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

**OF THE IQAC**

**(2016-17)**



**Submitted by:**

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

**Established By**

**Khalsa College Charitable Society**

**Amritsar, Punjab**

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

Part – A

**AQAR for the year**

 2016-17

**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

9815020300

 Contact Nos.

Dr. Surinder Pal Kaur Dhillon

 Name of the Head of the Institution:

0183-2507029

 Tel. No. with STD Code:

9815020300

 Mobile:

Name of the IQAC Co-ordinator:

Dr. Surinder Kaur

9814790220

Mobile:

dr.surinder70@gmail.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/AQAR2016-17.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 2015-16 submitted to NAAC on 06-04-2017

1.9 Institutional Status

 University State Central Deemed Private

🗸

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

🗸

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. Two days Workshop on usage on SPSS package
2. Different learning approaches
3. Integration of Technology 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*

🗸

2.15 Whether the AQAR was placed in statutory body Yes No

🗸

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 |  - |
| UG | 01 | - | 01 |  01 |
| PG Diploma | 01 | - | 01 |  - |
| Total | 03 | - | 03 | 01 |
| 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 |  - |

🗸

🗸

🗸

🗸

1.3 Feedback from stakeholders\* Alumni Parents Employers Students

 ***(On all aspects)***

🗸

🗸

 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.

No, there was no revision of syllabi. But two of our faculty members attended capacity building programme regarding gender, school and society at NCERT, New Delhi which is the part of the B.Ed. Curriculum.

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 |
| 34 | 28 | 02 | 02 | 02 |

1 Total No. of permanent faculty

09

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 |
| 05 | 01 | - | - | - | - | - | - | 05 | 01 |

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 | 12 | 20 | - |
| Presented papers | 10 | 20 | - |
| Resource Persons | - | 04 | - |

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

* Use of ICT to enhance learning
* Promote E learning through E-Learning and Mobile learning, Digital resources
* Cooperative 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. Quiz competitions, debate and seminar
2. Multiple choice questions
3. Feedback Performa
4. Viva- voice of Internal examination

2.9 No. of faculty members involved in curriculum

3

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. IV | 182 | 39.56% | 91.75% | 8.24% |  - | 100% |
| M.Ed. IV | 26 |  | 100% |  |  - | 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 | 02 |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation programmes | 05 |
| 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
* Dissertation submission of M.Ed students
* Research Projects
* Research related Activities: Extension lectures, Seminars
* Collaboration with Khalsa University as Research Supervisors

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 |  1 |  2 |  1 |
| Outlay in Rs. Lakhs |  0.5 |  1.3 |  3.3 |  - |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals |  16 |  4 |  |
| Non-Peer Review Journals |  1 |  4 |  |
| e-Journals |  1 |  - |  |
| Conference proceedings |  5 |  10 |  |

3.5 Details on Impact factor of publications:

.4

 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 | 07 | - | - |  07 |
| Seminar Halls | 01 | - | - | 01 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | 52000 Biotech | 02 | - | 02 |
| 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/Amount | No. | Value |
| Text Books | 10245 | - | 198 | 66250 | 10716 | - |
| Reference Books | 587 | - | 27 | 18765 | 677 |  |
| e-Books |  |  | 0 |  |  |  |
| Journals | 22 | 23150 | 2 | 3200 | 24 |  |
| e-Journals | 30 | Free of cost | 00 |  | 30 |  |
| 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

43,000

 iii) Equipments

 iv) Others (Library)

 **Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Yearly plan of action (details attached)

5.2 Efforts made by the institution for tracking the progression

1. The institution has arranged seminars, workshops for the progress of the students and the faculty members
2. The extension lectures have been arranged as per the demand of the syllabi to help them to fulfill the demands of the course
3. The institution has organized field trips and visits to various places of importance like libraries, museums, university departments, etc.
* 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 |
| 145 | 55 | - | - |

5.3 (a) Total Number of students

 (b) No. of students outside the state

-

-

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 16 | 8 |

|  |  |
| --- | --- |
| No | % |
| 184 | 92 |

 Men Women

|  |  |
| --- | --- |
| Last Year | This Year |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 177 | 20 | - | 03 |  | 200 | 172 | 25 | - | 03 | - | 200 |

Demand ratio 200 Dropout % 6% (B.Ed)

Demand ratio 27 Dropout % 2% (M.Ed)

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

* Special couching classes are arranged for UGC (NET),PTET,CTET and B.Ed. entrance examination
* 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

45

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

* The institution has Proper guidance and counseling cell for solving academic, placement, health related problems.
* Guidance and counseling cell is attached with Psychology laboratory for making use of special psychology test

10

 No. of students benefitted

\*\*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 |
| 04 | 25 | 12 |  |

\*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

One paper has been introduced in the B.Ed. fourth semester, “Gender, school and society” to sensitize the students about this issue

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:

-

 Sports: State/ University level National level International level

19

 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number ofstudents | Amount |
| Financial support from institution  | 43 | 3,32000      |
| Financial support from government | 11 | 1,04,620      |
| Financial support from other sources |  |  |
| Number of students who received International/ National recognitions |       |       |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

🗸

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: proper vehicle stand for parking their vehicles safely

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

A world compatible, secular and inclusive institution of excellence in the field of teacher education, research and extension with a focus on the holistic development of the individual to give a new direction to the society.

* To understand the constitutional obligations in relation to education.
* To make the students understand the relevance to education in relation to social, political, economic and cultural context.
* To integrate the ICT skills in learners so as for improving the personal productivity and professional competencies.
* To develop understanding of the significance of professional preparedness of teachers.
* To develop among learners an awareness and sensitivity.
* To imbibe in learners the importance of vibrant school climate.
* To prepare teachers with a focus to develop their competencies and chisel their skills required to complete in the world job market.

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

* A committee of teachers review recent issues and trends of various disciplines to suggest amendments in the syllabi
* Members also visit other institutions to broaden their perspective and gather information regarding curriculum
* A meeting with the practicing school principals regarding the updating of teacher education curriculum (Pedagogy) in the light of the role of teacher in the contemporary society

6.3.2 Teaching and Learning

* Greater use of technology is encouraged to enhance- teaching learning process
* Thrust is given in promoting the student’s engagement in the teaching- learning process
* Co-operative learning and team teaching are employed for better results
* Technological aids and innovative teaching methods are being used with variety of instructional strategies
* For the mastery over the teaching skills of the students, the teacher uses guided practice by supervising each student’s performance

6.3.3 Examination and Evaluation

* Periodical tests and house tests are scheduled regularly to assess the progress of the students
* At least two house examinations are conducted before the students appear in the final examinations conducted by the university
* Non academic aspect of the students is also brushed up by way of various add on courses as recommended in the syllabi and their evaluation is done by way of internal projects and viva voce
* In order to measure the student’s progress and to ensure effectiveness of goals and objectives of the curriculum certain grade level tests, performance based tasks and house examinations are conducted as a regular feature

6.3.4 Research and Development

* All the teachers are encouraged to do research vis. Ph.D., action research, case study or any other research project
* For the academic progress of the staff doctorate degrees have been made mandatory
* Faculty members are also encouraged to contribute research articles in newspapers, journals, seminars, conferences and workshops

6.3.5 Library, ICT and physical infrastructure / instrumentation

* A techno savvy environment, a full- fledged technology lab. has been created and equipped with all kinds of modern technological gadgets
* An honest attempt is made to update the resource with all the latest editions of books, publications, journals and magazines

6.3.6 Human Resource Management

* To keep abreast with the latest developments in teacher education, staff attends workshops, seminars, extension lectures at state, national and international level
* To equip themselves with latest insights in their respective subjects, the staff members attend GOC’s, refresher courses conducted by the department of UGC-HRD at Guru Nanak Dev University, Amritsar

6.3.7 Faculty and Staff recruitment

* Teaching staff is recruited through interview according to the rules and regulations of the GNDU and UGC guidelines.

6.3.8 Industry Interaction / Collaboration

1. MOU’s are signed by the college with various bodies and different institutions. Collaboration with NGOs, Eco-Amritsar (International NGO), AIAER, Council of Teacher Education, IATE and GERA
2. Time to time interaction with the practicing schools by the college to know their requirements

6.3.9 Admission of Students

As per Punjab Govt. & NCTE norms

* Admissions of B.Ed. are purely based on an entrance test conducted by one of the three universities, i.e. GNDU (Amritsar), Panjab University (Chandigarh )and Punjabi University (Patiala)
* The admissions in M.Ed. are done by the college level entrance exam and based purely on merit

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

6.4 Welfare schemes for

6.5 Total corpus fund generated

Rs. 45, 000/-

🗸

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 system has been introduced for evaluation for both the courses of teacher education
3. Improvement in conducting 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.
7. Declaration of results within 30 days

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

1. The colleges are free to start their own optional subjects to fill the information gaps aside with the prescribed syllabi
2. Abide with university and UGC norms the college can make their own schedule

6.11 Activities and support from the Alumni Association

1. The college is in regular touch with all its alumni. Every year alumni meet is arranged twice by the college, where the students excelling in their respective professions, intimate the students with the demands and expectations of their respective institutions. Also at times they serve as the placement officers for the various jobless students
2. 2. Donation, create a network to help shaping institution’s future. Eminent alumni, donate and raise funds for the financial help of needy students.

6.12 Activities and support from the Parent – Teacher Association

* For ensuring the parental participation, the college arranges parents and teachers meetings to discuss the various problems of theirs wards
* The parents are intimated time to time by the college regarding fee issues, discipline, attendance and other university related information
* Parents provide support in cultural as well as academic events
* Parents hold and support fund raising activities to benefit the children

6.13 Development programmes for support staff

* Various kinds of awareness camps and extension lectures are organized including family planning, drug addiction, sanitation, health issues etc.
* They are guided by the bank officials regarding e-banking, finance and savings

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

* Wide area of the college campus is used to provide a lush green environment. Beautiful and flowery lawns are maintained with number of medicinal herbs and plants.
* Plantation of trees is promoted
* Every year, as a part of curriculum, the students are required to participate in plantation drive in the college campus and around
* Seminars, Extension lectures about environmental awareness
* Dustbins are placed at every corner in the college to ensure cleanliness
* Plastic bags in premises are banned

**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.

1. Curriculum Revision
2. Some new Value added courses
3. Partially Paperless office
4. Feedback mechanism (for teachers from students)
5. Community participation (guest lectures and classroom teaching by faculty members and students in other institutions).
6. Honouring of guests and resource persons by presenting the plant saplings from the college plant-nursery
7. Positions created- Dean Academics and Research Incharge

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

 beginning of the year

All the programmes were organised according to the plan of action decided in the beginning of the year (IQAC calendar is attached)

7.3 Give two Best Practices of the institution

1. To reinforce and sustain a culture of excellence the college follows standardized procedures for periodic quality checks of teaching-learning.
2. Ph.D. is mandatory within the five years of job to promote research and make the faculty enriched
3. Continuing the practice of owning of financially weak students and free teaching services by the Faculty members

7.4 Contribution to environmental awareness / protection

1. Adequate arrangements for parking of vehicles for carbon neutrality
2. Reuse of one side print outs to save papers
3. Prohibited use of mobile phones in the campus to avoid the effect of radiation
4. Seminars and lectures for the proper waste disposal to aware students regarding proper sanitation and become the part of government’s “Swachh- Bharat” program
5. Use of plastic bags are discouraged in the campus
6. Glass windows of the class rooms to facilitate maximal utilization of natural light
7. Teachers try to make it a habit among students regarding switching off the electrical equipments when not in use
8. College has developed its own plant nursery to orientate others to become environment savvy
9. Facility of e-waste management at college 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**

1. To start three years B.Ed.-M.Ed. integrated course
2. To start Masters in Education (M.A. in Education)
3. To establish the Institution as a Research Centre of university in Teacher Education

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

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

**ANNEXURE I**

**IQAC CALENDAR (2016-17)**

|  |  |  |
| --- | --- | --- |
| **Month** | **Programmes** | **Dates** |
| August, 2016 | I IQAC Meeting | Aug. 06, 2016 (Saturday) |
| Two days workshop on usage of SPSS package | Aug. 19-20,2016 (Friday & Saturday) |
| September, 2016 | Celebration of Teacher’s Dayin the Morning Assembly  | Sept. 05, 2016 (Monday) |
| Two days workshop for the preparation of 'University Youth Fest' items in the college campus by the experts | Sept. 09-10, 2016 (Friday-Saturday) |
| October, 2016 | Extension lecture on different learning approaches | Oct. 08, 2016 (Saturday) |
|  | An extension Lecture On 'How to prepare Synopsis’ | Oct. 22, 2016 (Saturday)) |
| December, 2016 | Celebration of Human rights day | Dec. 10, 2016 (Saturday) |
| Extension Lecture on Integration of Technology in Education' |  Dec. 17, 2016 (Saturday) |
| January, 2017 |  II IQAC Meeting |  Jan. 28, 2017 (Saturday) |

**ANNEXURE II**

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 as well as internship programme. The Alumni appreciated the good mentoring and academic support extended by the principal as well as by the faculty. 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. Covered parking space for the students should be expanded.
3. More schools should be included for the internship programme.

**PROCEEDINGS**

The principal held the meeting on Aug. 27, 2016 with the members of the feedback committee. It was decided in the meeting that expansion of the parking space would be discuss with the Honorary Secretary of the Society. Meeting was held with the skill in teaching incharge to include more schools for internship programme.

Analysis of Feedback Proforma Filled by Employer

The internship programme organised as a part of B.Ed Syllabus 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 Geography should be introduced.
2. It was suggested that a workshop on lesson planning should be organized in collaboration with the schools.
3. 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 February 18, 2017 with the members of the feedback committee. It was decided that the new subjects will be introduced in the new session. 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 2016-17**

**STRENGTHS**

The college campus is very exuberant and provides a conducive environment is conducive for teaching and learning. The changes are made in the time table from time to time as per the requirements of the students. The remedial teaching are organised every week for the students with poor academic performance. Various seminars with the help of society are arranged in the college campus to give exposure to the faculty members and the students. The faculty members regularly go for inservice programmes for their professional growth. Besides, curricular, 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. More routes should be covered by the college bus.
3. Water cooler must be installed on 2nd floor also.
4. More spacious parking area for the proper parking of vehicles separately for the staff members and the 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.s
2. More routes will be covered by the college bus.
3. The proposal for free internet access was sent to the management.
4. Water cooler will be installed on 2nd floor also