**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**OF THE IQAC**

**(2015-16)**



**Submitted by:**

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

**Established By**

**Khalsa College Charitable Society**

**Amritsar, Punjab**

**Ph: (O) +91-183-2507029 Fax: +91-183-2507029**

**Mobile No.: 09815020300 Email:** spdhillon@rediffmail.com **Website: www.kceranjit.org**

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

Part – A

**AQAR for the year**

 2015-16

**1. Details of the Institution**

 Khalsa College of Education, Ranjit Avenue, Amritsar

1.1 Name of the Institution

Khalsa College of Education

 1.2 Address Line 1

Block-C Ranjit Avenue

 Address Line 2

Amritsar

 City/Town

Punjab

 State

143001

 Pin Code

spkdhillon@rediffmail.com

 Institution e-mail address

09815020300

 Contact Nos.

Dr. Surinder Pal Kaur Dhillon

 Name of the Head of the Institution:

0183-2507029

 Tel. No. with STD Code:

09815020300

 Mobile:

Name of the IQAC Co-ordinator:

Dr. Surinder Kaur

09814790220

Mobile:

sgd23n@yahoo.com

 IQAC e-mail address:

PBCOTE 13515

1.3 **NAAC Track ID**

EC(SC)/03/RAR/53 dated 24-9-2014

1.4 **NAAC Executive Committee No. & Date:**

www.kceranjit.org

1.5 Website address:

www. kceranjit.org/AQAR2015-15.doc

Web-link of the AQAR:

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | B | 2.54 | 2008 | 2013 |
| 2 | 2nd Cycle | A | 3.12 | 2014 | 2019 |

8-8-2008

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC

1. AQAR 2014-15 submitted to NAAC on 08-02-2016

1.9 Institutional Status

 University State Central Deemed Private

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Affiliated College Yes No

🗸

Constituent College Yes No

 Autonomous college of UGC Yes No

🗸

🗸

 Regulatory Agency approved Institution Yes No

🗸

 Type of Institution Co-education Men Women

🗸

 Urban Rural Tribal

🗸

🗸

 Financial Status Grant-in-aid UGC 2(f) UGC 12B

 Grant-in-aid + Self Financing Totally Self-financing

🗸

1.10 Type of Faculty/Programme

 Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

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1.11 Name of the Affiliating University *(for the Colleges)*

Guru Nanak Dev University, Amritsar

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

NA

 Autonomy by State/Central Govt. / University

NA

 University with Potential for Excellence UGC-CPE

NA

NA

 DST Star Scheme UGC-CE

 NA

NA

NA

 UGC-Special Assistance Programme DST-FIST

NA

NA

 UGC-Innovative PG programmes Any other (*Specify*)

NA

 UGC-COP Programmes

 **2. IQAC Composition and Activities**

03

2.1 No. of Teachers

 04

2.2 No. of Administrative/Technical staff

 07

2.3 No. of students

2.4 No. of Management representatives

03

 03

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

 03

 community representatives

 03

2.7 No. of Employers/ Industrialists

 07

2.8 No. of other External Experts

2.9 Total No. of members

33

2.10 No. of IQAC meetings held Two meetings per year

02

2.11 No. of meetings with various stakeholders: No. Faculty

09

02

03

Nil

 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

🗸

2.13Seminars and Conferences (only quality related)

 (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

04

04

-

-

0

 Total Nos. International National State Institution Level

 (ii) Themes

1. Workshop on usage on SPSS package
2. Constructivist approach in learning
3. ICT in education
4. How to prepare synopsis

2.14 Significant Activities and contributions made by IQAC

Mentioned In IQAC calendar

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the members of IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

|  |  |
| --- | --- |
| Plan of Action | Achievements |
| Academic Calendar is attached | Seminar conductedWorkshops organisedCelebration of Teacher’s Day and Human Rights Day |

 *\*Academic Calendar of the year is attached as Annexure 1*

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2.15 Whether the AQAR was placed in statutory body Yes No

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Management Syndicate Any other body

 Provide the details of the action taken

Actions were taken as per the analysis of feedback proforma filled by parents, alumni and employer

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PG | 01 | - | 01 |  01 |
| UG | 01 | - | 01 |  01 |
| PG Diploma | 01 | - | 01 |  - |
| Total | 03 | - | 03 | 02 |
| Innovative | 01 | - | 01 |  |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

 **Yes, The college provides all the methodologies offered by GNDU, Amritsar and students have to opt for any two methodologies, which they have studied at least for two years as major subject at graduation level and at least for one year in case of minor subject.**

 (ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester |  03 |  |  |       |
| Trimester |  - |
| Annual |  - |

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1.3 Feedback from stakeholders\* Alumni Parents Employers Students

 ***(On all aspects)***

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 Mode of feedback : Online Manual Co-operating schools (for PEI)

***\* an analysis of the feedback is given in the Annexure II***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, as the M.Ed. and B.Ed. Courses are now of two years duration and follows semester pattern. So as per the need, there is revision of syllabi. The salient aspects are:

1. Change in the titles of the papers
2. Internship in a School with Stage specific specialization for M.Ed. Students

1.5 Any new Department/Centre introduced during the year. If yes, give details.

 No

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 15 | 11 | 01 | 01 | 02 |

1 Total No. of permanent faculty

08

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asst. Professors | Associate Professors | Professors | Others | Total |
| R | V | R | V | R | V | R | V | R | V |
| 16 | - | - | - | - | - | 3 | - | 19 | - |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

01

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | 18 | 30 | - |
| Presented papers | 25 | 58 | - |
| Resource Persons | - | 40 | - |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

* Use of technology to enhance learning
* Promote E learning through E-Learning and Mobile learning, Digital resources
* Collaborative Learning and Peer Tutoring
* Team teaching, blended learning and flipped learning

2.7 Total No. of actual teaching days

230

 during this academic year

2.8 Examination/ Evaluation Reforms initiated by

 the Institution

1. Development of Scientific and objective criteria for evaluation of Micro- Teaching skills
2. Multiple choice questions
3. Feedback Performa
4. Viva- voice of Internal examination

2.9 No. of faculty members involved in curriculum

2

1

0

 restructuring/revision/syllabus development

 as member of Board of Study/Faculty/Curriculum Development workshop

85%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

|  |  |  |
| --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division |
| Distinction % | I % | II % | III % | Pass % |
| B.Ed. I | 191 | 2.1% | 82.72% | 17.3% |  - | 100% |
| M.Ed. I | 28 | 10.7% | 85.7% | 14.3% |  - | 100% |
| B.Ed. II | 185 | 1.62% | 75.7% | 24.32% |  - | 100% |
| M.Ed. II | 27 | 22.3% | 92.6% | 7.4% |  - | 100% |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

* Ensuring timely and efficient accomplishment of academic, administrative and financial task
* Regular faculty meetings, Student-Faculty meetings, Alumina meetings, IQAC review committee meetings to chalk out the action plan, allocate the duties and discuss the progress of the college in different spheres
* Ensuring integration of modern and innovative methods of teaching in teaching-learning process like Discussion methods, Seminars on various topics, Debates etc.

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| Refresher courses | 03 |
| UGC – Faculty Improvement Programme | 11 |
| HRD programmes | 06 |
| Orientation programmes | 02 |
| Faculty exchange programme | 06 |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | 10 |
| Summer / Winter schools, Workshops, etc. | 02 |
| Others | - |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 03 | - | - | - |
| Technical Staff | 02 | - | - | - |

**Criterion – III**

**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

* Workshop on SPSS for faculty and M.Ed Students
* Workshop on micro skills
* Applying for major and minor research projects to UGC by faculty members
* Extension lectures on Constructivist approach and how to write research proposal by experts for B.Ed and M.Ed.
* Enrolment of faculty for Ph.D
* Course work attended by faculty

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | NIL |
| Outlay in Rs. Lakhs |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number |  |  |  1 |  |
| Outlay in Rs. Lakhs |  |  | Yet not received |  |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 5 | 2 |  |
| Non-Peer Review Journals | 0 | 4 |  |
| e-Journals | 4 | 1 |  |
| Conference proceedings | 3 | 11 |  |

3.5 Details on Impact factor of publications:

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 Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | DurationYear | Name of thefunding Agency | Total grantsanctioned | Received |
| Major projects |       |       |       |       |
| Minor Projects | 2015-17 | UGC |  |  |
| Interdisciplinary Projects |       |       |       |       |
| Industry sponsored |       |       |       |       |
| Projects sponsored by the University/ College |       |       |       |       |
| Students research projects*(other than compulsory by the University)* |       |       |       |       |
| Any other(Specify) |       |       |       |       |
| Total |       |       |       |       |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

40

02

-

 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

 UGC-SAP CAS DST-FIST

-

-

-

-

-

 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

-

-

-

 INSPIRE CE Any Other (specify)

-

-

-

Nil

3.10 Revenue generated through consultancy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Level | International | National | State | University | College |
| Number |  01 |  01 | - | - | 01 |
| Sponsoring agencies |   |   |   |   |   |

 3.11 No. of conferences

 organized by the Institution

50

3.12 No. of faculty served as experts, chairpersons or resource persons

03

01

01

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

01

3.15 Total budget for research for current year in lakhs :

1,05000

-

 From Funding agency From Management of University/College

 Total

1,05000

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied | - |
| Granted | - |
| International | Applied | - |
| Granted | - |
| Commercialised | Applied | - |
| Granted | - |

 3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| 03 | - | - | - | - | - | 03 |

 Of the institute in the year

3.18 No. of faculty from the Institution

03

 who are Ph. D. Guides

 and students registered under them

03

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

-

-

 JRF SRF Project Fellows Any other

-

-

3.21 No. of students Participated in NSS events:

80

 University level State level

 National level International level

3.22 No. of students participated in NCC events:

-

-

 University level State level

 National level International level

-

-

3.23 No. of Awards won in NSS:

02

 University level State level

-

 National level International level

-

-

3.24 No. of Awards won in NCC:

 University level State level

-

-

 National level International level

-

-

3.25 No. of Extension activities organized

15

-

 University forum College forum

-

03

-

 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

* Organizing NSS camps in collaboration with Guru Nanak Dev University, Amritsar.
* Participating in Blood donation camps
* Celebration of National and International days like Earth day, Save water day, Environment day, Human Rights day, Consumer Protection day, World Aids day, Women day etc.
* Conducting social surveys on marginalized groups.
* Teaching aids prepared by our students are passed on to needy educational institutions.
* On holidays, infrastructure facility available in institute is provided to the various other agencies of community for arranging meetings and other program for which no charges are collected.
* Raising funds for the needy meritorious students.
* Beautification and cleanliness of campus by students.
* Participation of fine art students and teachers in ‘Canvas Art Camp organized by college at Dalhousie in collaboration with Indian Academy of Fine Arts”
* Students’ participation in events such as “Organic Sundays” to create awareness about importance of various organic products among local community.
* Free lectures were delivered by faculty members in needy institutes.
* Interaction of faculty with eminent resource persons regarding implementation of two year B.Ed. and M.Ed. curriculum by NCTE.
* Discussion on new two year B.Ed curriculum by affiliating university experts on teaching subject combinations.
* Extension lecture organized to create awareness about voting rights and election process among the students.
* Awareness lecture on Traffic Rules and motivating students to create their driving licence.
* Adoption of village Bal Khurd to provide awareness regarding literacy and natural resources conservation.

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities | Existing | Newly created | Source of Fund | Total |
| Campus area | 3 acres | - | Management | 3 acres |
| Class rooms | 15 | - | - | 15 |
| Laboratories | 06 | 01 | - |  07 |
| Seminar Halls | 01 | - | - | 01 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | - | 05 | - | - |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | 1,05000 | - | 1,0500 |
| Others | Library |  1,68408 |  | 1,68408 |

4.2 Computerization of administration and library

Yes

 e-governance, e-Library

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Existing | Newly added | Total |
| No. | Value | No. | Value | No. | Value |
| Text Books | 10245 | - | 205 |  | 10450 | - |
| Reference Books | 587 | - | 10 |  | 597 |  |
| e-Books | 15 |  | 0 |  | 15 |  |
| Journals | 33 |  | 00 |  | 33 |  |
| e-Journals | 40 |  | 00 |  | 40 |  |
| Digital Database |  |  |  |  |  |  |
| CD & Video | 20 |  | 5 |  | 25 |  |
| Others (specify) | 340 | - | 2730 |  | 3070 |  |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 29 Computers01 Laptop | 22 | Wi-fi (BSNL) |  |  | 04 | 02 | 02 |
| Added | 01 Computers | 01 | Wi-fi (Dongal Tata Photon) |  |  |  |  |  |
| Total | 31 | 23 | 02 |  |  | 03 | 02 | 02 |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

 upgradation (Networking, e-Governance etc.)

Yes (Networking, e-Governance)

4.6 Amount spent on maintenance in lakhs :

62,000

 i) ICT

10,000

 ii) Campus Infrastructure and facilities

 iii) Equipments

43,000

30,000

 iv) Others (Library)

1,45,000

 **Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

* Orientation sessions were conducted for newly admitted students.
* Student council was elected to monitor the meal quality provided in Hostel.
* Regular interactions with the Principal to deliberate on issues of immediate concern
* Complaint boxes checked regularly to provide remedial measures for any kind of grievances faced by students

5.2 Efforts made by the institution for tracking the progression

* Staff meetings were held periodically with the Principal for the updation of curricular performance of the students.
* House tests and class tests were conducted at regular intervals of time.
* Remedial teaching was conducted after the analysis of House tests.
* Attendance of the students was monitored monthly

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 200 | 31 | - | 12 |

5.3 (a) Total Number of students

 (b) No. of students outside the state

-

-

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 11 | 5.5 |

|  |  |
| --- | --- |
| No | % |
| 189 | 94.5 |

 Men Women

|  |  |
| --- | --- |
| Last Year | This Year |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 87 | 11 | - | 02 |  | 100 | 172 | 20 | - | 8 | - | 200 |

Demand ratio 200Dropout % 7% (B.Ed)

Demand ratio 50Dropout % 17% (M.Ed)

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

* Special couching classes are arranged for NET/PSTET/CBSETET
* Students are encouraged to study in library during free time
* Many newspapers, magazines and journal are available in library for reference
* Special books related to competitive exams are added every year in the library

 No. of students beneficiaries

02

5.5 No. of students qualified in these examinations

-

-

-

05

 NET SET/SLET GATE CAT

 IAS/IPS etc State PSC UPSC Others

20

-

-

-

5.6 Details of student counselling and career guidance

* Proper guidance and counseling cell has been set up in the Institution

Counseling sources such as academic, placement, health etc are provided

* Guidance and counseling cell is attached with Psychology laboratory for making use of special psychology test

 No. of students benefitted

NA

\*\*5.7 Details of campus placement

|  |  |
| --- | --- |
| ***On campus*** | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| NA | NA | Na | 10 |

\*Two students got job (one as constable and other as a technician in University on regular basis) and they have decided to pursue B.Ed. privately.

\*\*Due to the extension of duration of B.Ed. course of two years on campus placement was not feasible.

5.8 Details of gender sensitization programmes

Panel Discussion was organised on Women Education in India.

Extension lecture on Gender Equality and Equity in Education

Play on gender inequality in Indian society.

Women Empowerment Cell was formed.

5.9 Students Activities

 5.9.1 No. of students participated in Sports, Games and other events

-

 State/ University level National level International level

-

 No. of students participated in cultural events

 State/ University level National level International level

50

5.9.2 No. of medals /awards won by students in Sports, Games and other events:

01

 Sports: State/ University level National level International level

22

 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number ofstudents | Amount |
| Financial support from institution  | 01 | 20,000 |
| Financial support from government | 09 | 2,92,500 |
| Financial support from other sources | 01 | 10,000 |
| Number of students who received International/ National recognitions |       |       |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

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Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

05

5.13 Major grievances of students (if any) redressed: 02

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision statement of Institution**

Khalsa College of Education shall provide a sustainable and accessible environment where we support and encourage student possibilities by building on the vibrancy of the town and where we are guided by the principles of inclusiveness, integrity, innovation, creativity, and quality. Empowered through resources, collegiality, and public support, the college will provide diverse communities with excellent educational opportunities and services. We will inspire participatory global citizenship grounded in critical thinking and an engaged, forward thinking student body.

**OR**

Our Vision is to impart holistic education to the student teachers for their academic excellence and inculcating National and human values in them through academic co-curricular and socially meaningful activities.

**Mission of the institution**

Consistent with our Vision, we provide educational programs and services that promote student achievement and life-long learning to meet the needs of our diverse community.

Our primary mission is to provide programs and services leading to

* Transfer to baccalaureate institutions;
* Associate Degrees in Arts and sciences;
* Certificates and career skills needed for success in the workplace;
* Basic Skills, including learning English as a Second Language and Transitional Studies

Following are the major consideration addressed by the goal and objectives  of Institution:

* In the pursuit of individual educational goals, students will improve their critical thinking, information competency, communication skills, ethical reasoning, and cultural, social, environmental, and personal awareness.
* To improve the quality of teacher education.
* To promote the role of education for National and International integration.
* To foster the  inter cultural integration.
* To create conducive atmosphere for the   promotion of education by reaching it in the problem areas.
* To give impetus to women education.
* To promote education among the weaker sections including minorities SC/ST/OBC ’s  socially deprived sections.
* To foster democratic values such as values of citizenship communal harmony national cohesion etc.
* To Develop among the teacher a feeling of dignity  of  labour.
* To promote the cause of environmental protection .
* To inculcate among the students the values as enshrined in Indian culture.
* To keep the learners in constant touch with the happening taking place globally with the proper use of internet.

6.2 Does the Institution has a management Information System

MIS through college website

[www.kceranjit.org](http://www.kceranjit.org) and e-Governance

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

* Organized workshops and Seminars for Curriculum development as per the norms of NCFTE 2004, with collaboration of NCTE (New Delhi)

6.3.2 Teaching and Learning

* Practiced Innovative Teaching Strategies
* Use Power Point Presentation by Teachers
* Promote E-Learning through internet
* Use of audio visual aids to make Teaching Learning process effective
* Peer feedback system developed by institutions

6.3.3 Examination and Evaluation

* Conduct house test and class test
* Promote CCE through Co-Curricular activities

6.3.4 Research and Development

* Action research conducted by students
* Faculty applied for major and minor research projects
* Presentation of papers in Seminars at National and International levels
* Publications of faculty papers in reputed journals

6.3.5 Library, ICT and physical infrastructure / instrumentation

* Computerized library through Bar code system
* Purchased new books and journals
* Created new classrooms for intake of two more units (100 students)

6.3.6 Human Resource Management

* Workload and duties are allocated to faculty according to UGC rules
* Responsibilities are allocated according to their subject specialization, capacity and skills
* Human resources allocated as per 1:14 according to university norms
* For faculty development programs are promoted through refresher course/orientation courses/Seminars

6.3.7 Faculty and Staff recruitment

As per UGC norms

6.3.8 Industry Interaction / Collaboration

Collaboration with NGOs, Eco-Amritsar (International NGO), AIAER, Council of Teacher Education, IATE and different institutions

6.3.9 Admission of Students

As per Punjab Govt. & NCTE norms.

|  |  |
| --- | --- |
| Teaching |  PF |
| Non teaching | PF and ESI |
| Students | Scholarships |

6.4 Welfare schemes for

Nil

6.5 Total corpus fund generated

🗸

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

|  |  |  |
| --- | --- | --- |
| Audit Type | External | Internal |
| Yes/No | Agency | Yes/No | Authority |
| Academic | 🗸 |       | 🗸 |       |
| Administrative | 🗸 |       | 🗸 |       |

6.8 Does the University/ Autonomous College declares results within 30 days?

🗸

 For UG Programmes Yes No

🗸

 For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

1. Introduction of Semester System
2. Table marking.
3. Improvement in conduct of Examination by deputing superintendent and supervisors for examination duty from different colleges.
4. Introduction of OMR Sheets in Examination.
5. Evaluation at Institutional level by introducing Internal Assessment
6. Introduction of internship Program and Field Engagement Program in B.Ed.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Donation, create a network to help shaping institution’s future, sessions & lectures by Eminent alumni, suggestions for quality improvement

6.12 Activities and support from the Parent – Teacher Association

* Parents provide support in cultural as well as academic events
* Encourage parents to become involved in PTA
* Help in regular teacher to parent communication
* Hold & support fund raising activities to benefit the children

6.13 Development programmes for support staff

* Participation in refresher courses, workshops, seminars, orientation courses
* Extension lectures and conferences are organized

6.14 Initiatives taken by the institution to make the campus eco-friendly

11. Plantation of trees.

2. Seminars, Extension lectures about environmental awareness

3. Banning plastic bags in premises

4. Use clean energy like LED

5. Maintenance of gardens

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the

 functioning of the institution. Give details.

* Curriculum Revision
* Regular Yoga and Meditation Classes in the morning to make students physically fit and mentally alert
* Application to NAAC and UGC for conducting national level seminars
* Computerized Library system with Bar code system
* Team teaching at both B. ED. and M.ED. level
* ICT Integration in education( Shift from paper based tests to skill based tests)
* Initiated the practice of honouring the teachers for their services to the institutions
* Rewarding student’s participation in scholastic and co-scholastic activities
* Positions created – HODs for different departments

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the

 beginning of the year

* Calendar of IQAC Activities
* Details of Activities Planned (Workshop on Inclusive Education, Celebration of Teacher's Day, 2 Days Workshop for the preparation of 'University Youth Fest' items, Workshop on Micro skills, An extension lecture on 'how to prepare synopsis', An extension lecture

on 'World Peace', Inter- School declamation competition, Celebration of Human Rights Day)

* Workshop on SPS system(Statistical techniques)
* Extension lecture on ‘Teacher Efficiency’.
* Alumini Meet
* College Events Calender
* House Examination Schedule
* Organisation of NSS,NCC camps

7.3 Give two Best Practices of the institution

* Owning of Financially weak students by the faculty members

 Free Teaching Services by the Faculty members in the needy Institutions

7.4 Contribution to environmental awareness / protection

* Tree Plantation Drives
* Cleanliness Campaign
* Conduction of rallies on environmental awareness
* Organization of different competitions regarding the environment sustainability
* Guest lectures of experts regarding the environmental awareness
* Working with different organizations and NGO's for creating environmental awareness in the society
* MOU with ECO – Amritsar
* Creating awareness among students by teaching environmental education
* E- waste management
* Plastic Free Zone( Minimise the use of plastic bags in campus)

7.5 Whether environmental audit was conducted? Yes No

🗸

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT analysis has been done

8. **Plans of institution for next year**

* Organization of National / International seminar/ Workshop
* Establishment of Research centre in the Institution
* Regarding opening of Integrated Courses in the Institution (4 Years B.Ed, B.A/ B.Sc, 3 Years B.Ed/ M.Ed.)

  ***Dr. Surinder Kaur Dr. Surinder Pal Kaur Dhillon***

 ***Coordinator, IQAC Chairperson, IQAC***

**ANNEXURE I**

**IQAC CALENDAR (2015-16)**

|  |  |  |
| --- | --- | --- |
| **Month** | **Programmes** | **Dates** |
| August, 2015 | Ist IQAC Meeting | Aug. 08, 2015 (Saturday) |
| Two days workshop on usage of SPSS package | Aug. 21-22,2015 (Friday & Saturday) |
| September, 2015 | Celebration of Teacher’s Day | Sept. 05, 2015 (Saturday) |
| Two days workshop for the preparation of 'University Youth Fest' items | Sept. 11-12, 2015 (Friday-Saturday) |
| Extension lecture on constructivist approach in learning | Sept. 23, 2015 (Saturday) |
| October, 2015 | Extension Lecture on ' ICT in Education' | Oct 10, 2015 (Saturday) |
| December, 2015 | Celebration of Human rights day | Dec 10, 2015 (Thursday) |
| An extension Lecture On 'How to prepare Synopsis' | Dec 14, 2015 (Monday) |
| January, 2016 | IQAC Meeting | Ja n. 09, 2016 (Sat) |

**ANNEXURE II**

Analysis of Feedback Proforma Filled by Parents

The admission process of the college for both B.Ed. and M.Ed. was upto the satisfaction of the parents. They considered it a matter of pride for getting their wards admitted in this college. The parents also observed a positive change in the personality of their wards after joining the college. The parents also agreed that the thinking of their wards have become more professional oriented through interaction with the college faculty in conducive learning atmosphere. The college website is found to be more informative and regularly updated. They found theirs wards have become more disciplined and developed a work culture. They observed teacher faculty cooperative and helpful. Respected parents congratulated the college principal for creating such a congenial and conducive environment.

**Suggestions by the Parents:**

1. The parents suggested that more routes should be covered by the college bus.
2. They also requested that during extreme weather, college timings should be adjusted accordingly.
3. The fee should also be received through cheques.
4. As the college duration is long, facility of lunch should in the college canteen on profit no loss basis should be made available if possible.

**PROCEEDINGS**

A meeting was held in the office of college principal on July 23, 2016 with the staff members to intimate them about the suggestions given by the parents. A plan was chocked out in the meeting to incorporate the suggestions given.

Analysis of Feedback Proforma Filled by Alumni

The Alumni appreciated the excellent and conducive environment as well as infrastructure of the college. The Alumni acknowledged the ample opportunities provided to them during the course to improve and enhance their communication skills and overall personality. The Alumni appreciated the good mentoring and academic support extended by the faculty. Great appreciation is shown for training (during the course) and placement services. Satisfaction is shown for fee structure and library system of the college. The alumni appreciated the efforts of the college for organizing campus placement.

**Suggestions by the Alumni:**

1. The alumni suggested that more routes should be covered by the college bus.
2. Healthy and nutritious food items should be made available in the canteen.
3. Library visiting hours should be extended for the students.
4. Covered parking space for the students should be expanded.
5. Yoga/ meditation classes should be held in the college.

**PROCEEDINGS**

The principal held the meeting on Aug. 22, 2015 with the members of the feedback committee. It was decided in the meeting that library of the college would be accessible to the students for longer period of time, before as well as after the classes. The principal would discuss the issue of bus routes and expansion of the parking space with the Honorary Secretary of the Society. The canteen committee was informed regarding the demand of the students and to make the possible arrangements for the same. It was decided that the Physical education teacher would conduct sessions of yoga/ meditation daily.

Analysis of Feedback Proforma Filled by Employer

The teaching practice organised as a part of B.ed Syllabi serves as a platform for the students to fetch employment. During this tenure, most of the schools identify the students on the basis of their teaching, dedication and sincerity. On the basis of the review of the feedback forms filled by the employers, it has been found that on the whole employers do desire quality, discipline and punctuality in their prospective employers. Satisfaction about the knowledge of the content is shown by the employers. Well versedness of the students with ICT, as is the need of the hour, was appreciated.

**Suggestions by the Employers:**

1. Teaching subject like Physical Education and Geography should be introduced.
2. Duration of the teaching practice should be increased.
3. It was suggested that a workshop on lesson planning should be organized in collaboration with the schools.
4. The students should also be provided sufficient training with respect to preparation of time table, maintenance of attendance registers and lab registers.
5. The experienced teachers from the reputed schools of the city should be invited to deliver model lessons in teaching.

**PROCEEDINGS**

The principal held the meeting on July 18, 2015 with the members of the feedback committee. It was decided that the new subjects will be introduced in the new session. The teaching practice duration has been increased from 40 days to six months as per NCTE new norms and standards, 2014. The students shall be given ample guidance and training in preparing time table and maintenance of various record registers. It was decided that in future such workshops will be organized on a regular basis. And also well experienced teachers shall be contacted for model lessons in teaching.

**ANALYSIS AND DOCUMENTATION OF FEEDBACK PROFORMA FILLED By STUDENTS**

**Session 2014-15**

**STRENGTHS**

College campus is very clean and built in urban area. College environment is conducive for teaching and learning. Changes were made in the time table of B.Ed. from time to time as per the needs of the students. Tutorial classes are organised every week to help slow learners and students with poor academic performance. Various seminars are arranged in the college campus to give exposure to the faculty members and students. Inservice programmes are arranged for the teachers for their professional growth. Co-curricular activities are given equal importance to ensure holistic development of a student.

**WEAKNESSES**

1. More variety in the canteen menu should be made available.
2. There should be provision of fresh juice in the canteen.
3. There should be more books available in the library related to syllabus.
4. Excursions and trips should be organised for experiential learning.
5. More routes should be covered by the college bus.
6. Free internet access should be there for students.

**PROCEEDINGS**

On 26th August, 2015 at 1.00 p.m. the members of the feedback committee analyzed the feedback proformas filled by the students (session 2014-15) and discussed the strengths and weaknesses of the institution with the principal which were documented as follows:

1. The principal assured to incorporate all the suggestions regarding the college canteen.
2. It was decided that new books will be purchased and library will be updated soon.
3. More routes will be covered by the college bus.
4. Excursions and college trips will be organised according to the convenience.
5. The proposal for free internet access was sent to the management.