationalism	Khalsa College of Education, Ranjit Avenue	Extension Lecture on international Day for preventing the exploitation of the environment in war and armed conflict	10	150
Promotion of Secularism	Khalsa College of Education, Ranjit Avenue	Extension lecture by Ms. Sonia on the issue of religious equality	10	60

### 3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Faculty Exchange	08	Shaheed Bhagat Singh College of Education, Patti Anand College of Education, Jethuwal Batala College of Education,	6 weeks



		Bullowal		
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Research	Dissertation/ Extension Lecture/Resource person/Research Article	15 schools Dept. Of Edu, GNDU, Amritsar Education colleges	2017-18	Students and Faculty
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
Khalsa College International Public School	19 July, 2017	To establish link between theory and practice.	10	
Pingalwara	19 <sup>th</sup> Oct,2017	For community work	10	
Eco-Amritsar (NGO)	7 <sup>th</sup> Oct, 2017	To create awareness among students to preserve environment.	10	
Guru Kashi University, Bathinda	16 <sup>th</sup> May, 2018	Placement and Research	8	
Shri Guru Harkrishan School, D-Block, Ranjit Avenue	5 <sup>th</sup> Sept, 2018	To establish link between theory and practice.	6	
<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>				
<b>4.1 Physical Facilities</b>				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
160000		267721		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities	Existing	Newly added		
Campus area				
Class rooms	15			
Laboratories	06			
Seminar Halls	01			
Classrooms with LCD facilities		01		

Classrooms with Wi-Fi/ LAN		01
Seminar halls with ICT facilities	01	
Video Centre		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		05
Value of the equipment purchased during the year (Rs. in Lakhs)		98830
Others		

#### 4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation

4.2.1 Library Services:

	Existing		Newly added			Total	
	No.	Value	No.	Value	No.	Value	
Text Books	13336		261	25000/-	13597		
Reference Books	677				677		
e-Books							
Journals	14				14		
e-Journals	40				40		
Digital Database							
CD & Video	223				233		
Library automation							
Weeding (Hard & Soft)							
Others (specify)							

#### 4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	32	24	Wi-fi (BSNL)			04	02		02
Added	01	01							
Total	33	25				04	02		02

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

..... MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
--	--

CIET, New Delhi		<a href="https://youtu.be/Z9w8D9Tcgl8">https://youtu.be/Z9w8D9Tcgl8</a>	
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Dr. Surinder Kaur, Professor, Khalsa College of Education, Ranjit Avenue, Amritsar	ePG EDN 13.1, 13.3, 13.19, 13.25,13.27	CIET, New Delhi	20/4/2016
Dr. Mandeep Kaur, Associate Professor, Khalsa College of Education, Ranjit Avenue, Amritsar	ePG EDN 13.2, 13.8, 13.20	CIET, New Delhi	19/4/2016
Mrs. Avneet Kaur, Assistant Professor, Khalsa College of Education, Ranjit Avenue, Amritsar	ePG EDN 13.4, 13.10	CIET, New Delhi	20/4/2016
Dr. Ruchi Bhargava, Assistant Professor, Khalsa College of Education, Ranjit Avenue, Amritsar	ePG EDN 13.5, 13.7, 13.11	CIET, New Delhi	22/4/2016
Ms. Gagandeep Kaur, Assistant Professor, Khalsa College of Education, Ranjit Avenue, Amritsar	ePG EDN 13.6, 13.16,13.18,13.28	CIET, New Delhi	21/4/2016
Harpreet Kaur, Assistant Professor, Khalsa College	ePG EDN 13.9, 13.17	CIET, New Delhi	21/4/2016

of Education, Ranjit Avenue, Amritsar			
Ms. Rimalpreet Kaur, Assistant Professor, Khalsa College of Education, Ranjit Avenue, Amritsar	ePG EDN 13.12, 13.23, 13.24	CIET, New Delhi	21/4/2016
Dr. Satnam Kaur, Assistant Professor, Khalsa College of Education, Ranjit Avenue, Amritsar	ePG EDN 13.13, 13.14, 13.21	CIET, New Delhi	20/4/2016
Dr. Gurmanjit Kaur Bhullar, Associate Professor, Khalsa College of Education, Ranjit Avenue, Amritsar	ePG EDN 13.15, 13.26	CIET, New Delhi	19/4/2016
Ms. Navdeep Saini, Assistant Professor, Khalsa College of Education, Ranjit Avenue, Amritsar	ePG EDN 13.22	CIET, New Delhi	01/4/2016
Ms. Pooja Sharma, Assistant Professor, Khalsa College of Education, Ranjit Avenue, Amritsar	ePG EDN 13.30	CIET, New Delhi	01/4/2016

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
210000	160502	160000	267721
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)			
<p>The Procedure and Policy for maintaining and utilizing Physical academic and the support facilities are made available for the students. The funds are allocated by the college management for the maintenance of the laboratories and the classrooms. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff. The college garden is maintained by the gardeners appointed by the college management. The college has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, laboratories, library, etc. The students and the staff can make use of the computer system with internet, in addition that majority of the staff has their own laptops and the internet providing instruments, all those computer related facilities and maintenance are given a contract of their maintenance annually to "IT World, Amritsar". The well developed gardens are maintained by gardeners. All the floors of the college building are maintained and clean every day by sufficient sweepers. Qualified technicians for the maintenance of laboratory equipments is available. Qualified permanent electrician is available to look after electricity problems. The outdoor play fields are maintained by contract labor.</p>			
<b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>			
<b>5.1 Student Support</b>			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution Khalsa College Charitable Society, Amritsar	a) Fatherless Case	18	2,23,000/-
	b) Academic Merit Holder	02	10000/-
	c) Co-Curricular Activities	08	2,12,000/-
	d) Sister Institution	35	1,05,000/-
	Teacher Donation	03	10,000/-
Financial support from other sources			
a) State	Dr. Ambedkar Scheme	16	11,10,100/-
b) National	National Scholarship Scheme	09	20,000/-
c) International			
e) NGO	SGPC, Donation by Staff	12	145000

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,			
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Extension Lecture on Development of Soft Skills	13/09/2017	210	GNDU (Dept of Psychology)
Special Time Table for Remedial Teaching	01/12/2017-9/12/2017	40	Faculty Members
Extension Lecture on Health & Fitness (Yoga & Meditation)	05/04/2018	167	Dr. Prashant Mehra Mr. Arun
Personal Counselling & Mentoring	2017-2018	13	Dr. Satnam Kaur

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-18	B.Ed Entrance Test	70	70	70	--
2017-18	TET Entrance Test	15	15	10	10
2017-18	UGC	16	16	10	06

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year		
Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
06	06	3-4 Days

## 5.2 Student Progression

5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Mount Litra School	26	03	Harkishan International	04	04

			school-		
S.L Bhawan School	17	01	The Millennium -		
DAV International Public School	19	01	D.A.V Public school-	06	04
Ajanta Public School	35	02	Cambridge international school--	05	03
Madhav Vidya Niketan	12	01	Spring Dale Public school-	03	03

Total

112

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	06	B.Ed	Khalsa College of Education, Ranjit Avenue, Amritsar.	Guru Nanak Dev University, Amritsar.	M.Ed
2017-18	09	B.Ed	Khalsa College of Education, Ranjit Avenue, Amritsar.	Guru Nanak Dev University, Amritsar.	M.A
2017-18	03	M.Ed	Khalsa College of Education, Ranjit Avenue, Amritsar.	IELTS	Diploma/Degree in higher education

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	05	705,714,725 (14-15) ,801(16-18), 815(16-18)
SET	09	1173,1215,1273,1282,1311,1305,1333,1371,1399,
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		

State Government Services		
Any Other		

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

Activity	Level	Participants
Sports Meet	College level	67

### 5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	Nil	nil	-	-	-	-

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

The college has a well-defined management structure with the managing committee of the college as the apex body. With a view to provide and ensure proper management of administrative and academic functions and monitoring student's activities of the college, there are committees in the organizational structure of the college. The coordination and monitoring mechanism is controlled by the aforementioned large number of committees comprising of faculty and students representatives which look after various academic and administrative functions of the institution. The student council is elected and different committees are formed that enable the smooth organization of academic and administrative activities. Following is the list of various committees which have student teacher's representation on it:

**Academic Committee:** The Academic Committee is responsible for evaluation of the academic performance of student teachers. One of its goals is to ensure that student teachers progress academically during the semester as well as end of a semester. The committee work closely with student teachers, academic advisers and academic support services in assisting student teachers with the needed skills for academic success.

**2. Bursar Committee:** This committee takes care of the purchases of the college, maintains the stock register and plans for new purchase according to demands and expectations of students.

**3. Research Committee:** The purpose of Research Committee is to foster the growth of knowledge and expertise in research and also motivate to do research and discuss achievements.

**4. Anti-Ragging Committee:** It shall be the duty of the Anti-Ragging Committee to monitor and oversee the ragging cases in the institution.

**5. Admission Committee:** The Admission Committee is responsible for admissions of potential and eligible candidates in the institution.

**6. College Discipline Committee:** Discipline Committee takes care of the student discipline and its related problems.

**Time table Committee:** Time table committee prepare the timetable at the beginning of each semester with the help of student representatives that help in smooth and cordial functioning of institution so as to achieve our goal to increase the efficiency in work.

**8. Library Committee:** Library committee looks into formulating the norms for issuing of the relevant books to the student teachers and other functioning of the library such updating of library resources, purchase and upgrade of software, enhancing library services.

**9. Examination Committee:** The examinations Committee looks after the datesheet and conduct of the college



examination and also conduct the University Examination.

**10. Sports Committee:** It shall be the duty of sports committee representatives to encourage participation in sport activities and organize sport events from time to time in institution.

**11. IQAC Committee:** IQAC committee has responsibility to initiate, plan and supervise various activities which are necessary to increase the quality of the education imparted in college.

**12. College canteen committee:** College canteen committee has responsibility to provide nutritious meals to staff and students and also maintain clean and sanitized canteen.

**13. Cultural committee:** The institution has an active cultural committee that organizes cultural events in the college during youth festival as well as during college functions.

The student teachers also contribute as student representative in the committees. The above committees are formed for effective functioning of the institution. The Committee members meet at the beginning of the year to plan the activities, place the plans before the principal for approval, implement them under her leadership, follow-up and collaboratively evaluate the success and areas for improvement. The aforesaid plans are also evaluated during IQAC meetings.

### **5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes. Khalsa College of Education , Ranjit Avenue ,Amritsar has established in 2005. Alumni Association of our college was also registered in the same year .Every year there was a remarkable enrolment in the number of alumni members .These members are always the big source of motivation for the students. This alumni is very important and helpful for the placement of our students in different schools because many alumni members are holding the position of principal ,coordinator and other prestigious positions .These members are invited on the various occasions of college like teachers day ,annual function ,orientation day etc to share their experience with the institution and the way they can lead their life in the better way. Dr.Parshant Mehra , Principal of Ajanta Public School , one of our alumni members has given an extension lecture on the theme fitness and health on 15<sup>th</sup> Nov , 2017 in collaboration with Mr. Arun Sharma ASI in CID. Our alumni members Raghav Mehta and Ishpreet visited the institution and gave the tips to literary members of youth festival team to win the competition.at their own time they were very good speakers and brought laurel for the college.These members are frequently invited during skill in teaching final discussion lesson as an external supervisor. During this period they give excellent feedback to improve their teaching abilities to serve better in real school environment. Alumni members were also invited for the tree plantation in college premises as on 2<sup>nd</sup> April , 2018.On the same day ,an extension lecture on the theme ECO GREEN was conducted .Afterwards a positive interaction round with the students was conducted .

For health awareness, free medical camps are organised with the help of our Alumni members. They provide financial assistance for the same. Blood donation camp is also the part of this medical camp.

List of other activities performed by Alumni Members

1. Financial help by these members to financially weak students.
2. Donation of books in the library.
3. Helps in the placement of the students by in forming about the requirement of teachers in various schools.
4. Filling of feedback Performa for the improvement of functioning of the institution .
5. Tree Plantation for better life.

6. Alumni members provide true knowledge on the campaign SWACHH BHARAT/ SWACHH VIDYALAYA.
7. One of the important event of our institute i.e PROCESSION on Guru Nanak's Gurupurb they are always invited to join.

The college association is moving ahead with selfless intentions for the growth and development of college students and the society around. The association will continuously work towards its vision for a better tomorrow.

5.3.2 No. of ~~registered~~ enrolled Alumni: **190**

5.3.3 Alumni contribution during the year (in Rupees) : **50,000/-**

5.3.4 Meetings/activities organized by Alumni Association :

Two meetings in a year

1. Teacher's day addressing by Alumni members to would be teachers
2. Guest lecture by Alumni member
3. Youth festival assistance by Alumni members

## **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

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

#### **OUR VISION**

Our vision is “the holistic development of teacher trainees and teacher educators to give new direction to the society”. The college focuses at developing competencies among students and chisels their professional skills to turn this vision into reality. With the rare amalgamation of the Indian cultural traditions and modern technologies, the college aims at creating the best human resources reservoir to produce world class professionals and citizens.

#### **OUR MISSION**

As a leading Institute of Teacher Education in the region, our mission is to provide quality rather than quantity teachers in the society. ‘Education’ is synonymous with ‘liberation’; liberation from all hackles, liberation from all vices, liberation from cruel customs and unjust traditions. The college expands all its resources, human as well as material to prepare passionate, innovative, secular, and humane teachers with commitment to excellence and professional outlook.

#### **Decentralization**

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

#### **1. Principal Level**

The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfill the vision and mission of the institute. Academic Monitoring Committee formulates common working procedures and entrusts the implementation with the faculty members.

## 2. Faculty Level

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial tours and to have tie up with industry experts and appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs. For effective implementation and improvement of the institute following committees are formed. Other units of the institute like sports, library, store etc. have operational autonomy under the guidance of the various committees/cells.

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

Yes/No/Partial:

YES

## 6.2 Strategy Development and Deployment

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

**Curriculum Development:** Restructuring of curriculum development is systematically implemented after a careful review of the curriculum in practice. Faculty members are encouraged to give suggestions on the curriculum enrichment and development. Different workshops and seminars by eminent experts are conducted for curriculum enrichment in college. Many add-on Courses/ Subjects are added to upgrade the curriculum as per the changing times

**Teaching and Learning:** The college has an objective and effective system of student evaluation through which a meaningful teaching and learning is assured. The college has well equipped labs, digital library and classrooms with ICT provisions. These facilities enable students to get greater learning experiences perfectly supported by inputs from teachers.

**Examination and Evaluation:** Principal, senior faculty members and officials meet once in a fortnight to discuss on the progress of students in academics and resolve issues related with examination and evaluation. The college council meets once in a semester to discuss various matters on the college including student progression in academics. The suggestions and feedback from the officials and students helps the college in taking policy decisions in amending a suitable system to assure and enhance academic performance of the students in each and every semester.

**Research and Development:** The staff is encouraged to write minor projects and major projects in consultation with higher authority. Staff is encouraged with honorarium for their efforts to pursue research by undertaking minor and major projects. Faculty members are also encouraged and their contribution in the form of publication of research articles is suitably acknowledged with honorarium. A weekly meeting of researchers was successful conducted for mutual knowledge sharing in interdisciplinary scientific research.

**Library, ICT and Physical Infrastructure / Instrumentation:** College has a well established internet facility within the campus. The entire campus has access to Wi-Fi. The issuing and returning of books in library are done through online software. CCTV cameras are installed at the necessary places for ensuring discipline and smooth functioning of the college. The attendance of faculty

members as well as of students is marked on bio metric attendance machine.

Human Resource Management: The college has a well written policy on appointment of staff, training and development, compensation and handling grievances. Principal of the college is providing leadership and able administration to carry out various requirements of effective Human Resource management in place.

Industry Interaction / Collaboration: The college Placement cell organises interaction program with different schools. The college level interactive sessions were also organised for the teaching staff along with the outside participants and employers. This provided constructive feedback on the curriculum and suggestions for their improvement.

Admission of Students : Out of the total amount of 363 applications received 200 students were admitted for the year 2017-18 as per the rules and regulations of the Punjab University, Chandigarh.

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

❖ Planning and Development : The member in-charges are Principal and Syndicate Member (Governing Council). Year of implementation is 2016.

❖ Administration: Administrative body implementing e-governance from year 2016.

❖ Finance and Accounts: The member in-charges are Office Accountant and Auditor. Year of implementation is 2016.

❖ Student Admission and Support : Management, Principal and staff are the in-charges for this Purpose.

❖ Examination : Controller implements the e-governance in the examination area.

### 6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Surinder Kaur, Ms. Pawnpreet Kaur, Ms. Jaspreet Saini	Inclusive Education: Practices and Challenges Organised at Education Department, GNDU, Asr.		1800/-

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
<b>July 2017</b>	How to write Synopsis 29.7.17	Seminar on online preparation of accounts and its maintenance	17-08-2017	<b>31</b>	<b>03</b>
<b>2017</b>	How to write Research proposal 30.7.17	Seminar on online stock management & library management	11-10-2017	<b>31</b>	<b>03</b>

<b>2017</b>	Curriculum Development mixed paradigm of research 2.11.2017	Online attendance of teachers and students in e-governance	22-03-2018	<b>28</b>	<b>03</b>
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6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Induction Program	11	15 May, 2018- 13 Jun, 2018
Refresher Course	03	24 Oct,2017 – 13 Nov, 2017

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
06	-	-	-

6.3.5 Welfare schemes for

Teaching	PF, loan facility, medical insurance
Non teaching	ESIC, PF
Students	Dr Ambedkar Scheme and National Scholarship Scheme, N.G.O

#### **6.4 Financial Management and Resource Mobilization**

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

The institute has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Qualified Internal Auditors from external resources have been permanently appointed and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. Likewise an external audit is also carried out on an elaborate way on quarterly basis. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings / objections. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal & external financial audit system.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose		
Management(Khalsa Governing Council)	Rs. 1,38,000/-	Financial support from institution for fatherless student Case		
NGO'S	Rs. 10,000/-	To support financially week students		
Teacher donation fund	Rs. 10,000/-	To support financially week students		
Individuals	Rs. 26,000/-	To support financially week students		
6.4.2 Total corpus fund generated Rs. 1, 84,000/-				
<b>6.5 Internal Quality Assurance System</b>				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	GNDU	YES	Employer
Administrative	YES	GNDU	YES	Employer
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<p>1. The first meeting of the Parent-Teachers forum was conducted for the admission purpose. The parents who attended the meeting expressed their concern regarding the fee structure as well as the plenty of time needed for sports and extra-curricular activities.</p> <p>2. Discussion forum was conducted in college campus. A large number of parents attended the meeting and expressed their views about their wards with respect to their studies, school exposure, sports, campus recruitment, various club activities and other extra-curricular activities.</p> <p>3. Parents' feedback regarding the infrastructure of the college, staff, and quality of teaching, different programmes conducted by the college was also collected in the form of response to a questionnaire.</p>				
6.5.3 Development programmes for support staff (at least three)				
<p>1. Refresher/ Orientation/ Induction training program are conducted by GNDU University from time to time. Faculty members are encouraged to participate in such training programs for their professional and personal growth.</p> <p>2. College has organised various extension lectures/ workshops/ seminars for creating general awareness and enriching knowledge of the staff.</p> <p>3. Faculty members are encouraged to conduct research in field of education.</p>				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<b>6.5.5</b>				
a. Submission of Data for AISHE portal : (Yes /No) YES				
b. Participation in NIRF : (Yes /No)				
c. ISO Certification : (Yes /No)				

d. NBA or any other quality audit : (Yes /No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2017-18	Workshop on English communication skill for the students from Rural background to bridge the gap between urban & rural background students and bring the marginalized to main stream	5,6,7-04-2018	5/4/2018-7-4-2018	95
2017-18	'Recognition of helping staff on festivals to show gratitude to their everyday help on the occasion of World Gratitude Day'	21-09-2018	21-09-2018	12

<b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>			
<b>7.1 - Institutional Values and Social Responsibilities</b>			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
		Female	Male
Plays on 'Gender Equity' in College Morning Assembly	Aug. 15,2018	Students of house on duty	
Creation of quote of the week board that presents famous and diverse views on 'Equity'	Throughout the session	All the students	
Research projects and classroom assignments on 'Gender Equity'	Sem –I, Sem-III, (B.Ed.) and Sem-I (B.Ed.-M.Ed. Integrated)July-Dec.,2018	All the students	
Extension lectures by guest speakers on 'Gender Equity'	Nov.19,2018	All the students	
Lectures on 'How religion and Gender Intersect in Life' on the occasion of 'International Women Day'	March08,2018	All the students	
Purchase of books in library on 'Gender Equity and Bias'	Sem –I, Sem-III, (B.Ed.) and Sem-I (B.Ed.-M.Ed. Integrated)July-Dec.,2018	For all the students	
Classroom observation to detect 'Bias	Sem –I, Sem-III, (B.Ed.) and Sem-	All faculty members and class representatives (46)	6

Interaction'	I (B.Ed.-M.Ed. Integrated)July-Dec.,2018					
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources						
<ul style="list-style-type: none"> <li>Ban on plastic bags in college premises under the “Waste Management Programme”</li> <li>Extension lectures on the preservation and judicious use of environmental resources</li> <li>Organisation of a rally on “Environment Consciousness and Sustainability” on the occasion of International National Disaster Day i.e. 13 Oct. 2018</li> <li>Plantation drive by NSS students inside and outside college campus</li> <li>Project on ‘Tree Plantation’ in semester-I of B.Ed.-M.Ed. three years Integrated course students</li> <li>Development of ‘Plants Nursery’ in college garden</li> <li>Promotion of paperless office with the introduction of E-governance by the management</li> <li>Lectures to support the use of green/organic food products</li> <li>Placing carbon neutral plant (i.e. snake plants) near offices, laboratories and class-rooms</li> </ul>						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities		Yes/No	No. of Beneficiaries			
Physical facilities		Yes	Nil			
Provision for lift		No	Nil			
Ramp/ Rails		Yes	Nil			
Braille Software/facilities		Yes	Nil			
Rest Rooms		Yes	For needed			
Scribes for examination		Yes	2			
Special skill development for differently abled students		Yes	For Needed			
Any other similar facility		Yes	For Needed			
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-18	5	5	Session 2017-18	1)Workshop on English communication skill for the students from Rural background 2)Book bank facility for the students from the college library 3)Fee-	To bridge the gap between urban & rural background students and bring the marginalized to main stream	Students of B.Ed. Sem- I & Sem-III, B.Ed.-M.Ed. Integrated Sem-I, M.Ed. Sem- III



				concession for needy students 4)Provision of employment in the college in special coaching classes for poor but bright students 5)Help the bright and needy students to access to stable employment and higher education opportunities by the staff and management 6)Project by the students of B.Ed-M.Ed Integrated Sem-I on 'Each One Teach One'	& PGDCA (500)
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#### 7.1.5 Human Values and Professional Ethics

##### Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Prospectus 2018	5 <sup>th</sup> July 2018	<p style="text-align: center;"><b>FOR STUDENTS</b></p> <p>Read Notice Board daily and carefully.</p> <ul style="list-style-type: none"> <li>• Be punctual and regular in their classes.</li> <li>• Not miss the periods when present in the college.</li> <li>• Always maintain discipline and decorum in the college campus.</li> <li>• Take care of college property.</li> <li>• Keep the campus clean.</li> <li>• Actively participate in all the activities of the college.</li> <li>• Not hold any meeting without the permission of the Principal in the college campus.</li> <li>• Not use mobile phones in the working hours in the college except break.</li> <li>• Not involve in any type of ragging activity in the college campus.</li> </ul> <p><b>FOR TEACHERS:</b></p> <ul style="list-style-type: none"> <li>• Responsible conduct &amp; demeanour expected by the community.</li> <li>• Manage their private affairs with the dignity of</li> </ul>

		<p>their profession.</p> <ul style="list-style-type: none"> <li>• Make professional growth continuous through study &amp; research.</li> <li>• Perform their duties in the form of teaching, tutorials, practicals, seminars &amp; research work with dedication.</li> <li>• Co-operate and assist in carrying out functions of college &amp; university.</li> <li>• Modest behaviour with male &amp; female students and other employees.</li> <li>• Refrain from availing leave except in unavoidable circumstances.</li> <li>• Try to maintain cordial contacts with management, principal &amp; guardians.</li> <li>• Refrain from consuming any intoxicating drug.</li> </ul>
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#### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Commencement of new session with 'Ardas Diwas' to seek blessings of almighty and binding students with traditions	Aug 13 2018	Students of B.Ed. Sem- I & Sem-III, B.Ed.-M.Ed. Integrated Sem- I, M.Ed. Sem- III & PGDCA (500)
Mandatory 'yoga classes' to promote self-discipline	July 23 2018 to Nov 28 2018	Students of B.Ed. Sem- I & Sem-III, B.Ed.-M.Ed. Integrated Sem- I, M.Ed. Sem- III & PGDCA (500)
Experts' discourse on occasion of 'National Integration Day' to promote righteous conduct, peace and universal brotherhood	Nov 19 2018	Students of B.Ed. Sem- I & Sem-III, B.Ed.-M.Ed. Integrated Sem- I, M.Ed. Sem- III & PGDCA (500)
Celebration of 'Gandhi Jayanti', 'Teachers' Day' and 'Literacy Day' in morning assemblies by the tutorials named on different values like courage, honour, faith, honesty, determination, self-respect and happiness to promote different universal values and ethics	Sept 1, 5, 8, 22 2018 Oct 06, 13, 20, 27 2018	Students of B.Ed. Sem- I & Sem-III, B.Ed.-M.Ed. Integrated Sem- I, M.Ed. Sem- III & PGDCA (500)
'Recognition of helping staff on festivals to show gratitude to their	Sept 21 2018	12

everyday help on the occasion of World Gratitude Day'		
Poster making and slogan writing competition to promote humility and peach	Sept 21 2018	25
Celebration of 'Youth Festival'	Oct 8, 9, 10 2018	50
<b>7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)</b>		
<ul style="list-style-type: none"> <li>• Introduction of 'Environmental Education' as an optional paper in B.Ed. &amp; M.Ed. course to create environmental sensitivity among students and make them eco-friendly</li> <li>• Showcase the movies/short-films/documentaries on 'Environmental Awareness and Sustainability'</li> <li>• Code of conduct for students in college prospectus to keep a bay from mobiles during college hours</li> <li>• Establishment of 'College Beautification Committee' including students, teachers and other employees to make eco- friendly campus</li> <li>• Planting trees and plants, creation of grounds and infrastructure without disturbing green belt in the campus</li> <li>• Maintaining nursery of ornamental fruits and flower plants</li> <li>• Placing 'Dust-Bins' to avoid littering and to keep the campus clean</li> </ul>		
<b>7.2 Best Practices</b>		
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link		
<ul style="list-style-type: none"> <li>• The college faculty are made mobile so that they can see their professional world outside their institutions and they also voluntarily provide innovative and latest information regarding teaching-learning practices/skills to pre-service and in-service teachers of nearby schools.</li> <li>• In-service services, extension services, bridge courses (such as D.El.Ed. and Induction Program for Punjab Govt. Teachers) and various campaigns run by government of India are also organized time to time by the college.</li> </ul>		
<b>7.3 Institutional Distinctiveness</b>		
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words		

Our college pursues distinctiveness to ensure that the college stands out from other institutions in Teacher Education and is known nationally among the best of all those pursuing similar goals. Our institution pursues distinctiveness as a way of focusing intellectual energy and using limited resources wisely to provide quality teachers rather than quantity teachers to the society. Our efforts to be distinctive must be in harmony with our vision, priority and thrust area. Institutional distinctiveness sets a central theme around which excellence is built. For this, college focuses on:

- Student-centred learning
- Excellence in teaching
- Scholarship/Undergraduate research Engaged in creating a rich learning environment
- Student focus and a culture of caring
- Understanding and respecting diversity and cultural differences Engaged in the community
- Learning through experience
- Service focus on campus and in the community
- Applied research to improve and enrich our teaching
- Teacher-scholars classroom,
- Mentor students to develop as leaders and to make transitions to the professional world
- Conduct research in the scholarship of teaching and learning, the processes of creative thought, and the foundations of educational development,
- Small classes which promote situations where students can actively solve problems,
- Opportunities for laboratory, field, and studio experiences
- Culture of creative activities in and out of the classroom
- Students engagement in a variety of off-campus experiences as student teachers, interns, service learners, and volunteers

Professionals come from the working world to campus to share their expertise with our students and for placement

We aspire to become an institution known for: Our best practices in integrating inquiry and action, theory and practice. Our general liberal education program, which offers students a common exploration of the modes of intellectual inquiry and gives them processes of thought to use in their major fields of study. The expertise we have in the scholarship of teaching and learning, and in problem-based and inquiry-based learning. Our creation of classroom situations that facilitate and encourage students to become intellectuals, problem solvers, and agents of change. Our requirement that all students participate in a culminating course or experience in which they apply the lessons of their discipline. The fact that our students and their teachers, indeed all members of the Khalsa College of Education, Ranjit Avenue, Amritsar community, are engaged in professional or service activities in Amritsar and beyond.

## 8. Future Plans of action for next academic year (500 words)

- Planning to introduce courses like B.A/B. SC-B.Ed. four years Integrated course, Diploma in Environmental Education, Diploma in Peace Education and Diploma in Value Education
- Planning to construct new building to accommodate the new entrants opting for new courses
- Planning to provide Unique Identification Number to every Teacher Educator to facilitate Manpower Planning in Teacher Education
- Setting up of proper Counselling Cell and legal Cell to facilitate the students with personal, educational and vocational Counselling. The Legal Cell to make them aware regarding legal matters
- Teaching staff should be given adequate representation in the management.



*Name: Dr. Surinder Kaur*

*Name: Dr. SurinderPal Kaur Dhillon*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

**The Director**

**National Assessment and Accreditation Council (NAAC)**

*(An Autonomous Institution of the University Grants Commission)*

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## INTERNAL QUALITY ASSURANCE CELL

**To maintain high academic standards, the college holds regular meeting of IQAC. In the light of revised guidelines for the creation of the Internal Qualities Assurance Cell (IQAC) the composition of revised IQAC is as under:**

1.	Chairperson	Dr. Surinder Pal Kaur Dhillon, Principal, Khalsa College of Education, Ranjit Avenue, Amritsar	Contact No. 0183-2507029 (O) 98150-20300(M)
2.	Sen. Adms. Officers	i) Dr. H.S. Soch, Former V.C. Guru Nanak Dev University, Amritsar 9 Hukam Singh Road, Amritsar	3098082 (R ) 2273040 (R)
		ii) Dr. J. S. Dhillon V.C. Guru Kashi University, Sabo Ki Talwandi, Bathinda	98151-20300(M) 2450203(Tel Fax), 5028600(R)
		iii) Dr. Amit Kauts HOD, Dept. of Education, GNDU, Amritsar	09815222084 (M)
		iv) Dr. Satinder Pal Kaur Gill 154-A. Ranjit Avenue, Amritsar	99882-73781(M)
3.	Teacher Members	i) Dr. Gurmanjit Kaur	98152-37732 (M)
		ii) Dr. Parwinderjit Kaur	98768-81533
		iii) Dr. Satnam Kaur	8289040911
4.	Members of M.C.	i) S. Rajindermohan Singh Chhina Hony Secy., Khalsa College Charitable Society, Amritsar.	98728-99729(M) 2258348
		iii) S. Ajmer Singh Heir, Sec. Legal and property, Khalsa College Charitable Society, Amritsar.	09815813894
		iii) S. Gunbir Singh Joint secretary Finance Khalsa College Charitable Society, Amritsar	0183- 2506706(R),
5.	Local Societies Nominees	i) Dr. Davinder Singh Johal HOD, Dept. of Psychology, GNDU, Amritsar	98140-44213(M)
		ii) Dr. Harmohinder Singh Nagpal Hartej Nursing Home, Amritsar	0183-2258329
		iii) Mrs. Mandeep Kaur Principal /Deputy D.O. Govt. Girls Sen. Sec. School The Mall, Amritsar	09501088944
6.	Student Members	M.Ed., B.Ed. & PGDCA(TE) Students	
7.	Co-ordinator(IQAC)	Dr.(Mrs.) Surinder Kaur	98147-90220(M)

**IQAC CALENDAR (2017-18)**

<b>Month</b>	<b>Programmes</b>	<b>Dates</b>
August, 2017	I IQAC Meeting	Aug. 12, 2017 (Saturday)
	Two days workshop on Workshop on English communication skill for the students from Rural background	Aug. 25-26,2017 (Friday & Saturday)
September, 2017	Celebration of Teacher's Day in the Morning Assembly	Sept. 05, 2017 (Tuesday)
	Two days workshop for the preparation of 'University Youth Fest' items in the college campus by the experts	Sept. 08-09, 2017 (Friday-Saturday)
November, 2017	Extension lecture on organic farming	Nov. 11, 2017 (Saturday)
	An extension Lecture On 'How to prepare Synopsis'	Nov. 25, 2017 (Saturday))
December, 2017	Celebration of Human rights day	Dec. 09, 2017 (Saturday)
	Extension Lecture on Integration of Technology in Education'	Dec. 16, 2017 (Saturday)
January, 2018	II IQAC Meeting	Jan. 20, 2018 (Saturday)
March, 2018	Extension Lecture International Women Day'	March 08,2018