

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

### I. Details of the Institution

1.1 Name of the Institution

Khalsa College of Education, Ranjit Avenue, Amritsar

1.2 Address Line 1

Khalsa College of Education

Address Line 2

Block-C Ranjit Avenue

City/Town

Amritsar

State

Punjab

Pin Code

143001

Institution e-mail address

spkdhillon@rediffmail.com

Contact Nos.

9815020300

Name of the Head of the Institution:

Dr. Surinder Pal Kaur Dhillon

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Name of the IQAC Co-ordinator:

Dr. Surinder Kaur

Mobile:

9814790220

IQAC e-mail address:

dr.surinder70@gmail.com

1.3 NAAC Track ID

PBCOTE 13515

1.4 NAAC Executive Committee No. & Date:

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

1.5 Website address:

www.kceranjit.org

Web-link of the AQAR:

www.kceranjit.org/AQAR2016-17.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.54	2008	2013
2	2 <sup>nd</sup> Cycle	A	3.12	2014	2019

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

8-8-2008

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

i. 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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

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

UGC-COP Programmes

## 2. IQAC Composition and Activities

- 2.1 No. of Teachers
- 2.2 No. of Administrative/Technical staff
- 2.3 No. of students
- 2.4 No. of Management representatives
- 2.5 No. of Alumni
- 2.6 No. of any other stakeholder and community representatives
- 2.7 No. of Employers/ Industrialists
- 2.8 No. of other External Experts
- 2.9 Total No. of members
- 2.10 No. of IQAC meetings held Two meetings per year
- 2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others
- 2.12 Has IQAC received any funding from UGC during the year? Yes  No
- 2.13 Seminars and Conferences (only quality related)

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

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

## 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 conducted Workshops organised Celebration 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

#### I. 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

1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
34	28	02	02	02

2.2 No. of permanent faculty with Ph.D.

09

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
05	01	-	-	-	-	-	-	05	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

01	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	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 during this academic year

230

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 restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

0      1      3

2.10 Average percentage of attendance of students

85%

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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 Permanent Employees	Number of Vacant Positions	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

3.2 Details 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:

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	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2015-17	UGC		
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

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)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

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

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

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

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

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

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:

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:

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

University forum  College forum   
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 ( $\geq$ 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 Computers 01 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 :

i) ICT	62,000
ii) Campus Infrastructure and facilities	10,000
iii) Equipments	43,000
iv) Others (Library)	
<b>Total :</b>	

## 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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
145	55	-	-

(b) No. of students outside the state

-

-

(c) No. of international students

Men	No	%	Women	No	%
	16	8		184	92

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 coaching 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

NET	05	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

No. of students benefitted

10



**\*\*5.7 Details of campus placement**

<i>On campus</i>			<i>Off Campus</i>
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

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	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

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

### 6.4 Welfare schemes for

Teaching	PF
Non teaching	PF and ESI
Students	Scholarships

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. 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 their 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*

*Coordinator, IQAC*

*Dr. Surinder Pal Kaur Dhillon*

*Chairperson, IQAC*

## ANNEXURE I

### IQAC CALENDAR (2016-17)

<b>Month</b>	<b>Programmes</b>	<b>Dates</b>
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 Day in 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 2<sup>nd</sup> floor also.
4. More spacious parking area for the proper parking of vehicles separately for the staff members and the students.

**PROCEEDINGS**

On 26<sup>th</sup> 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 2<sup>nd</sup> floor also

**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**

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

**Mobile No.: 9815020300 Email: [spkdhillon@rediffmail.com](mailto:spkdhillon@rediffmail.com) Website: [www.kceranjit.org](http://www.kceranjit.org)**

## 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

#### 2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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

### 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
Diploma in elementary education	D.El.Ed	<b>NIOS</b>

Name of the Start-up	Nature of Start-up	Date of commencement
D.El.Ed	In-service Training	09/11/2017

### 3.3 Research Publications and Awards

#### 3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
3	3	-

#### 3.3.2 Ph. Ds awarded during the year (*applicable for PG College, Research Center*)

Name of the Department	No. of Ph.Ds Awarded
Education	5

#### 3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	Education	35	2 impact factor
International	Education	22	

#### 3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Education	10

#### 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

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
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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*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\*\*\_\_\_\_\_

**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)*

P. O. Box. No. 1075, Nagarbhavi

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E-mail: [director.naac@gmail.com](mailto:director.naac@gmail.com)

Website: [www.naac.gov.in](http://www.naac.gov.in)

## 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



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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.	01832507029
Mobile no.	9815020300
Registered Email	spkdhillon@rediffmail.com
Alternate Email	kceranjit@gmail.com
Address	Khalsa College of Education Ranjit Avenue Amritsar
City/Town	Amritsar
State/UT	Punjab
Pincode	143001

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>Self financed</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Surinder Kaur</b>
Phone no/Alternate Phone no.	<b>01832507029</b>
Mobile no.	<b>9814790220</b>
Registered Email	<b>dr.surinder70@gmail.com</b>
Alternate Email	<b>kceranjit@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://kceranjit.org/campus/report-2017-18">http://kceranjit.org/campus/report-2017-18</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://kceranjit.org/campus/academic-calendar-18-19">http://kceranjit.org/campus/academic-calendar-18-19</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>2.54</b>	<b>2008</b>	<b>28-Mar-2008</b>	<b>27-Mar-2013</b>
<b>2</b>	<b>A</b>	<b>3.12</b>	<b>2014</b>	<b>24-Sep-2014</b>	<b>23-Sep-2019</b>

<b>6. Date of Establishment of IQAC</b>	<b>08-Aug-2008</b>
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**7. Internal Quality Assurance System**

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

Career Counseling	16-Jan-2020 1	175
Extension Lecture on Teaching Effectiveness	04-Feb-2019 1	157
Organization of Youth Festival	08-Oct-2018 3	50
Adoption of Village	22-Oct-2018 6	80
Professional Training of administrative staff	18-Jul-2018 2	6
Extension Activity on UNO	22-Sep-2018 1	55
Computer literacy programme	23-Aug-2018 1	30
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Khalsa College of education, Ranjit Avenue, Amritsar	Minor	Khalsa College charitable society, Amritsar	2019 365	75000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

Yes

If yes, mention the amount

50000

Year

2019



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

- The college has taken the initiative to train college administrative staff for which facilitation from management was sought. The staff was sent to attend the training sessions regarding new policies initiated by management from time to time.

Value added courses- Calligraphy and Mehndi have been introduced by the college.

- Incubation centre has been started by the institution for developing entrepreneurial skills among students. Two clubs namely Art and Craft; Theatre skills club were initiated under the incubation centre. The centre has been sponsored by Khalsa College Charitable Society, Amritsar.

- "Strengthening Ties with the Community" to cultivate a sense of social responsibility in the students and inspire them for community work. The college has adopted a village and works for it's upliftment in all senses.

Health Campaign was organised by IQAC.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Training of Non Teaching Staff	The college has taken the initiative to train college administrative staff resulting into their skill enhancement
"Strengthening Ties with the Community"	The college has adopted a village under this initiative. The initiative resulted into upliftment of the village from all aspects and cultivated the sense of social responsibility among the students.
Discussion on UNO's theme, "Planet 50-50 by 2030: step it up for Gender Equality", organised by IQAC.	To achieve UNO's objective of accelerating momentum towards gender equality and the empowerment of every girl and woman the discussion was held. The women got orientation to tackle the challenges in real life situations.
Extension Lecture on Teaching Effectiveness	To improve the quality of teachers and teaching an Extension Lecture on Teaching Effectiveness was organised. It helped the prospective teachers to develop the knowledge base regarding the parameters of effective teaching.
Organisation of Zonal Youth Festival of Education Colleges	Faculty and students developed the skills of: •Planning the event, •Conducting and managing the event, The

college bagged the overall championship trophy.

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Khalsa College Charitable Society  
Amritsar

19-Dec-2019

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

Yes

Date of Visit

04-Feb-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

20-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

? Planning and Development: • For salary, salary module of e-governance is used to prepare salary and upload salary slips. It keeps the track of all personnel details of employees. • Institute maintains its website [www.kceranjit.org](http://www.kceranjit.org) to communicate its philosophy and updates to external stakeholders. ? Administration: • College maintains all the records related with faculty, support staff and students on e-governance website. ? Finance and Accounts: The Institute has already taken various steps for implementation of E-Governance in Finance Accounts: • On line salary payment. • On line deposit of PF/ESI • On line deposit of TDS • On line approval of leaves • On line payslips and leave records of staff ? Student Admission and Support: • All data of the student's i.e. personal details, date of admission, status of fees etc. are available on e-governance website. ? Examination: • The record of

students' internal evaluation and result are also maintained through e-governance. ? Faculty Profiles: • Management Information System facilitates in maintaining and updating personal profiles of Faculty and staff.

## 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

Since our institution is affiliated to Guru Nanak Dev University Amritsar, it is mandatory for us to follow curriculum developed as prescribed by the said University. Curriculum provides a framework for the college's core-teaching and learning. Our college pays utmost attention, through the adoption of various measures, to the holistic completion and execution of the prescribed curriculum and syllabus. Our academic calendar is based on the time frame provided by the university. The Timetable Committee formulates, finalizes and communicates the timetable of the Institution much prior to the commencement of every academic year. The activities to be carried out throughout the academic year are featured in the College Handbook enabling the faculty and students to obtain prior information. This enables the faculty members to plan their teaching schedule with greater flexibility and well in advance. During the year, the Heads of different committees conduct regular meetings to ensure smooth functioning of the college. 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. The faculty members are expected to undertake a thorough analysis of the prescribed syllabus and draw up a teaching plan to match the learning capacities of students. 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. To serve the above said purpose; exposure to diverse cultures, seminars, workshops, extension lectures, orientation programmes, morning assemblies, celebration of significant days, quiz competitions, excursions and other techniques of higher learning are executed in the institution. 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. The faculty members deliver their lectures using various teaching-learning methods, keeping in mind their teaching plan. At the commencement of each semester, discussion of syllabi with the students and encouraging them to download the same from the University website ensures transparency. The teacher in charges of each course regularly monitors the progress of the teaching programme. Using the digital formats, the Institution plans to soon make the entire documentation process paperless. The Online Students' Feedback form has a provision for the assessment of the faculty's handling of the syllabus along with the pace and quantum of completion. The feedback is made available to the concerned teacher. It's also perused by the Principal and any reported deficiencies are noted and discussed with the concerned faculty member. All these innovative activities

are executed under the able guidance and supervision of college Principal. By imparting quality education, the institution tries its best to achieve the goal of globalized citizenship.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Yoga	Nil	01/06/2018	30	Yes	Yes
Dramatics	Nil	01/06/2018	45	Yes	Yes

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

#### 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.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	57	0

### 1.3 – Curriculum Enrichment

#### 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
Calligraphy	01/06/2018	25
Mehndi	01/06/2018	27
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Integrated(PG)	School Internship-Orientation to School System	50
Integrated(PG)	Field Engagement with Prospective Papers	50
MEd	Internship in a School with stage specific specialisation	22
BEd	Field Engagement with School	157
BEd	School Internship	194
BEd	Field Engagement	194

[View File](#)

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

### Feedback Obtained

The growth of any educational body rests on a well-structured, organic feedback mechanism which in term depends upon 'holistic planning' with distinct macro and micro goals. Khalsa college of Education, Ranjit Avenue, Amritsar has stood as firm advocate of Feedback Mechanism which caters to versatile needs of its various organic entities viz-a-viz employees, employers, students, alumni and parents. The ultimate goal of the feedback strategy is to enhance the 'Content Value' of the education system by providing teachers and students timely and appropriate information, thus equipping them to make effective decisions within a short period of time. Faculty: Through feedback, teachers can provide the students with suggestions for development, learning strategies, and correction for errors. The importance of 'Constructive Feedback' is that it allows for many positive opportunities. This component also enhances a student's self-efficiency and provides an avenue for motivation. Faculty meetings on a periodic basis are held for the same suitable suggestions are provided and implemented by the concerned teacher for productive outcomes. Alumni: The alumni's feedback is very helpful in restructuring the curriculum as the alumni usually answer the question in regard to the materials learned in college this is a good practice and a very important assessment tool. We, at Khalsa College of Education, Ranjit Avenue, Amritsar firmly believe that alumni survey can be designed to obtain information to establish the identity and focus on Curriculum. Thus, our institution organises alumni meetings every year to tap this useful resource. Most importantly, we believe that alumni perceptions can be utilised for prioritising certain topics. Parents: Using effective channels of communication and getting parents involved in decisions helps to build strong relationships and encourages involvement in student's learning and progress. Making parents feel involved by asking their opinions may solicit other ideas and suggestions from them. We give due weight age to parent's survey as they provide invaluable evidence for our institution's evaluation. It also helps us to find out what policies and decisions parents are and aren't supportive of in our institution. Feedback to Students: It helps them to see their leaning in new ways and gain increased satisfaction from it. The pupil teacher's are assessed through regular classes, class tests, periodic assessment test, model examination and school internship programmes. The university pattern of questions is followed in the internal examination and similar environment is provided which enhances the student's adaptation and the model examination at the end of the year is a rehearsal for the final examination. Nevertheless, this component also enhances a student's self-sufficiency and provides an avenue for motivation.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PGDCA	Education	40	30	24
BEd	Education	200	240	157
Integrated(PG)	Education	50	70	50
MEd	Education	50	7	0
<a href="#">View File</a>				

## 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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	231	0	32	10	10

## 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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
42	28	6	7	2	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

There is a tutorial system in the institute where teachers act as academic mentors and offer counselling to students. The mentor and the mentee relationship emphasize the inculcation of intellectual, social, moral, aesthetic, cultural and spiritual values. Mentor regularly interacts with the students and monitors their academic performance and attendance. The teacher personally accumulates particulars from her wards and ensures to keep the particulars confidential. Students are also counselled regarding their career options. Mentoring of students is an important aspect to create equitable service to all the students from different background. Its aims are: ? To increase the teacher-student contact hours ? To increase students scholastic performance and attendance ? To minimize the students' dropout rate ? To identify the slow learners and encourage advanced learners The students are given guidance for career, personal, besides academic issues. A special arrangement is also made available to the students to deal with psychosocial issues like single parenting, bread earner in the family etc. While dealing with the student, a teacher might come across array of students with diverse needs and in order to comprehend and highlight their potentials, it becomes mandatory to employ right number of mentee mentor ratio. The better the mentee mentor relationship, better would be the results and cases of delinquent behavior, isolated behavior and maladjustment would be less. The meetings of mentorship are conducted every month, in which students meet their mentors for academic and personal issues. The students who have less attendance and who have missed their internal tests are paid special attention from mentors' side. Teacher maintains a proper record of every student and keeps updating the information from time to time. Information collected further helps the mentors to perform various functions such as: ? Guidance and counselling in case it is needed ? Individual meeting with the student is also planned in case of some personal 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. Students are supported and guided both in co-curricular and extracurricular activities.

The mentors of the class discuss with each and every student individually and support them in all the possible ways to enrich their academic performance. The mentor contacts the parents and educates them about their wards performance and the academic programmes of the college. The mentors always keep a check on the attendance of the students, the marks/grades obtained in the internal external examinations, and regarding his/her candidature in the campus placement and provides remedial coaching.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
231	42	1 : 18

## 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 faculty with Ph.D
42	40	0	2	9

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Vinay Vaid	Assistant Professor	Prant Prabhari Punjab by Crayon Art Society Tonk, Rajasthan
2018	Pooja Sharma	Assistant Professor	Performance in National festival Sahayat Manch at Mumbai
2018	Dr. Surinder Kaur	Professor	Resource Person for Two Day Capacity Building Programme on Classroom management by CBSE
2018	Vinay vaid	Assistant Professor	Resource Person at Manali Winter/Art camp

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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
PGDCA	NIL	II	20/05/2019	16/07/2019
Integrated(PG)	NIL	II	14/05/2019	03/09/2019
MED	NIL	IV	14/05/2019	25/09/2019
Integrated(PG)	NIL	I	10/12/2018	01/03/2019
PGDCA	NIL	I	11/12/2018	27/02/2019



MEd	NIL	III	12/12/2018	20/03/2019
BEd	Nil	I	14/05/2019	29/07/2019
BEd	Nil	III	07/12/2018	02/04/2019
BEd	NIL	II	16/05/2019	27/07/2019
BEd	Nil	I	10/12/2018	29/03/2019
<a href="#">View File</a>				

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

The evaluation of the students on the basis of examinations is an integral part of the teaching-learning process. As per the university guidelines, internal and external examinations carry the ratio of 30:70. For external examinations, the question papers are designed by the university and provided manually. The College follows the guidelines of GNDU for internal evaluation and assessment procedure. At the beginning of new semester, the teaching faculty orients the students with the syllabus, its objectives and paper pattern. Counselling is also provided to students by the faculty members from time to time. The following are evaluation processes in the college: ? Seminar: The college conducts seminar where content knowledge, presentation skills, communication skills are the criteria to evaluate students. ? Group discussion: Through this technique student's knowledge, social skills, vocabulary skills, oral skills etc. are evaluated and marks are credited to them as per their participation and performance. ? Field Engagement Activities: Various field engagement activities such as visit to orphanage, museum, red-cross etc. are arranged for the students. The teachers evaluate their projects in order to promote critical thinking, analytical skills and team work among the students. ? Assignment Work: Students are required to prepare their assignment files for each paper in their respective semesters. Subject teacher certify these assignments as per student's performances. ? Performance in unit tests and house examinations: The College conducts unit tests as well as house tests in each semester. Subject teacher credit marks to students as per their performance. ? Semester Examination: As per university guidelines, students of all classes appear for the semester examinations.

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

The academic and cultural calendar is prepared before the commencement of new session by the college faculty as per the guidelines of the affiliated university. The Institute strongly trusts in transparency for its functioning. The academic calendar shows the start and end of each semester stating various activities to be conducted such as schedule of micro-teaching, the internal evaluation and the tentative schedule of external evaluation along with the list of holidays etc. Cultural calendar shows the schedule of morning assemblies, celebration of important days, festivals and tentative dates of youth festivals. Scheme of course of all the semesters of each stream is provided in the handbook of information along with the academic calendar. Various other activities performed by the institution included in calendar are as follows: ? Picnic / excursions to various places or institutes ? Honoring alumni/ eminent persons ? 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 ? Parent Teacher Meetings ? Visit to orphanage, blind institute, organic farming farm, various religious places, Pingalwara and Red Cross Society ? Environment awareness campaign regarding conservation and protection of our natural resources ? Tree plantation camp



## 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 (to provide the weblink)

<http://kceranjit.org/campus/program-and-course-outcomes>

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	Integrated(P G)	Education	43	43	100
Nil	Integrated(P G)	Education	45	45	100
Nil	BEd	Education	145	136	93.79
Nil	BEd	Education	188	185	98.40
Nil	BEd	Education	147	130	88.43
Nil	BEd	Education	186	183	98.38
Nil	MEd	Education	22	22	100
Nil	PGDCA	Education	22	19	86.36
Nil	PGDCA	Education	17	15	88.23
Nil	MEd	Education	22	22	100

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## 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)

<http://kceranjit.org/campus/student-satisfaction-survey>

## 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 year
Minor Projects	365	KCCS	75000	75000

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### 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
Workshop on Yoga and Meditation	Teacher Education Yoga, University of Oslow	09/02/2019
Celebration of Women Day	Khalsa College of Education, Ranjit Avenue, Amritsar	08/03/2019

Seminar on Road Safety and Traffic Rules	ACP ADCP, Traffic Department, Amritsar	26/03/2019
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### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Knife Painting	Mr. Vinay Vaid	Crayon Art Society Tonk, Rajasthan	23/11/2018	Art and Craft
Six Thinking Hats	Dr. Mandeep kaur	A Soul Education Society, Dehradun	29/12/2018	Teaching

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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Incubation Cell	Khalsa College Charitable Society, Amritsar	Art and Craft	Skill Development	29/11/2018
1	Incubation Cell	Khalsa College Charitable Society, Amritsar	Theatre Skills	Skill Development	21/08/2018

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## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	1	0

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Education	1

### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	16	3
International	Education	2	2

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### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	13

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Dr. Baba Saheb AMbedhar and Humanism	Dr. Gurmanjit Kaur	International multilingual research journal	2018	0	Khalsa College of Education Ranjit Avenue Amritsar	0
Budhism is a philosophy not a religion	Dr. Gurmanjit Kaur	Current Global Reviewer	2018	0	Khalsa College of Education Ranjit Avenue Amritsar	0
Education system in Buddhas Era and Present Education System	Dr. Harjinder kaur	Global peace: Boudha Dhamma	2018	0	Khalsa College of Education Ranjit Avenue Amritsar	0
Buddhas Approaches to overcome addiction	Mandeep Kaur	First scientist in the world Lord Gautam Budha	2018	0	Khalsa College of Education Ranjit Avenue Amritsar	0
Study of Home Environment and adjustment among adolescents of working and non working mothers	Poonam Mahajan	Education AL Quest	2018	0	Khalsa College of Education Ranjit Avenue Amritsar	0
The Nobel Eightfold Path-The Heart of Buddha's Teaching	Poonam Mahajan	First Scientist in the World Lord Gautam Buddha	2018	0	Khalsa College of Education Ranjit Avenue Amritsar	0
Dr. Baba Saheb	Dr. Parwin derjit	International Multil	2018	0	Khalsa College of	0

AMbedhar and Humanism	Kaur	ingual Research Journal, Special Issue			Education Ranjit Avenue Amritsar	
Self-concept and perceived loneliness : A comparative study of mainstream and segregated visually impaired students	Dr. Parwin derjit Kaur	Periodic Research,	2018	0	Khalsa College of Education Ranjit Avenue Amritsar	0
Web based instruction for Psychomotor Domain: A need for skill development.	Dr. Mandeep Kaur	Aarhat Multidisciplinary International Education Research Journal,	2018	0	Khalsa College of Education Ranjit Avenue Amritsar	0
Future technology for students with disabilities	Dr. Mandeep Kaur	Invertis Journal of Science Technology	2018	0	Khalsa College of Education Ranjit Avenue Amritsar	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
The Impact of Organizational Justice on Organizational Commitment: a Perception Study on Teachers of Bhutan.	Kamalpreet Kaur	International Journal of Recent Technology and Engineering	2019	2	2	Lovely Professional University
Web based instruction for Psychomotor	Dr. Mandeep Kaur	Aarhat Multidisciplinary International	2018	3	0	Khalsa College of Education Ranjit

Domain: A need for skill development.		Education Research Journal,				Avenue Amritsar Khals a College of Education Ranjit Avenue Amritsar
Demographic Study on Academic Procrastination Among Secondary School Students	Dr. kamalpreet Kaur	International Journal in Education1	2018	2	1	Lovely Professional University
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	5	0	0
Presented papers	1	14	0	0
Resource persons	0	4	0	0
<a href="#">View File</a>				

### 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 participated in such activities	Number of students participated in such activities
Value Inculcation	Ajanta Public School Amritsar	2	79
Computer Literacy Programme	Harsha Chhina School, Amritsar	5	20
Art Competition on : Aids Awareness, Gender Issues and Corruption Eradication	Partner Schools, Amritsar	12	150
Health Campaign	Red Cross, Amritsar	15	195
Career Counselling	IBT Institute	5	150
Extension Lecture on Parameters of Teaching Effectiveness	Allahabad University, Allahabad	8	174
Extension Lecture on Placement	AIECS Pvt. Limited	2	250

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### 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	Number of students Benefited
National Art Camp International Exhibition	Certificate of Appreciation	NIFT Kangra, HP	54
Computer Literacy	Award of Appreciation	Harsha Chhina School, Amritsar	10
Health Campaign	Award of Appreciation	Indian Red Cross Society	13
Value Inculcation	Award of Appreciation	Ajanta Public School, Amritsar	79
Chalk Carving	Award of Appreciation	Art Motivation	125
Zonal Youth Festival	Award of Appreciation	GNDU Amritsar	557

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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 participated in such activities	Number of students participated in such activities
Swachh Bharat	Harsha Chhina School, Amritsar	Cleanliness and Plantation Drive	26	190
ECO- Club	NGO	Seminar on Swachh Bharat movement	30	200
Communal Harmony	Khalsa College of Education, Ranjit Avenue	Walk for Peace	10	150
Promotion of Secularism	Khalsa College Charitable Society, Amritsar	Procession Devoted to Guru Nanak Dev Ji's Birthday	32	387

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## 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 programme at GNDU	6	Khalsa College Charitable Society Amritsar	3
Faculty Exchange programme at Shaheed Bhagat Singh College of	3	Khalsa College Charitable Society Amritsar	2

Education, Patti			
Faculty Exchange programme at Anand College of Education, Jethuwal	3	Khalsa College Charitable Society Amritsar	2
Student Exchange Programme at GNDU	28	Khalsa College Charitable Society Amritsar	4
Student Exchange Programme at Khalsa College of Education, GT Road, Amritsar	17	Khalsa College Charitable Society Amritsar	3
<a href="#">View File</a>			

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	Duration To	Participant
B.Ed Internship Sem III	School Internship Programme	Ajanta Public School, Basant Avenue, Amritsar	09/08/2018	23/11/2018	11
B.Ed Internship Sem III	School Internship Programme	Govt. Sen. Sec. School, Karampura, Ranjit Avenue Amritsar	09/08/2018	23/11/2018	12
B.Ed Internship Sem III	School Internship Programme	Sri Guru Hakrishan Public School, Ranjit Avenue D-Block Amritsar	09/08/2018	23/11/2018	10
B.Ed Internship Sem III	School Internship Programme	Shri Guru Hargobind Khalsa Sen. Sec. School, Chheharta, Amritsar	09/08/2018	23/11/2018	12
B.Ed Internship Sem III	School Internship Programme	Shaheed Udam Singh Memorial Secondary	09/08/2018	23/11/2018	12

		School, Putlighar, Amritsar			
B.Ed Internship Sem III	School Internship Programme	Khalsa College Sen. Sec. School (Boys), G.T. Road, Amritsar	09/08/2018	23/11/2018	12
B.Ed Internship Sem III	School Internship Programme	Khalsa College Sen. Sec. School (Girls), G.T. Road, Amritsar	09/08/2018	23/11/2018	13
B.Ed Internship Sem III	School Internship Programme	Khalsa College Public School, G.T. Road, Amritsar	09/08/2018	23/11/2018	12
B.Ed Internship Sem III	School Internship Programme	Khalsa Inter national Public School, Ranjit Avenue, Amritsar	09/08/2018	23/11/2018	14
B.Ed Internship Sem III	School Internship Programme	Sri Guru Hakrishan Public School, Basant Avenue, Amritsar	09/08/2018	23/11/2018	12

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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/Activities	Number of students/teachers participated under MoUs
Guru Kashi University, Bathinda	16/07/2018	Placement and Research	8
Shaheed Bhagat Singh College of Education, Patti	01/11/2018	Faculty, information and cultural Exchange	10
Sidana College of Education, Amritsar	23/01/2019	Faculty and Student Exchange	25

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#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**



## 4.1 – Physical Facilities

### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
550000	453210

### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

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## 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
KCCSMS	Fully	1	2017

### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11140	3545607	472	48605	11612	3594212
Reference Books	490	863200	20	5064	510	868264
e-Books	650	0	145	0	795	0
Journals	20	14750	4	3800	24	18550
e-Journals	32	0	3	0	35	0
Digital Database	1	0	0	0	1	0
CD & Video	239	500	2	100	241	600
Library Automation	1	0	0	0	1	0
Weeding (hard & soft)	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

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4.2.3 – 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. Ruchi Bhargava	Learning Social Science at Upper Primary Level	DTH Channel No. 32, SwayamPrabha	07/07/2018
Dr. Surinder Kaur	Idealism	KCCS	12/09/2018

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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	27	1	2	1	0	0	0	32	0
Added	0	0	0	0	0	0	0	0	0
Total	27	1	2	1	0	0	0	32	0

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

32 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
White Board, Projector, camera, Camera Tripod, Speaker, headphones, laptop	<a href="http://kceranjit.org/campus/e-lectures">http://kceranjit.org/campus/e-lectures</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 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
1220000	1184314	300000	179995

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

**Infrastructure Maintenance:** The institution follows procedures and policies for maintaining and utilizing physical, academic and support facilities. The regular updates to augment the infrastructure in addition to maintain the existing infrastructure is a common practice. An action plan is chalked out to meet requirements of infrastructural augmentation and maintenance. This action plan is determined on the basis of feedback of the students, faculty members, lab and support staff, and visitors to the college and also on the topical requirements. Suggestions and demands received from students, teachers, support staff and different committees regarding infrastructure maintenance are also discussed with the Principal through their respective heads or conveners. Minor and emergency infrastructure maintenance requirements are not included in the action plan as these are met with immediate effect by the Principal. The

expenditure incurred is met from the financial grants received from funding agency i.e. management funds. The specific staff for regular maintenance of infrastructure includes - electricians, computer labs technicians, plumber, carpenter, mason, mails and janitors in addition to security staff. A hierarchical system with clearly defined duties and responsibilities is set up to maintain infrastructure. All the teaching blocks are under a senior teacher who acts as the coordinator of the block, looking after the maintenance and cleanliness affairs of the block. The coordinators work in consultation with the Principal. Maintenance and housekeeping staff is associated with coordinators for smooth conduct of related activities. The coordinators are allowed freedom to form teams from faculty members for effective functioning of the system. The responsibility of the library maintenance lies with the librarian. The administrative block is under the care of the Office Superintendent. The college campus is maintained by the Campus Ecology and Maintenance Committee of the college which looks after general cleanliness, support facilities like notice boards, drinking water, waste management and other facilities for students. It also looks after the Student Centre and the Hostel Mess through their respective contractors. The girls and boys hostels are the responsibility of their respective wardens. Sports playgrounds are maintained by the support staff under the supervision of the Physical Education teacher. Labs in different departments are the responsibility of their respective heads. Labs have a sufficient number of support staff which takes care of lab maintenance. The Internet facilities and networking extended throughout the campus is maintained by the head of the computer lab.

Infrastructure Utilization: The institution has a definite policy of optimum utilization of institutional infrastructure. Specific duties have been assigned in this regard. Examination and timetable committee is responsible for finalizing the time table in consultation with the Principal for optimal use of classrooms and labs. Requests for use of college infrastructure by outside agencies are dealt with by the Principal directly Through 1. Conducting various examinations. 2. Sports grounds for fitness purposes are also allowed. 3. Library is permitted to scholars and students not belonging to the institution These programs are to generate financial resources for college

<http://kceranjit.org/campus/procedures-policies-for-maintaining-utilizing-infrastructure/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial support from Khalsa College Charitable Society, Amritsar	81	541200
Financial Support from Other Sources			
a) National	National Scholarship Scheme	9	0
b) International	Nil	0	0
<a href="#">View File</a>			

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 implemetation	Number of students enrolled	Agencies involved

D.EI.Ed	11/11/2018	100	NIOS sponsored Teacher Training Programme for Elementary Teacher Govt. of Punjab
Seminar on Road Safety and Traffic Rules Awareness	26/03/2019	210	Traffic Commissionerate of Police, Amritsar
Seminar on Autism Awareness	06/04/2019	200	Pingalwara, Amritsar
Extension lecture regarding placement	07/03/2019	210	AIECS, Private Ltd
Workshop on Yoga and meditation	09/02/2019	250	Yoga Alliance Foundation, Oslo(Norway)
Career counselling for Competitive Exam	16/01/2019	195	IBT Institute, Amritsar
Extension Lecture on Health Fitness (Yoga Meditation)	22/08/2018	167	Ajanta public School amritsar
Special Time Table for Remedial Teaching	16/11/2018	50	Khalsa College of Education, Ranjit Avenue, Amritsar
<a href="#">View File</a>			

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	B.Ed Entrance Test	70	70	67	26
2018	TET Entrance Test	140	140	27	20
2018	UGC	22	5	3	3
<a href="#">View File</a>					

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	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	4

## 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	25	3	Sri Guru Harkrishan International School, D-Block Ranjit Avenue	10	5

[View File](#)

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
2018	5	B.Ed.	Khalsa College of Education, Ranjit Avenue, Amritsar.	Guru Nanak Dev University, Amritsar.	M.Ed.
2018	10	B.Ed.	Khalsa College of Education, Ranjit Avenue, Amritsar.	Guru Nanak Dev University, Amritsar.	M.A.
2018	6	M.Ed.	Khalsa College of Education, Ranjit Avenue, Amritsar.	IELTS	Diploma/Degree in higher education

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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	Number of students selected/ qualifying
NET	3
Any Other	13
Any Other	14

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

Activity	Level	Number of Participants
Youth Festival	University Level	557
Sports Meet	College level	250
Light Sound	State Level	50

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### 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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Appreciation Certificate	National	0	1	1510	Gurpreet kaur
2019	Appreciation Certificate	National	0	1	1179	Tarun Bharnarhia
2018	Appreciation Award	National	0	1	132	Japneet kaur

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

The college facilitates the progress of student through student support services and IQAC ensures that students are abide by that. For the smooth functioning and administration of the college various committees are formed in the organizational structure of the college which look after various academic and administrative functions of the institution. Following is the list of various committees which have student teacher's representation on it: 1. Academic Committee. The main task of this committee to ensure the smooth functioning of academic activities throughout the year. The Academic Committee is responsible for evaluation of the academic performance of student teachers through monthly and mid-term exams. 2. Bursar Committee: The main task of this committee was to take care for the purchase of the college. It maintains the stock register and plans for new purchase according to demands and expectations of students. Zonal youth festival of Guru Nanak Dev University was hosted by this college and bursar committee performed their duties remarkably. 3. Research Committee: Research Committee fosters the growth of knowledge of staff and expertise them in research. College Principal ensured at least two staff member's participation in each workshop conducted under MHRD GNDU. Regular seminars/ workshops/extension lectures were organized in the college to extend the knowledge and promote research. 4. Anti-Ragging Committee: Anti-Ragging Committee was formed to monitor and oversee the ragging cases in the institution. For this online anti -ragging forms were filled by the students as mandatory. Proper Record was maintained by the committee. 5. Admission Committee: The Admission Committee ensures the smooth functioning of admission process. From filling of form till allocation of seats, students were properly guided and proper record of admission forms and certificates of students was done by this committee for further reference. 6. College Discipline Committee: Discipline Committee was formed to take care of the student discipline and its related problems. They ensure full discipline throughout the year during regular classes and for the smooth implementation of the college timetable. 7. Time table Committee: Time table committee helps in smooth and cordial functioning of institution. Special timetable was framed during youth festival and remedial teaching timetable was framed for the academically weaker students. 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 Examination Committee was formed to ensure smooth execution of house test.

Record of notices with regard to exams, datesheets and award lists of the house tests were properly maintained by this committee. 10. IQAC Committee: IQAC committee was formed to initiate, plan and supervise various activities which are necessary to increase the quality of the education imparted in college. Simultaneously teachers were assigned the duties to write chapter wise report . 11. Cultural committee: Cultural committee was formed to organize cultural events in the college during youth festival as well as during college functions and morning assemblies.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Khalsa College of Education, Ranjit Avenue, Amritsar was established in 2005 and Alumni Association of our college was also registered. 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 functions, orientation day etc to share their experience with the institution and the way they can lead their life in the better way. On 2nd March 2019 there was alumni meet headed by college principal. More than 70 alumni members participated in that meet. Dr Gurpreet Kaur gave the tips with regard to research specially how to write synopsis to M.Ed students. 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. On this occasion alumni members were acknowledged. Awareness with regard to global warming and eco-friendly campaign was organised with the help of alumni members. Extension lecture on fitness and health was given by alumni member Dr. Prashant Mehra. Tips on advance research was shared by alumni members with research students. 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 informing about the requirements of teachers in various schools. 4. Filling of feedback Performa for the improvement of functioning of the institution 5. One of the important event of our institute i.e Procession on Guru Nanak Dev Ji's Prakash Gurupurb, they are always invited to join. 6. 550th birthday of Shri Guru Nanak Dev ji was celebrated at grand scale. College organised Light and Sound show to preach the teachings of Guruji in various educational institute, wherein the alumni of the college also participated and attended. The college alumni 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.

5.4.2 – No. of enrolled Alumni:

200

5.4.3 – Alumni contribution during the year (in Rupees) :

60000

5.4.4 – Meetings/activities organized by Alumni Association :

Four meetings in a year 1. Research tips on how to write synopsis by alumni member with research scholars 2. Campaign on the theme global warming and eco-friendly with alumni members to sensitize society for environment protection.



3. Extension lecture on fitness and health was given by alumni member Dr. Prashant Mehra 4. Acknowledgement and honouring of Alumni members in convocation as on 3rd March, 2019

## 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 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. Decentralization • Various committees and cells such as Admission Committee, Cultural Committee, Academic Committee, Placement cell, Guidance and Counselling cell and IQAC etc. are constituted. • The faculty members are nominated in various committees and cells for decision making and managing the various functions of the institution. Regular inputs are taken from faculty and support staff through regular meetings for continues improvement. • Ideas are invited from Alumni and other stakeholders for innovation and improvement in functioning of institution with regard to teaching learning strategies, examination, NSS, placement etc.

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

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):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> <li>• Before the commencement of the session, faculty members go through curriculum and give suggestions on curriculum enrichment and development.</li> <li>• After careful review of curriculum, curriculum is implemented.</li> <li>• In this context eminent speaker and experts in curriculum field are invited to give their deliberation for curriculum development.</li> <li>• Every year curriculum is upgraded by adding add-on and value added courses.</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• The college provides infrastructural support to improve the teaching learning process as per requirement.</li> <li>• Seminars and extension lectures are organised to keep the teachers and students up-to-date with latest developments in their respective field.</li> <li>• Add-on courses and skill development programs for all round development of students are also offered by college.</li> <li>• Flexibility in time table.</li> <li>• Remedial teaching is a regular feature of</li> </ul>



	<p>teaching learning process. • Teaching methodology adopted by teachers is according to diverse needs of the students.</p>
Examination and Evaluation	<ul style="list-style-type: none"> <li>• The college follows the rules and regulations regarding examination and evaluation as stipulated by the affiliating university.</li> <li>• The college examination committee meets once in a semester to discuss various matters regarding the conduct of examination followed by student progression in academics.</li> <li>• The suggestions and feedback from the students help the college in taking decisions to enhance academic performance of the students.</li> <li>• Internal assessment is based on house examination and overall performance of curricular and co-curricular activities of the students.</li> </ul>
Research and Development	<ul style="list-style-type: none"> <li>• The teachers are encouraged to apply minor and major research projects from various funding agencies.</li> <li>• The teachers also participate and present their research papers at different levels such as local, state, national international seminars, conferences and congress.</li> <li>• The college organizes workshop, conferences and seminars in order to keep the faculty and students up-to-date with latest developments in various fields.</li> <li>• College annually publishes its own Journal in the field of Education-Khalsa Journal of Research in Education</li> <li>• The faculty members are involved in the supervision of Doctoral and Master level research work.</li> </ul>
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> <li>• College has a well-established internet facility within the campus and also ICT enabled and smart classrooms.</li> <li>• The entire campus has access to Wi-Fi.</li> <li>• Well-equipped library with computer facility and free access to Wi-Fi.</li> <li>• The issuing and returning of books in library are done automated.</li> <li>• CCTV cameras are installed in college for ensuring discipline and smooth functioning.</li> <li>• The attendance of faculty members as well as of students is marked on bio metric attendance machine.</li> </ul>
Human Resource Management	<ul style="list-style-type: none"> <li>• The college has a well stated policy regarding staff and support staff, training and development, compensation and handling grievances.</li> <li>• Faculty members are entitled to get self-</li> </ul>

	<p>appraisal according to the norms of UGC and GNDU Amritsar. • Faculty members (Teaching and non-teaching) can avail maternity leave, duty leave for FDPs and research work, Medical leave and earned leave. • Seminars and workshops are conducted by college for skill development of faculty members.</p>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>• The college Training Placement cell organises interaction program with different schools and collaborated with GNDU, Amritsar for training of interns.</li> <li>• The college level interactive sessions were also organised for the teaching staff along with the outside participants and employers.</li> <li>• Time to time interaction with the practicing schools by the college Principal to know their requirements</li> <li>• College is collaborated with NIOS and is running open courses i.e. D.EL.ED. Program and Bridge course for in service teachers.</li> </ul>
Admission of Students	<ul style="list-style-type: none"> <li>• Admission of B.Ed. is purely based on an entrance test conducted by one of the three universities, i.e. GNDU (Amritsar), Panjab University (Chandigarh ) and Punjabi University (Patiala)</li> <li>• The admission in M.Ed. is done through CET (Common Entrance Test) conducted by the GNDU Amritsar</li> <li>• The admission in B.Ed.-M.Ed. 3 Years integrated is done by college based on merit cum test, conducted by one of the three universities, i.e. GNDU (Amritsar), Panjab University (Chandigarh )and Punjabi University (Patiala)</li> </ul>

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> <li>• Year of implementation of e-governance in planning and development is 2014.</li> <li>• Annual budget and other expenses are pre planned and implemented through recommendation of Principal and approval by Khalsa College Charitable Society.</li> <li>• For salary, salary module of e-governance is used to prepare salary and upload salary slips. It keeps the track of all personal details of employees.</li> <li>• Institute maintains its website <a href="http://www.kceranjit.org">www.kceranjit.org</a> to communicate its philosophy and updates to stakeholders.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• The administrative activities involve maintenance of records related to</li> </ul>

	<p>infrastructure, faculty, support staff and students, inventory etc. of the college. • Fees record of students, salary and increment records of faculty and non-teaching staff, maintenance of admission records of different teacher training programs are maintained on e-governance.</p>
Finance and Accounts	<p>The Institute has already taken various steps for implementation of E-Governance in Finance Accounts: • On line salary payment • On line deposit of PF/ESI • On line deposit of TDS • On line approval of leaves • On line payslips and leave records of staff</p>
Student Admission and Support	<p>• College provides support to students from entry to exit in various forms. • All data of the student's i.e. personal details, date of admission, status of fees etc. are available on e governance website. • Students can avail Scholarships granted by Khalsa College Charitable Society, Amritsar on the basis of merit, fatherless cases, academic and co-curricular excellence and in sports category. • Management also provides welfare schemes like medical insurance, in campus medical facility, loan facility for needy students.</p>
Examination	<p>? Internal and practical assessments are uploaded on affiliating University online portal. ? Examination fees is paid online on affiliating University online examination portal ? Regular home assignments, class tests, tutorials are given to student as a part of continuous assessment process and internal assessment are based on these parameters.</p>

### 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	Mr Yudhpreet Singh	Workshop on Instructional strategies for social science teachers	All workshops were organized by GNDU, Amritsar in collaboration with PMMNMT Scheme and were free for	11037

			teachers.	
2018	Mr Paramjit Singh	Workshop on Instructional strategies for social science teachers	All workshops were organized by GNDU, Amritsar in collaboration with PMMMMNMT Scheme and were free for teachers.	11361
2018	Dr. Mandeep Kaur	Workshop on "E Content Development"	All workshops were organized by GNDU, Amritsar in collaboration with PMMMMNMT Scheme and were free for teachers.	29911
2018	Dr Parwinderjit Kaur	Workshop on "E Content Development"	All workshops were organized by GNDU, Amritsar in collaboration with PMMMMNMT Scheme and were free for teachers.	22730
2018	Dr Ruchi Bhargava	Workshop on Instructional strategies for social science teachers Workshop on Instructional strategies for social science teachers	All workshops were organized by GNDU, Amritsar in collaboration with PMMMMNMT Scheme and were free for teachers.	13221
2018	Ms. Lakshmi Malhotra	Workshop on Instructional strategies for social science teachers	All workshops were organized by GNDU, Amritsar in collaboration with PMMMMNMT Scheme and were free for teachers.	11695
2018	Dr Vishakha Bodhi	Workshop on Instructional strategies for social science teachers	All workshops were organized by GNDU, Amritsar in collaboration with PMMMMNMT Scheme and were free for teachers.	8822

2018	Ms. Jaspreet Saini	Workshop on Instructional strategies for social science teachers	All workshops were organized by GNDU, Amritsar in collaboration with PMMMMNT Scheme and were free for teachers.	11361
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on "E Content Development" by Dr. Mandeep Kaur	Nil	08/05/2019	09/05/2019	35	0
2018	"Health Fitness Program" Extension Lecture conducted by Dr. Prashant Mehra Mr. Arun Sharma (ASI in CID)	"Health Fitness Program" Extension Lecture conducted by Dr. Prashant Mehra Mr. Arun Sharma (ASI in CID)	20/11/2018	20/11/2018	35	7
2019	Extension Lecture on "Parameters of Teaching Effectiveness" by Prof. P.K.Sahoo	Nil	02/04/2019	02/04/2019	28	0
2018	Workshop on "Yoga Meditation" by Allette Thygesen Stephens, Oslo	Workshop on "Yoga Meditation" by Allette Thygesen Stephens, Oslo	08/09/2018	08/09/2018	32	5

	Norway	Norway				
2018	Nil	Workshop on "E-governance maintenance"	04/08/2018	04/08/2018	0	2
<a href="#">View File</a>						

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	From Date	To date	Duration
Induction Training Program (GNDU, Amritsar)	13	15/05/2018	13/06/2018	30
Workshop on Instructional strategies for social science teachers	6	10/05/2019	23/05/2019	14
Workshop on "E Content Development" conducted by GNDU Amritsar	2	19/04/2019	02/05/2019	14
Refresher Course	2	08/03/2019	28/03/2019	21
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	0	0	15

6.3.5 – Welfare schemes for

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

## 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 on-going 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 transactions that are carried out in each financial year. Likewise, an

external audit is also carried out in an elaborate way on quarterly basis.

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/ Grnats received in Rs.	Purpose
Teacher Donation Fund	72000	To support financially week students
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

658200

## 6.5 – Internal Quality Assurance System

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)

• For ensuring the parental participation, the college arranges parent - teacher 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.

6.5.3 – Development programmes for support staff (at least three)

. Regular Staff meetings for support staff to address their need and upgrade their skills are conducted. 2. College has organised various extension lectures/ workshops/ seminars for creating general awareness and enriching knowledge of the support staff. 3. The support staff is encouraged to attend workshops and training program conducted by competent authority outside the College.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• College website has been redesigned • College library is upgraded with new books of different teacher training programs. ICT enabled classrooms

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Extension Lecture on Benefits of	05/03/2018	05/03/2018	05/03/2018	180

	Ayurveda and side effects of junk food and allopathy medicine.				
2019	Extension Lecture on Career Counselling for Competitive Exam	16/01/2019	16/01/2019	16/01/2019	150
2019	Extension Lecture on Guru Nanak Dev Ji " Jeewan, Rachna te Phalsafa"	02/04/2019	02/04/2019	02/04/2019	178
2019	Extension Lecture on "Pawan Guru Paani Pita Mata Dhart Mahat" devoted for the celebration of 550th birth anniversary of Guru Nanak Dev ji.	02/06/2019	02/06/2018	02/06/2019	180
2019	Workshop on Yoga and meditation.	02/09/2019	02/09/2019	02/09/2019	170
2019	All India Art Workshop	03/12/2019	03/12/2019	03/12/2019	50
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Performing of Plays on the theme 'Gender Equity' in	15/08/2018	27/10/2018	420	25



College by the students of house on duty.				
Creation of "quote of the week" board that presents famous and diverse views on 'Equity and Equality' by the students of house on duty.	15/08/2018	27/10/2018	420	25
Extension Lectures on 'How religion and Gender Intersect in Life'.	20/08/2018	20/08/2018	420	25
Discussion on UNO's theme, "Planet 50-50 by 2030: step it up for Gender Equality", organised by IQAC.	22/09/2018	22/09/2018	420	25
Research projects and classroom assignments on 'Gender Equity'.	07/01/2019	30/04/2019	96	13
On the occasion of "International Women's Day" Extension Lectures on 'UNO's theme 'Equality for women is progress for all	08/03/2019	08/03/2019	420	25

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- Awareness move for, "Plastic-free college campus under the "Waste Management Program'.
- Extension lectures on, "Environmental consciousness and sustainability" to develop a mindset to Save Environment for their future, among Millennials (Generation Y).
- Organization of a rally both by faculty and students, in which the roads around the college campus were cleaned, recognising the National Cleanliness Drive- "Swachh Bharat Abhiyan", launched on Mahatama Gandhi's birth anniversary.
- Project on, "Tree- plantation" in

semester-I of B.Ed.- M.Ed. (3 years integrated course) students in the rural areas. • Development of a "Plant Nursery" in the college garden, so as to facilitate college guests with different ornamental plant saplings. • Promotion of paperless office by replacing office work through e-governance by the management. • Drive to support the use of green/organic food products through lectures by dieticians, agriculturists, doctors and organic pharmacists. • Providing low cost organic vegetables and fruits from Khalsa College Charitable Society's Organic Farms through its outlets at the Ramtirath Road. • Planting carbon neutral plant like snake plants, ferns, aloe- vera, tulsi, etc. "Tree-plantation" move by NSS students inside and outside college campus involving all students and teachers by making compulsory to plant at least five plants by each of them.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	Yes	5
Any other similar facility	Yes	2

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	31/08/2018	1	Traffic Safety Program extension lecture, display of poster nearby the college	To make aware our youth and people around about road safety and other associated effects	95
2018	1	1	17/09/2018	12	Provision of employment in special coaching	To Help the needy and deserving ex	11

					classes for poor but bright students and Help the bright and needy students to access to stable employment and higher education opportunities	students for temporary employment and to bridge the gap between urban rural background students and bring the marginalized to mainstream	
2018	1	1	01/10/2018	6	Project by the students of B.Ed.-M.Ed. Integrated Sem.-I on 'Each One Teach One' by teaching one uneducated around	To benefit marginalized around	24
2019	1	1	09/02/2019	1	Awareness camp on Eco friendly festivals celebrations	For environmental sustainability and make common people orientate regarding these practices	17
2019	1	1	28/02/2019	1	Organisation and participation in Blood Donation Camp	Social welfare	8
2019	1	1	16/03/2019	1	Visits to Orphanages and Old Age Homes	Development of values	46

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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(max 100 words)
Prospectus 2018-19	01/07/2018	<p>FOR LIBRARIAN:</p> <ul style="list-style-type: none"> <li>• Ensure discipline of the students in the library.</li> <li>• Prepare and issue Library cards to students</li> <li>• Follow up return of books issued to students and staff members.</li> <li>• Maintain fine collection register and instruct students to deposit the fine.</li> <li>• Submit list of requirement of books to the principal for further procurement.</li> <li>• Display new arrivals by photocopy of the cover page of the books and journals.</li> <li>• Receive international journals magazines and circulate highlights of important articles news.</li> <li>• Compile back volumes of journals and periodicals and arrange for binding and Stacking.</li> <li>• Display of cuttings of news papers on education /social matters on notice board.</li> </ul>
Prospectus 2018-19	01/07/2018	<p>FOR NON-TEACHING STAFF:</p> <ul style="list-style-type: none"> <li>• Non-Teaching staff working in the College office should remain on duty during College hours.</li> <li>• Non-Teaching Staff assigned to Laboratories should keep the Labs clean.</li> <li>• Any Loss or damage to any article in the Lab or Class Room should be reported to the Principal or Teacher in-charge in writing immediately.</li> <li>• Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.</li> </ul>
Prospectus 2018-19	01/07/2018	<p>FOR STUDENTS</p> <ul style="list-style-type: none"> <li>Read Notice Board daily and carefully.</li> <li>• Be punctual and regular in their</li> </ul>

		<p>classes. • Not miss the periods when present in the college. • Always maintain discipline and decorum in the college campus. • Take care of college property. • Keep the campus clean. • Actively participate in all the activities of the college. • Not hold any meeting without the permission of the Principal in the college campus. • Not use mobile phones in the working hours in the college except break. • Not involve in any type of ragging activity in the college campus.</p>
Prospectus 2018-19	01/07/2018	<p>FOR TEACHERS: • Responsible conduct demeanour expected by the community. • Manage their private affairs with the dignity of their profession. • Make professional growth continuous through study research. • Perform their duties in the form of teaching, tutorials, practicals, seminars research work with dedication. • Co-operate and assist in carrying out functions of college university. • Modest behaviour with male female students and other employees. • Refrain from availing leave except in unavoidable circumstances. • Try to maintain cordial contacts with management, principal guardians. • Refrain from consuming any intoxicating drug.</p>
Prospectus 2018-19	01/07/2018	<p>LABORATORY TEACHER IN-CHARGES: With the help of helping staff: • Shall maintain a stock register for all the articles, equipments, chemicals, etc. • Time to time</p>

inform the Principal for latest requirements of the labs. • Shall maintain an issuing register for the issue and return of lab material. • Maintain all the logistics year wise for the college audit.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of 'Ardas Diwas' to seek blessings of almighty and binding students with traditions	13/08/2018	13/08/2018	449
Organisation of morning assemblies as a forum for students to nurture their talents and learn various values and ethics	14/08/2018	27/10/2018	449
Celebration of Independence Day in the Assembly organised by M.Ed. Sem. I	14/08/2018	14/08/2018	449
Celebration of "World Gratitude Day" to show gratitude to helping staff	21/09/2018	21/09/2018	488
Divinity classes and divinity exam	22/09/2018	22/09/2018	25
Celebration of 'G.N.D.U. Youth Festival'	08/10/2018	10/10/2018	50
Pledge taking ceremony by Faculty and students on the occasion of 'National Integration Day' to promote righteous conduct, peace and universal brotherhood	20/11/2018	20/11/2018	500
Procession by the Institution from college to "Golden Temple".	23/11/2018	23/11/2018	482

Observation of World AIDS Day	01/12/2018	01/12/2018	449
Extension Lecture on International Day of Persons with Disabilities	03/12/2018	03/12/2018	449
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<ul style="list-style-type: none"> <li>• Sustainable Landscape and Organic Farming • Energy Conservation through natural ventilation and lighting through its building, energy efficient lighting in all classrooms and laboratories</li> </ul>
<ul style="list-style-type: none"> <li>• Paper waste management through paper- less office, Vermi-composting and leaf-composting is done in college itself</li> </ul>
<ul style="list-style-type: none"> <li>• College Beautification Committee' to make eco- friendly campus • Generating awareness through the formation of eco- clubs, by organising rallies about sense of responsibility for promoting sustainable development and conservation of environment</li> </ul>
<ul style="list-style-type: none"> <li>• Maintenance of the nursery of ornamental, fruits and flower plants in the college campus • Placing 'Dust-Bins' to avoid littering and to keep the campus clean</li> </ul>
<ul style="list-style-type: none"> <li>• Tree plantation drive inside and outside to increase green belt in and around the campus</li> </ul>

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

The institutional best practices: 1) One of the notable best practices of our college is the efforts to "Strengthening Ties with the Community" to cultivate a sense of social responsibility in the students and inspire them for community service. Community service is exactly what it sounds like: services that one does to benefit the community. It can be done in lot many different forms to help folks out in the society and it starts from the very first day of formal schooling of a learner. Many of us in education and community development today realize that educational institutions alone cannot prepare our youth for productive adulthood. It is evident that educational institutions and communities should work closely with each other to meet their mutual goals. Appropriate and effective collaboration and teaming between community and educational institutions make the students self-sufficient in future. These services emphasize personal and community awareness among students. They need to learn to understand how actions are based on personal values and to reflect on and question their own values. If learners are to grow as individuals, it is essential that they engage with their own values and do not see service as a requirement or chore. They need to spend time and effort understanding the not just those who are high academic achievers. The culture of the school needs to evidence regular, sincere and widespread dialogue around service learning. Community service ideally should be linked to a student's passions, personal goals and ambitions. The college takes care of this and provides plenty of opportunities for those with particular skills to apply them to community service. These are as follows: ? Students with aptitudes in disciplines like languages and mathematics tutor others. ? Performing artists provide entertainment by hosting exhibitions and have their art inspired from activities in the community. ? Students with leadership and entrepreneurial experience nurture and improve their knowledge as well as others. ? Students participate in blood donation camps, plantation drives, cleanliness campaigns.

The college also organizes many social programs in partnership with community, shares college facilities and equipments with other institutions, collaborative fund raising is also done to help the needy, volunteer assistance by the college students for working with community, mentoring and training from professionals and others with special expertise information sharing and dissemination, share responsibility for planning, implementation and evaluation of programs and services like banking, expanding opportunities for internships with the help of different institutions in the society, securing jobs and recreation opportunities. Educational Institutions -community partnerships can interconnect together many resources and strategies to enhance communities that support all youth and their families. These practices improve or strengthen neighbourhoods and lead to a noticeable reduction in young peoples problems. It gives students challenging, real service that engages them actively rather than as observers so that they feel that they are making a positive contribution. Students who do community service are more likely to do well in studies. The collage has adopted a village and works for its up-liftment in all senses. 2) The second notable best practice of our college is the efforts by the Students regularly taken to "Work for Marginalized". The current climate of divisiveness, anger and fear in this country is having a significant impact on many individuals. Feelings of uncertainty are particularly heightened for communities and families struggling to understand and cope with hate-based violence, discriminatory or threatening actions or speech, and shifting policies that are causing new uncertainties for specific populations. Time to time study tours and field work is a part and parcel of this best practice. It is mandatory practice for students of all the courses. Study tours help and encourage students to understand the realities about and status of these groups in the society. Both sociological and social work aspects must be covered as forced possible we organized important institutional visit ideal villages or community development projects, government and non government funding agencies also included. Besides this creation general relevant ideas may also be included like social cultural changes in the places / regions visited exchange of ideas and exposure to group life. The students time to time work in the organizations like old age homes, orphanages and various NGOs. To practice with people at the margins of society. The college has got one 'minor UGC project' on the 'rehabilitation of imprisoned women'. So, the students here are empowered through these kinds of educational and co-curricular tasks alike to be better citizens and leaders in fast-changing culture of the country. That is why reputed educational organizations come for campus placements and have also recruited many of our students in the previous years. It is essential also that all prospective teachers and teacher educators not only understand the powers and processes that lead to disadvantage and marginalization but develop the knowledge and skills needed to bring about change and uphold social justice in all aspects of their professional practice. 3) Apart from these above two practices we also inculcate "Sensitivity and Responsibility towards Environment" in our students as environmental crisis is a burning issue from last two decades. To make the campus eco-friendly, the college maintains three ornamental gardens. We use scientific biodegradable waste management through vermi - compost pit and two manure pits (5 feet deep). Our college has developed comprehensive programs focusing on environmental challenges, prevention of water and plants. The college also inspires and educates students and staff about environmental issues, equipping them to make informed about the impact of their actions. Our college organises workshops, seminars and extension lectures on Environmental Awareness. The college also organises Tree Plantation Drive by NSS students which develops their concerns and responsibilities about their environment. The staff members and students are made aware in this regard through extension lectures which help them in keeping themselves healthy and develop positive well being. The college always concerns about keeping its surroundings, building and neighbourhood clean. There are so



many activities organised by the college from time to time in order to support different social causes like creating sensitivity and responsiveness about our surroundings. Our college is also providing books, notes, assignments, gadgets etc. It gives the opportunities to educators and students for more dynamic and interactive learning experiences that spark student's engagement in this issue.

Activities organised by the college also motivates the students and staff to improve their school, home, neighbourhood based on what they learn in their college and classrooms. We are also helping to prepare 21st century workforce faced with increasingly complex environmental issues. Sustainable Landscaping and Organic Farming is very important step taken by the college to sow its concern regarding environmental sensitivity. Many practices are also followed in order to conserve energy like natural ventilation and lighting in the building, energy efficient lights in all classrooms and laboratories, paperless office. The college has a proper 'College Beautification Committee' to make the campus eco-friendly. The college has eco clubs and has signed MOU with a local NGO- 'ECO AMRITSAR', an initiative started by local sikh community. Eco-Amritsar is an initiative begun by Sikhs but supported by a diversity of local stakeholders to make Amritsar a greener city, because it is a holy city. It helps the visitors and residents to be respectful of the natural environment in accordance with their religious beliefs, and for Amritsar to be a model of green action throughout the whole of India. It helps the City of Amritsar to reduce waste, conserve water, and expand greenery projects through tree plantings and open spaces. Its aim is for pilgrims coming to Amritsar to visit a clean green city, and to return home with ideas to improve their own footprint, and have (and pass on) a sense that being faithful is being gentle to the planet. The college students time to time voluntarily give their services for this noble cause. Consciousness and Sustainability in the College is also taken care by some activities like awareness move for Plastic-free college campus, Extension lectures on, "Environmental consciousness and sustainability" to develop a mindset to Save Environment for their future generation, organization of cleanliness rallies under the National Cleanliness Drive- "Swachh Bharat Abhiyan", launched by the Modi government on Mahatama Gandhi's birth anniversary. "Tree- plantation" move by NSS students inside and outside college campus involving all students and teachers by making compulsory to plant at least five plants by each of them. The college follows the tradition of offering plant saplings to honour the guests in the various college functions.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://kceranjit.org/campus/best-practices>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Recognizing its privileged position as a premier institute of Teacher Education, Khalsa College of Education, Ranjit Avenue, Amritsar, college stands out from other institutions in Teacher Education making consistent efforts in fulfilling its social responsibility towards all the sections of society. The college authorities, staff and students believe that the true essence of empowerment lies in creating sustained forms of emancipation by generating lasting opportunities for all. The outreach aimed to highlight that education and independent thought are the most effective means of breaking down social taboos. The college 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 the holistic development of our students by developing their competencies and chisel their professional skills. 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. '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. The college enshrines and espouses certain objectives to keep itself in sync with the society: 1. To stimulate academic environment for enhancing quality of teaching-learning process by encouraging innovative practices. 2. To re-energize research in teacher education by promoting interdisciplinary approach, essential for innovations in the field of Teacher Education. 3. To help the prospective teachers to become a part of 'wisdom society' through organization of seminars, workshops, conferences and other techniques of higher learning. 4. To provide exposure to prospective teachers to diverse cultures and prepare students for global education challenge by bringing internationalism to the campus through student/faculty exchange programmes. 5. To develop the students holistically by inculcating ethical, social, aesthetic values among prospective teachers through value-oriented education and community service programmes. We aspire to become an institution known for its 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.

Provide the weblink of the institution

[www.kceranjit.org/campus/institutional-distinctiveness/](http://www.kceranjit.org/campus/institutional-distinctiveness/)

### **8.Future Plans of Actions for Next Academic Year**

Many of our plans are today a reality. Yet we understand that professional education needs to be dynamic. It needs to cope with the rapid changes in the society. For the coming years we lay down following goals in our journey towards excellence. Following are the future plans: • Establishing Ph.D. Centre in the college with the permission of our affiliating body Guru Nanak Dev University. • Starting more number of diplomas and certificate courses. • Collaborations with various agencies for research oriented works. • Promoting students for undergoing Internships in various renowned National level Teacher Education Institutions. • Student-teacher exchange programs through collaboration with some national and international institutions. • 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. • Teaching staff should be given adequate representation in the management. • Planning to initiate some services to seek the participation of different stakeholders (practicing schools, administrators, students- teachers, guardians and community) to improve the existing practices in the college • The management and administrators should be watchful in maintaining the health of the institutions so as to make them innovative and progressive. • Practice of honouring invited guests by presenting plant saplings - a step to make people

more Environmental Conscious and Sensitive • Provision of financial awards to the college faculty by the revered Management for their teaching and research excellence. • Celebrating the important days of faculty members (birthdays, anniversaries, etc.) to make them feel good. • Provision of complete 'Digitalization of Fee Payment system to proclaim the benefit of Digital India Campaign. • Provision of sending teachers and principals to reputed foreign institutions to undergo training akin to the way teachers in the best schools of the world are trained. For this, they can be sent to foreign universities, IITs, IIMs so that they also feel that their training is being invested in. • Efforts to change the current education system which has transformed into a mere certificate distribution mechanism by improving quality academic achievements of students through proper evaluation. Removing the taboo of highlighting pass percentage as the bench mark of efficiency, avoiding of awarding marks and grades liberally to the students so that students care quality and change their attitude towards studies and become more serious and sincere in their studies • Rethinking and re-planning graduate and post- graduate curriculum • Improvement in Remedial teaching to raise levels of educational attainment, computer-aided instruction in remedial teaching for substantial benefits • Re-construction of more well-equipped hostels for both girls and boys. • Starting certain distance learning courses to cater the needs of faraway students. • Encouraging increased use of technology by upgrading our website, making all classrooms Wi-Fi and ICT enabled, increasing speed of Wi-Fi connectivity, obtaining latest software and hardwires to improve the technology based learning, subscription of more e-learning resources, processing admissions in online mode. • Above all developing a



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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.	01832507029
Mobile no.	9815020300
Registered Email	spkdhillon@rediffmail.com
Alternate Email	kceranjit@gmail.com
Address	Khalsa College of Education Ranjit Avenue Amritsar
City/Town	Amritsar
State/UT	Punjab
Pincode	143001

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>Self financed</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Surinder Kaur</b>
Phone no/Alternate Phone no.	<b>01832507029</b>
Mobile no.	<b>9814790220</b>
Registered Email	<b>dr.surinder70@gmail.com</b>
Alternate Email	<b>kceranjit@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://kceranjit.org/campus/report-18-19">http://kceranjit.org/campus/report-18-19</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://kceranjit.org/campus/academic-calendar-19-20">http://kceranjit.org/campus/academic-calendar-19-20</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>2</b>	<b>A</b>	<b>3.12</b>	<b>2014</b>	<b>24-Sep-2014</b>	<b>23-Sep-2019</b>
<b>1</b>	<b>B</b>	<b>2.54</b>	<b>2008</b>	<b>28-Mar-2008</b>	<b>27-Mar-2013</b>

<b>6. Date of Establishment of IQAC</b>	<b>08-Aug-2008</b>
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**7. Internal Quality Assurance System**

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

Extension Lecture on Developing Reading Habits	10-Jul-2019 1	285
Extension lecture on Government	10-Sep-2019 1	442
Seminar on Innovative Practices of Internship Programme (for faculty)	29-Nov-2019 1	34
Debate Competition on the theme	10-Dec-2019 1	26
Seminar on Research Basics	22-Feb-2020 1	82
Extension Lecture on Writing Synopsis	17-Mar-2020 1	48

[View File](#)

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Khalsa College of Education Ranjit Avenue Amritsar	Minor	KCCS	2019 547	60000
Khalsa College of Education Ranjit Avenue Amritsar	Minor	UGC	2019 547	85000

[View File](#)

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

Yes

If yes, mention the amount	30000
Year	2019

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

The college has taken the initiative to train college administrative staff for which facilitation from management was sought. The staff was sent to attend the training sessions regarding new policies initiated by management from time to time.

Value added courses have been introduced by the college. Communication skills and phulkari. Drawing and painting and self defence (certificate and diploma courses)

Incubation centre has been started by the institution for developing entrepreneurial skills among students. A club namely Creative Writing was initiated under the incubation centre. The centre has been sponsored by Khalsa College Charitable Society, Amritsar.

The College Started new programme B.A.-B.Ed. (Four Years Integrated) from this session.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Training of NonTeaching Staff	The college has taken the initiative to train college administrative staff resulting into their skill enhancement.
"Strengthening Ties with the Community"	The college has adopted a village under this initiative. The initiative resulted into upliftment of the village from all aspects and cultivated the sense of social responsibility among the students.
Extension lecture on Government's National "Support to Training and Employment Programme for Women (STEP)"	Keeping in view the trend of vocationalisation of Education an Extension lecture on Government's National "Support to Training and Employment Programme for Women (STEP)" was organised specifically for female students of the institute. Female studentsgot oriented with the employment trends and opportunities available for them in different sectors.
Seminar on Innovative Practices of Internship Programme	To improve the quality of Internship teaching a seminar on Innovative Practices of Internship Programme was

organised for faculty. It helped the institute to improve the training aspect of the prospective teachers leading to better placement of students.

[View File](#)

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Khalsa College Charitable Society Amritsar	14-Sep-2020

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

Yes

Date of Visit

20-Feb-2020

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

14-Jul-2020

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

?? Planning and Development: • For salary, salary module of e-governance is used to prepare salary and upload salary slips. It keeps the track of all personnel details of employees. • Institute maintains its website [www.kceranjit.org](http://www.kceranjit.org) to communicate its philosophy and updates to external stakeholders? Administration: • College maintains all the records related with faculty, support staff and students on e-governance website.? Finance and Accounts: The Institute has already taken various steps for implementation of E-Governance in Finance Accounts: • On line salary payment. • On line deposit of PF/ESI • On line deposit of TDS • On line approval of leaves • On line payslips and leave records of staff Student Admission and Support: • All data of the student's i.e. personal details, date of admission, status of



fees etc. are available on e governance website ? Examination: • The record of students' internal evaluation and result are also maintained through e governance. ? Faculty Profiles: • Management Information System facilitates in maintaining and updating personal profiles of Faculty and staff.

## 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

Guru Nanak Dev University, Amritsar prescribes curriculum for the affiliated colleges of Education and our institution being a part of the above said university follows the same curriculum. Teaching and learning scenario of any institution relies totally on the strength of the curriculum and its execution with vigilant care. Holistic growth of the pupils is largely ensured while teaching or practicing this framework. Every year, the time-table committee of the institute prepares time-table as per the guidelines of academic calendar. The time-table is prepared much prior to the commencement of classes and same is communicated to the concerned teachers so as to give them time to plan and execute the syllabi with utmost perfection. After the allotment, the faculty diligently makes a comprehensive teaching plan considering the competencies and learning outcomes of students. Flexibility in the curriculum is also ensured with weekly meetings conducted by the curriculum development committee and subjects requiring more time are provided more weight age in the time-table. Subject allotment to the faculty is done as per their qualification and subject specialization. Faculty delivers the curriculum using different techniques like team teaching, role playing, project method, ICT-based teaching and flipped classroom through well equipped classrooms and laboratories. Beside these strategies, students are also acquainted with seminars, workshops, extension lectures, orientation programs, morning assemblies, celebration of national and international days, quiz competitions, excursions and other techniques; to provide exposure, wisdom and life skills training. The locus of control remains on using appropriate teaching strategies to ensure completion of the course well in time. The role of teacher is not just to organize formative and summative assessments from time to time but also to conduct diagnostic assessment to provide remedial teaching for the weak students. Students provide written as well as oral feedback for improved and quality teaching. All these innovative activities are executed under the guidance and able supervision of college Principal. The institution leaves no stone unturned to create equality and equity in terms of creating holistically developed and well adjusted individuals.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Drawing and Painting	Nil	12/06/2019	1	Yes	Yes
Self Defence	Nil	12/06/2019	1	Yes	Yes

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
B.A.BEd	Education	01/06/2019
<a href="#">View File</a>		

### 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.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	68	0

## 1.3 – Curriculum Enrichment

### 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
Communication Skills	12/06/2019	22
Phulkari	12/06/2019	7
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Integrated(PG)	School Internship-Orientation to School System	49
Integrated(PG)	Field Engagement with Prospective Papers	49
Integrated(PG)	School Internship	42
Integrated(PG)	Field Engagement with community	42
MEd	Internship in Teacher Education Institution	13
BEd	Field Engagement with School	177
BEd	School Internship	141
BEd	Field Engagement & CP	141
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

**Feedback Obtained**

Feedback system is the vital component for development of an institution. It requires a comprehensive plan to initiate, deploy and execute. Khalsa College of Education, Ranjit Avenue, Amritsar has introduced a feedback program that accommodates all stakeholders, including employees, students, alumni, employers and parents to help individuals and organizations as a whole, which in a way enhances efficiency and effectiveness. Feedback is obtained at institutional level regarding the teaching schedules, teaching methods and student assessment which is required to take suitable steps for improvement in teaching-learning procedure. **STUDENTS FEEDBACK FOR EMPLOYEES:** At the end of academic session, the feedback from every student (in the form of structured Performa) is obtained. When encouraging feedback is not received for the employees every concerned person is called by the coordinator to discuss and improvise the teaching strategies for the upcoming session. Students also give suggestive feedback for resource availability in the various laboratories for enhanced learning environment. **FACULTY:** The institution has made it a tradition to hold all faculty meetings on a periodic basis where discussions are conducted on ways and means of improving the curricular and co-curricular activities, teaching learning methodology and devising innovative ways to embark on various important events and days. Appropriate recommendations for implementation are given to the teachers concerned. **ALUMNI:** Since the alumni are considered to be the brand ambassador(s) of our institutions, the input of the alumni is taken into account with due consideration. The Alumni Meeting is scheduled every year and the relevant feedback is obtained by distributing performas on relevance and professional importance of the course. Our institution maintains a strong relationship with the Alumni as the recommendations provided in the performa are compiled in the form of feedback report and it is forwarded to the Principal for taking stock of good results and room for change. **PARENTS:** As a significant stakeholder in this method, the input from the parents is often collected and evaluated. Many of the criteria included in parents feedback comprise standard of teaching, student discipline, sports facilities, and laboratory facilities, student activities such as transport, library and assessment techniques. All the suggestions and feedback given by parents are given due importance and a record of the suggestion made is enlisted for the future staff meetings for discussion and analysis of the problem. **FEEDBACK TO STUDENTS:** The pupil teacher's are assessed through regular class tests, periodic assessment tests, model examination, micro teaching, seminars and extempore. The university pattern of examination is followed in the internal examination which enhances the students' adaptation of the examination at the end of the term. The internal examination assessment is scrutinized by the subject and course in charge in which the students are graded according to the marks obtained. In order to help the students progress all problems are diagnosed, discussed and structured and remedy classes are conducted. The subject teachers guide the students for the same. This component also enhances student's self-sufficiency and provides an avenue for motivation.

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

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
-----------------------	--------------------------	---------------------------	--------------------------------	-------------------

PGDCA	Education	40	13	11
B.A.BEd	Education	100	34	29
BEd	Education	200	225	184
Integrated(PG)	Education	50	65	50
MEd	Education	50	28	13
<a href="#">View File</a>				

## 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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	274	13	42	10	10

## 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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
52	52	9	4	3	9

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Student Mentoring System is adopted in the Institution. This put emphasis on the inculcation of intellectual, social, moral, aesthetic, cultural and spiritual values. This enables bridging gap between the Teachers and Students. This helps to create a better environment in the college, where students can approach teachers for both educational and personal guidance. It provides guidance as well as suggestions for the slow learners. The mentor displays punctuality, sincerity and devotion to his work while monitoring the mentee. Mentors are required to monitor students and keep track of mentee's performance. The meetings of mentorship are conducted every month, in which students meet their mentors for academic and personal issues. The students who have less attendance and who have missed their internal tests are paid special attention from mentor's side. Even the students with many issues are asked to call parents for parents- mentor meetings. Mentoring of students is an important aspect to create equitable service to all the students from different background. Its aims: ? To increase the teacher-student contact hours ? To increase student's scholastic performance and attendance ? To minimize the students' dropout rate Mentors help greatly in identifying diversity in terms of learning challenges as well. They provide first-hand support to the students with difficulties and give relevant inputs which help the subject teachers be more effective in handling these students. 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. This detailed information of the students is also shared with the parents/guardians. 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/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 healthy and congenial environment in the college, where student can approach teachers anytime for both educational and personal guidance. It helps them to motivate in preparation of civil services examination, obtaining scholarships for studying in abroad and various other central and state

government jobs etc. Mentors who are in charge of student clubs generally work with students who share common curricular or extracurricular interests. Such Mentors are usually experts in a field and are passionate about the domains of their clubs. The college creates 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 keep them motivated.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
287	52	1:18

## 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 faculty with Ph.D
52	49	1	2	10

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Vinay Vaid	Assistant Professor	Punjab State representative Award by Incredible talents organization, New Delhi
2019	Pooja Sharma	Assistant Professor	Acted in Bollywood movie Kali Khui in (2019) directed by Terrie Samundra
2019	Yudhpreet singh	Assistant Professor	Light and Sound
No file uploaded.			

## 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.A.BEd	NIL	II	25/05/2020	20/07/2020
B.A.BEd	NIL	I	23/12/2019	10/07/2020
MEd	NIL	II	25/05/2019	15/07/2020
MEd	NIL	I	23/12/2019	19/03/2019
BEd	NIL	I	23/12/2019	07/07/2020
BEd	Nil	II	25/05/2020	19/07/2020
Integrated(PG)	NIL	I	23/12/2019	02/07/2020
Integrated(PG)	Nil	II	25/05/2019	19/07/2020

Integrated(PG)	NIL	III	23/12/2020	13/07/2020
Integrated(PG)	NIL	IV	25/05/2020	20/07/2020
<a href="#">View File</a>				

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

The College follows guidelines of GNDU for internal evaluation and assessment procedure. The college used to display all circulars on notice board from time to time. At the beginning of new semester, the teaching faculty informs and elaborates the syllabus, its objectives and paper pattern to the students. Extra guidelines and counseling is also provided to students by the faculty members from time to time. The following are evaluation processes that are being implemented by the college: ? Seminar: The College conducts seminar for all students on selected and assigned topics related to subject. Content-matter knowledge, presentation skills, communication skills are the criteria to evaluate the class and students. ? Group discussion: Through this technique student's content-matter, knowledge, vocabulary skills, oral skills etc. are evaluated. Subject teacher also credit marks to students as per their participation and performance. This technique helps students to exchange their ideas with each other. ? Field Engagement Activities: Various field engagement activities such as visit to orphanage, museum, red-cross etc. are arranged for the students. The teachers evaluate their projects in order to promote critical thinking, analytical skills and team work among the students. ? Assignment Work: Students are required to prepare their assignment files for each paper in their respective semesters. Subject teacher certifies these assignments as per student's performances. ? Performance in unit tests and house examinations: The College conducts unit tests as well as house tests in each semester. Subject teacher credit marks to students as per their performance.

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

The Institute adheres to very transparent procedure for conduct of examination and other related matters. The institute has developed dynamic academic teaching plans and it follows a well-defined academic calendar. The activity calendar shows the start and end of each semester stating various activities to be conducted, the internal evaluation schedule and the tentative schedule of external evaluation. 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 and International days, celebration of festivals, and internal examination schedule is also given in the handbook. Syllabus of all the semesters of each stream is provided in the handbook along with the academic calendar. Other activities in the calendar include picnic / excursions to various places or institutes. Various other activities performed by the institution are ? Cleanliness and beautification of campus 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 ? Visit to 1. orphanage, blind institute, organic farming farm, various religious places, Pingalwara and Red Cross Society 2. rural and urban polluted sites in order to create awareness among them regarding conservation and protection of our natural resources ? Tree plantation camp

### 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 (to provide the weblink)

<http://kceranjit.org/campus/2019-20>



## 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	Integrated(P G)	Education	49	49	100
Nil	Integrated(P G)	Education	49	45	91.83
Nil	PGDCA	Education	11	8	72.72
Nil	BEd	Education	183	158	86.33
Nil	BEd	Education	183	183	100
Nil	BEd	Education	145	145	100
Nil	MEd	Education	13	10	76.92
Nil	MEd	Education	13	13	100
Nil	Integrated(P G)	Education	43	41	95.34
Nil	Integrated(P G)	Education	42	42	100

[View File](#)

## 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)

<http://kceranjit.org/campus/student-satisfactory-survey-19-20>

## 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 year
Minor Projects	547	KCCS	60000	60000
Minor Projects	547	UGC	85000	85000

[View File](#)

### 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
Workshop on Innovative Teaching Methodologies for School Teachers	Khalsa College of Education, Ranjit Avenue, Amritsar	19/09/2019
Celebration of Women Day	Khalsa College of Education, Ranjit Avenue, Amritsar	07/03/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Kala Ratna Award	Mr. Yudhpreet Singh	Art Motivation, HP	14/01/2020	Theatre
Chalk Sculpture	Vinay Vaid	Incredible Talents, New Delhi	16/11/2019	Art and Craft
<a href="#">View File</a>				

### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Incubation Cell	Khalsa College Charitable Society, Amritsar	Creative Writing Club	Skill Development	12/07/2019
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	1	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	20	2.5
International	Education	6	1.5
<a href="#">View File</a>			

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	9
<a href="#">View File</a>	

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)



Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Demographic study on Academic Procrastination among Secondary School students	Dr. Kamalpreet Kaur	International Journal of Education	2019	2	0	Lovely Professional University
Multiphase Interests among Adolescent Students: A survey	Dr. Mandeep Kaur	Research and Reflections on Education	2020	3	0	Khalsa College of Education Ranjit Avenue Amritsar
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	27	0	0
Presented papers	4	8	0	0
Resource persons	0	0	4	3
<a href="#">View File</a>				

### 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 participated in such activities	Number of students participated in such activities
Seminar on Writing Synopsis by Dr. J.S Dhillon	Khalsa College of Education, Ranjit Avenue, Amritsar	3	55
Health Campaign	Indian Red Cross Society, Amritsar	13	205
Seminar on Research basics by Dr. P.K Sahoo	Allahabad University, Allahabad	3	70
Seminar on Innovative Practices of Internship Programme by Dr. Mandeep Kochhar	Bombay Teacher Training College, Mumbai	2	34

Extension Lecture on Developing Reading Habits by Dr. Prabhjot Kaur	District Library, Amritsar	3	250
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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	Number of students Benefited
Life Skills	Award of Appreciation	Harsha Chhina School, Amritsar	52
Gender Sensitization	Award of Appreciation	Ajanta Public School, Amritsar	82
Best out of Waste	Award of Appreciation	Art Affina Organisation, Amritsar	12
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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 participated in such activities	Number of students participated in such activities
Waste Management	Harsha Chhina School, Amritsar	Workshop on Best Out of Waste	26	190
Gender Sensitization	Govt. and Private Schools of Amritsar	Seminar on Good and Bad Touch	15	200
Eco friendly practices	Khalsa College of Education, Ranjit Avenue, Amritsar	Extension lecture on Poisonous Plastic	5	100
Promotion of Secularism	Khalsa College Charitable Society, Amritsar	Procession Devoted to Guru Nanak Dev Ji's Birthday	35	350
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### 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 Programme at Sidana College of Education, Amritsar	3	Khalsa College Charitable Society Amritsar	1
Faculty Exchange programme at Shaheed Bhagat Singh College of	4	Khalsa College Charitable Society Amritsar	1

Education, Patti			
Faculty Exchange programme at Anand College of Education, Jethuwal	2	Khalsa College Charitable Society Amritsar	1
Student Exchange Programme at Khalsa College of Education, GT Road, Amritsar	25	Khalsa College Charitable Society Amritsar	1
Student Exchange Programme at Sidana College of Education, GT Road, Amritsar	15	Khalsa College Charitable Society Amritsar	1
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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	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
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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/Activities	Number of students/teachers participated under MoUs
Cheema College of Education, Kishankot, Gurdaspur	01/08/2019	Faculty and Student Exchange, Research, Extension Activities	10
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
250000	737669

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added



Total	47	1	2	1	0	3	1	50	2
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 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
Smart Board, Projector, camera, Camera Tripod, Speaker, headphones, laptop, UPS	<a href="https://drive.google.com/file/d/17aEHTL DmnNzCJKBot88ByU-xqdVSb4GZ/view?usp=sharing">https://drive.google.com/file/d/17aEHTL DmnNzCJKBot88ByU-xqdVSb4GZ/view?usp=sharing</a>

#### 4.4 – Maintenance of Campus Infrastructure

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
1220000	1443950	300000	791151

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The infrastructure pertaining to physical, academic and support facilities in college are regularly maintained to ensure maximum benefit of the students as well as teaching and non teaching staff. Suitable budget is allocated every year by the management for the maintenance of various facilities. The college principal forms various committees to ensure the maintenance of the infrastructure. It is a common practice to receive suggestions and demands received from students, teachers and faculty members regarding infrastructure maintenance. The respective heads and concerned members discuss these suggestions with the principal. A hierarchical system with clearly defined duties and responsibilities is set up. All the teaching blocks are under a senior teacher who acts as the coordinator, looking after the maintenance and cleanliness affairs of the block. The coordinators are free to form teams from faculty members for effective functioning of the system. The specific staff for regular maintenance of infrastructure includes - electricians, computer labs technicians, plumber, carpenter, mason, malis and janitors in addition to security staff. Maintenance and housekeeping staff is associated with coordinators for smooth conduct of related activities and meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. The green covers of the campus are well maintained by full time gardeners. The responsibility of the library maintenance lies with the librarian. Pest control of library books and records is done every year by the maintenance department. The administrative block is under the care of the Office Superintendent. Parking facility is well organized. The campus maintenance is monitored through surveillance cameras. The college campus is maintained by the maintenance committee of the college which looks after general cleanliness, support facilities like notice boards, drinking water, waste management and other facilities for students. It also looks after the student centre and the hostel mess through their respective contractors. The girls and boys hostels are the responsibility of their respective wardens. Sports playgrounds are maintained by the support staff under the supervision of the physical education teacher. The Internet facilities and networking is extended throughout the campus and maintained by the head of the computer lab. Every department maintains a stock register for

the available equipments. Proper inspection is done and verification of stock takes place at the end of every year. Infrastructure Utilization: The institution has a definite policy of optimum utilization of institutional infrastructure. Specific duties have been assigned in this regard. Examination and timetable committee is responsible for finalizing the time table in consultation with the principal for optimal use of classrooms and laboratories. Students take optimum benefit from open self system available in the college library. Requests for use of college infrastructure by outside agencies are dealt with by the principal directly through: (i) Conducting various examinations (ii) Sports grounds for fitness purposes are also allowed, and (iii) Library is permitted to scholars and students not belonging to the institution etc. These programs also generate financial resources for college.

<http://kceranjit.org/campus/procedures-policies-for-maintaining-utilizing-infrastructure-19-20>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>		
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#### 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
<b>No Data Entered/Not Applicable !!!</b>			
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#### 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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	B.Ed Entrance Test	85	85	85	0
2019	PTET Entrance Test	120	120	8	16
2019	UGC	22	5	3	3
2019	CTET	70	70	8	6
<a href="#">View File</a>					

#### 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	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	5

## 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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 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
2019	6	M.Ed.	Khalsa College of Education, Ranjit Avenue, Amritsar.	IELTS	Diploma/Degree in higher education
2019	14	B.Ed.	Khalsa College of Education, Ranjit Avenue, Amritsar.	Guru Nanak Dev University, Amritsar.	M.A.
2019	2	B. Ed	Khalsa College of Education, Ranjit Avenue, Amritsar.	Guru Nanak Dev University, Amritsar.	M.Ed.

[View File](#)

### 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	Number of students selected/ qualifying
NET	3
Any Other	7
Any Other	5

[View File](#)

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

Activity	Level	Number of Participants
Sports Meet	College level	270
Light Sound	State Level	50
Jashan (Welcome to Freshers)	College Level	330
Akhand Paath(In Lieu 550th Birthday of Guru	College Level	440

Nanak Dev Ji Birthday		
Inter House Quiz Competition	College Level	20
On the spot teaching Aid Preparation	College Level	45
<a href="#">View File</a>		

### 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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college facilitates the progress of student through student support services. Following is the list of various committees including student teachers' representation:

1. Educational Development Committee: The committee contributes to the learning environment for students to ensure the smooth functioning of academic activities throughout the year and mentoring the new first year students (Starting college life is a challenging new experience for 1st Year students of B.A. B. Ed Integrated).
- 2 Anti-Ragging Committee: As per the 3rd Amendment of UGC Regulations on "Curbing the menace of Ragging in Higher Educational Institutions, 2016 'Zero tolerance" policy is adopted.
3. Admission Committee: The Admission Committee has formed to ensure the smooth functioning of admission process - filling of form, allocation of seats and maintaining record of admission forms.
4. College Discipline Committee: Discipline Committee has been formed to take care of the student discipline and its related problems throughout the year during regular classes as well as on the various events.
5. Time table Committee: At the beginning of each semester preparation of over all timetables and its effective implementation.
6. Library Committee: Formulating the norms for issuing of the relevant books, updating of library resources, purchase and upgrade of software and enhancing of library services.
7. Examination Committee: Ensuring smooth execution of house test, record notices, date-sheets and award lists of the house tests.
8. Sports Committee: Encouraging participation in sport activities and organizing sport events.
9. Literary Committee: This committee conducts competitions for literary events like debates, elocutions and so on within the college, display notices regarding inter and intra literary events and encourage students to attend literary events outside college.
10. IQAC Committee: IQAC committee is formed to initiate, plan and supervise various activities to increase the quality of the education imparted in college.
11. College canteen committee: Ensuring nutritious meals to staff and students, maintaining cleanliness and displaying proper rate list.
12. Cultural committee: Organizing cultural events in the college, conducting morning assemblies and youth festival preparations.
13. Society for Promotion of Indian Classical Music and Culture amongst Youth: To inculcate values of our culture performance and demonstrate of great artists.
14. Youth Welfare Committee (YWC): Developing students' personality through their exposure to the outer/adventurous activities, like: Inter-state site-seeing Hiking and Trekking Inter-state Cycling Yoga Talent Hunt painting, photography, public speaking, etc.
15. Paryavaran Welfare Committee (PWC): Environment and social activities to save environment. 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 with remarkable contribution of students.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes. Khalsa College of Education, Ranjit Avenue, Amritsar has established in 2005. Alumni Association of our college was also registered in 2006. A remarkable addition of new alumni members is a common practice every year. The Alumni Association has been honouring distinguished alumni every year. The alumni members, who are owners of educational institutions or are working on the very good positions like principals, coordinators and other prestigious positions, are helping in the placement of our students in different schools. These members are invited to the college on various occasions like teacher's day, annual functions, orientation day etc. to motivate students, share their experiences with the institution and the world after leaving the institution. 75 Alumni members participated in that meet, which was organized on 2nd January, 2020 and headed by the college principal. Two alumni members Dr Gurpreet Kaur and Dr. Deepika Kohli (teaching research as teacher educators) were invited for extension lecture to give the tips with regard to research specially how to write synopsis to M. Ed (Sem II) and B. Ed / M. Ed Integrated (Sem III) students. Alumni members Dr. Parshant Mehra, Poonam Sarkaria, Monika and Poonam 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. The Legacy meet of 2005-08 batch was also supposed to held in the month of April 6-7, 2020, but could not be arranged due worldwide Pandemic (COVID-19). An event to mark the passing out of students, titled "The Alumni in the Making" was held on 8th of December, 2019, wherein the graduates of 2019 were welcomed in the alumni fold. Extension lecture on fitness and health was given by alumni member Dr. Prashant Mehra. 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. Invitation to join on one of the important event of our institute i.e Procession on Guru Nanak's Gurupurb.
6. 550th birthday of Shri Guru Nanak Dev ji was celebrated at grand scale. College organised Light and Sound to preach the teachings of Guruji in various educational institutions.

Alumni are the reflection of organization's past, representation of its present and a link to its future. Our alumni are proud to have graduated from this institution and strong alumni relations and offering services of a mentor/mentee relationship. The junior alumni get in touch with experienced alumni and learn from their expertise and best practices in their field, while senior alumni show interest to learn new skills from junior alumni. The college alumni association is moving ahead with selfless intentions for the growth and development of college students and the society around.

5.4.2 – No. of enrolled Alumni:

220

5.4.3 – Alumni contribution during the year (in Rupees) :

27000

5.4.4 – Meetings/activities organized by Alumni Association :

One annual meet with alumni done every year .During the year following activities were organised with the help of Alumni members 1. Research tips on how to write synopsis by alumni member with research scholars 2. Campaign on the theme Road Safety with alumni members for sensitizing society for Traffic Rules. 3. Extension lecture on fitness and health was given by alumini member Dr. Prashant Mehra 4. Acknowledgement and honouring of Alumni member Sher Singh for delivering lecture on life of Sri Guru Nanak Devji on 3rd January, 2020

**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)

Vision 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. Decentralization • The management believes in empowerment to achieve stated objectives. They have entrusted the responsibilities and independence to the Principal to attain the mission and vision of the college. • Faculty members are treated equally and provide opportunities to share their opinions and ideas for the betterment of the college. • Students are also encouraged to participate in the smooth functioning of the college.

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

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):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> <li>• Admission in various courses in our institution is done on merit cum entrance test based system taken by one of the three universities, i.e. GNDU (Amritsar), Panjab University (Chandigarh) and Punjabi University (Patiala)</li> <li>• College prospectus with all details of all courses, requirements, fee structure and rules and regulations, etc. is printed and made available well on time.</li> <li>• Staff members are made available to provide every help to the candidates willing to seek any information regarding the college, subjects and its admission processes.</li> </ul>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>• Every year MOU signed by college with various schools and colleges for academic, research and cultural exchange and activities.</li> <li>• The college has set up a career guidance cell for</li> </ul>

guiding the students about various scopes and opportunities in the profession. • The college Placement cell organises interaction program with different schools. • The college level interactive sessions are also organised for the teaching staff along with the participants and employers.

Human Resource Management

- Teaching as well as non-teaching members of staff are included in various committees constituted at the beginning of session. Responsibilities are entrusted as per the capabilities of employees for accomplishing the various college activities
- Faculty members participate in faculty development programmes periodically to update the knowledge base and pedagogical skills.
- Students are provided guidance and information by the faculty pertaining to higher education, scholarships, and career advancement possibilities.
- Training and development programmes were conducted for the up-gradation of skills and abilities of the non-teaching staff, to motivate them and equip them for enhanced performance.

Curriculum Development

- The senior faculty members of the institution actively contribute to the development of the curriculum by the university. Faculty members attend the Syllabus Detailing Workshops Faculty Development programs Organized by University for curriculum enrichment programs.
- Through regular interactions advice and suggestions of Principal/Senior faculty members regarding curriculum development are put before the concerning University so that proper up gradation of curriculum will be implemented.

Teaching and Learning

- The college has well qualified and experienced faculty. The college follows the academic calendar as per the GNDU Amritsar guidelines, and mid-term tests and the examinations are conducted accordingly.
- We are working in the direction to enable college laboratories and classrooms with ICT facility.
- Learning in all courses is made student-centric.
- To keep the teachers and students up-to-date with latest developments in their respective field different seminars, workshops and extension lectures are organised
- For all round development of students add-

	<p>on courses and skill development programs have also been introduced by the college. • Faculty members make their planning calendar for the whole semester of successful implementation of curricular and co-curricular activities.</p>
Examination and Evaluation	<ul style="list-style-type: none"> <li>• Regarding examination and evaluation the college follows the rules and regulations as proposed by the affiliating university, Guru Nanak Dev University Amritsar.</li> <li>• Diagnostic and remedial teaching is done after evaluation of student's performance based on internal house examination.</li> <li>• The college examination council meets once in a semester to discuss various matters of the college including student progression.</li> <li>• The suggestions and feedback from the students and parents helps the college in taking decisions in amending a suitable system to assure and enhance academic performance of the students.</li> </ul>
Research and Development	<ul style="list-style-type: none"> <li>• Our faculty members are supervising the Ph.D. students of Guru Kashi University, Bhatinda.</li> <li>• The teachers do their Ph. D. research work along with teaching and contribute to their knowledge by writing research papers.</li> <li>• Teaching staff is regularly intimated regarding conferences, workshops, short term courses scheduled by various organisations. Faculty members are motivated for academic advancement.</li> <li>• To keep the research temper alive in the college the faculty members of the college are also motivated to take up research projects initiated by the affiliating university or the UGC</li> </ul>
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> <li>• The new comers, both faculty members and students were given an orientation on effective use of library resources.</li> <li>• Feedback is taken from students, parents and staff and suggestions are put forward to improve library services and physical infrastructure of the college.</li> <li>• College has a well-established internet facility within the campus.</li> <li>• The entire campus has access to Wi-Fi.</li> <li>• CCTV cameras are installed at the necessary places for ensuring discipline and smooth functioning of the college.</li> </ul>

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

E-governance area	Details
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Planning and Development	<ul style="list-style-type: none"> <li>• Annual budget and other expenses are pre planned and implemented through recommendation of Principal and approval by Khalsa College Charitable Society, Amritsar.</li> <li>• For salary, salary module of e-governance is used to prepare salary and upload salary slips. It keeps the track of all personal details of employees.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Preparation of monthly salary statement for teaching and Non-teaching staff has been done using software.</li> <li>• Helping the students to apply online for various scholarships under different welfare schemes.</li> <li>• Fees record of students, salary and increment records of faculty and non-teaching staff, maintenance of admission records in different teacher training programs are maintained by e-governance.</li> </ul>
Finance and Accounts	<ul style="list-style-type: none"> <li>• Day to day transactions, vouchers and bills are saved and compiled on e-governance software.</li> <li>• The institution has been using competent software to maintain and manage the inflow and outflow of the finances.</li> </ul>
Student Admission and Support	<ul style="list-style-type: none"> <li>• During the admission time, complete details of student's i.e. personal data, qualification, fees deposit etc. are saved in the e governance software.</li> <li>• Proper support is provided to new applicants of various teachers training program related with admission and pedagogy selection.</li> </ul>
Examination	<ul style="list-style-type: none"> <li>• Internal assessment is based on performance of students in curricular and co-curricular aspects and there marks are saved on computerised system.</li> <li>• The institution has installed web cameras to monitor the conduct of examinations in all classrooms and video data has been saved on computer.</li> </ul>

### 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
2020	Ms Rupneet Kaur	Workshop on "Integration of Value and Peace Education in	All workshops were organized by GNDU, Amritsar in	10762

		Teaching Practice	collaboration with PMMMNMT Scheme and were free for teachers.	
2019	Ms. Poonam Mahajan	Workshop on "Action Research and Case Studies	All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers.	11037
2019	Dr Parwinderjit Kaur	Workshop on "Action Research and Case Studies	All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers.	24045
2019	Dr Gurmanjit kaur	Workshop on "Action Research and Case Studies	All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers.	32597
2020	Ms Gunmeera	Workshop on "Development of Modules for Instructional Strategies for Language Teaching	All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers.	7704
2020	Dr Harjinder Kaur	Workshop on "Development of Modules for Instructional Strategies for Language Teaching	All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers.	17369
2019	Ms. Neelu Arora	Workshop on "Instructional Strategies for Science Teachers	All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT	11420

			Scheme and were free for teachers.	
2019	Ms Samita	Workshop on "Flipped Learning and ICT enabled teaching learning	All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers.	11695
2019	Dr Surinder Kaur	Workshop on "Development of assessment tools and evaluation strategies of internship program in teacher education courses	All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers.	31842
2019	Ms. Kamalpreet Kaur	ment of assessment tools and evaluation strategies of internship program in teacher education courses	All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers.	11412
<a href="#">View File</a>				

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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	From Date	To date	Duration
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				



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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	0	12

6.3.5 – Welfare schemes for

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

**6.4 – Financial Management and Resource Mobilization**

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

The institution has online financial data system connected to our own management i.e. Khasla College Charitable Society, Amritsar. Hence every income and expenditure has an internal check and internal audit. Then periodical internal auditors do internal audit verifying the related receipts, vouchers, ledger postings etc. and the external audit is also done by auditors by an authorized C.A.. The system of maintaining accounts except petty cash is done by bank transactions thus ensures internal check and balance of accounts.

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/ Grnats received in Rs.	Purpose
Management(Khalsa College Charitable Society, Amritsar)	69000	Financial support from institution for fatherless student Case
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

256400
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**6.5 – Internal Quality Assurance System**

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 Amritsar	Yes	Employer
Administrative	Yes	GNDU Amritsar	Yes	Employer

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- The aim of PTA is to enhance the interaction among the various stakeholders i.e. parents, students and faculty members. Parents also provide feedback in prescribed feedback Performa by college.
- Providing valuable suggestions for development of the institution, chalking out the weaknesses of the college and suggesting rectifications.
- Parents communicate the views which the students feel shy to communicate directly to the teachers about the college.

6.5.3 – Development programmes for support staff (at least three)

Computer Training 2.Yoga training stress management 3.Soft skill training
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

- • Up gradation of computer lab with new purchased computer systems •
- Psychology lab was upgraded with new psychological tests and new computer system with Wi-Fi facility. • Smart board for effective teaching learning environment is installed in Technology Lab. • College got affiliation of new course i.e. B.A.-B.Ed. 4 years integrated

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Seminar on How to Develop Reading Habits	10/07/2019	10/07/2019	10/07/2019	250
2019	Seminar on Professional Development	22/02/2020	22/02/2020	22/02/2020	250
2019	Seminar on "How to write Synopsis	17/03/2020	17/03/2020	17/03/2020	55

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
• Morning Assembly organised on the theme, "Rang Punjab De" depicting the condition of women in Punjab from pre-independence till today.	31/08/2019	31/08/2019	435	39
• Extension lecture on Government's	10/09/2019	10/09/2019	435	39

National "Support to Training and Employment Programme for Women (STEP)				
• Extension lecture on 'Woman Health and Safety'	14/09/2019	14/09/2019	435	39
• Poster-Making and slogan writing Competition on the theme, "Women Emancipation and Global Peace	21/09/2019	21/09/2019	12	3
• Essay Competition on The topic, 'Navigating career and Motherhood: a biggest challenge'	10/10/2019	10/10/2019	52	5
• College students of theatre group performed a play on 'Female Foeticide' at Art Gallery, Amritsar, on account of celebrations on the occasion of 550th year of 'Shri Guru Nanak Devji 's Prakash Utsav'.	12/10/2019	12/10/2019	12	7
Beti Bachao Beti Padhao' Campaign Organised By NSS Volunteers on the occasion of NCC Day	23/11/2019	23/11/2019	30	7
• Debate Competition on the theme 'Youth Insight on Gender Equality" on the occasion of	10/12/2019	10/12/2019	10	1



	locational advantages and disadvantages	engage with and contribute to local community					and staff
No Data Entered/Not Applicable !!!							
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus 2019-20	01/07/2019	<p><b>FOR TEACHERS:</b></p> <ul style="list-style-type: none"> <li>• Responsible conduct demeanour expected by the community.</li> <li>• Manage their private affairs with the dignity of their profession.</li> <li>• Make professional growth continuous through study research.</li> <li>• Find new ways of thinking and problem solving and avoid blaming others by taking responsibility.</li> <li>• Perform their duties in the form of teaching, tutorials, practicals, seminars research work with dedication.</li> <li>• Co-operate and assist in carrying out functions of college university.</li> <li>• Modest behaviour with male 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 guardians.</li> <li>• Refrain from consuming any intoxicating drug.</li> </ul>
Prospectus 2019-20	01/07/2019	<p><b>LABORATORY TEACHER IN-CHARGES:</b> With the help of helping staff:</p> <ul style="list-style-type: none"> <li>• Shall maintain a stock register for all the articles, equipments, chemicals, etc.</li> <li>• Time to time inform the Principal for latest requirements of the labs.</li> <li>• Shall maintain an issuing register for the issue and return of lab</li> </ul>

		material. • Maintain all the logistics year wise for the college audit.
Prospectus 2019-20	01/07/2019	FOR LIBRARIAN: • Ensure discipline of the students in the library. • Prepare and issue Library cards to students • Follow up return of books issued to students and staff members. • Maintain fine collection register and instruct students to deposit the fine. • Submit list of requirement of books to the principal for further procurement. • Display new arrivals by photocopy of the cover page of the books and journals. • Receive international journals magazines and circulate highlights of important articles news. • Compile back volumes of journals and periodicals and arrange for binding and Stacking. • Display of cuttings of news papers on education /social matters on notice board.
Prospectus 2019-20	01/07/2019	FOR NON-TEACHING STAFF: • Non-Teaching staff working in the College office should remain on duty during College hours. • Non-Teaching Staff assigned to Laboratories should keep the Labs clean. • Any Loss or damage to any article in the Lab or Class Room should be reported to the Principal or Teacher in-charge in writing immediately. • Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
Prospectus 2019-20	01/07/2019	FOR STUDENTS: • Be punctual and regular in their classes. • Do not miss the periods when

present in the college. •  
Always maintain  
discipline and decorum in  
the college campus. •  
Take care of college  
property. • Keep the  
campus clean. • Actively  
participate in all the  
activities of the  
college. • Not hold any  
meeting without the  
permission of the  
Principal in the college  
campus. • Not use mobile  
phones in the working  
hours in the college  
except break. • Not  
involve in any type of  
ragging activity in the  
college campus. FOR  
TEACHERS: • Responsible  
conduct demeanour  
expected by the  
community. • Manage their  
private affairs with the  
dignity of their  
profession. • Make  
professional growth  
continuous through study  
research. • Find new ways  
of thinking and problem  
solving and avoid blaming  
others by taking  
responsibility. • Perform  
their duties in the form  
of teaching, tutorials,  
practicals, seminars  
research work with  
dedication. • Co-operate  
and assist in carrying  
out functions of college  
university. • Modest  
behaviour with male  
female students and other  
employees. • Refrain from  
availing leave except in  
unavoidable  
circumstances. • Try to  
maintain cordial contacts  
with management,  
principal guardians. •  
Refrain from consuming  
any intoxicating drug.  
LABORATORY TEACHER IN-  
CHARGES: With the help of  
helping staff: • Shall  
maintain a stock register  
for all the articles,

equipments, chemicals, etc. • Time to time inform the Principal for latest requirements of the labs. • Shall maintain an issuing register for the issue and return of lab material. • Maintain all the logistics year wise for the college audit.

FOR LIBRARIAN: • Ensure discipline of the students in the library. • Prepare and issue Library cards to students • Follow up return of books issued to students and staff members. • Maintain fine collection register and instruct students to deposit the fine. • Submit list of requirement of books to the principal for further procurement. • Display new arrivals by photocopy of the cover page of the books and journals. • Receive international journals magazines and circulate highlights of important articles news. • Compile back volumes of journals and periodicals and arrange for binding and Stacking. • Display of cuttings of news papers on education /social matters on notice board.

FOR NON-TEACHING STAFF: • Non-Teaching staff working in the College office should remain on duty during College hours. • Non-Teaching Staff assigned to Laboratories should keep the Labs clean. • Any Loss or damage to any article in the Lab or Class Room should be reported to the Principal or Teacher in-charge in writing immediately. • Non-teaching staff will carry out their duties as instructed by the

authorities to whom they are attached. FOR PARENTS: • All parents and visitors to the college be aware of their responsibilities and contributes their best in the collage affairs in order to maintain an orderly, respectful and secure educational environment for the students and staff. • Help their children to understand that in a democratic society appropriate rules are required to maintain a safe and orderly environment for the collage. • Ensure that children bring only those items appropriate and related to the instructional program at collage. • Aware of rules and regulations of the institution help their children understand them. • Convey to their children a supportive attitude toward education. • Convince their children to build good relationships with teachers, other parents and their childrens friends. • Help their children to deal effectively with peer pressure. • Inform college officials of changes in the home situation that may affect student conduct or performance. • Check their children be dressed and groomed in a manner consistent with the student dress code as they are abide by the rule and regulation of the college.

Prospectus 2019-20

01/07/2019

FOR STUDENTS: • Be punctual and regular in their classes. • Do not miss the periods when present in the college. •



Always maintain discipline and decorum in the college campus. • Take care of college property. • Keep the campus clean. • Actively participate in all the activities of the college. • Not hold any meeting without the permission of the Principal in the college campus. • Not use mobile phones in the working hours in the college except break. • Not involve in any type of ragging activity in the college campus.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Pre internship/ Orientation program for B.Ed.-M.Ed., Sem.-III (3yrs. Integrated) and B.Ed., Sem.-III (2yrs.), to orientate them about their professional code of ethics outlines teachers' main responsibilities to their students and institution.	08/07/2019	11/07/2019	236
An Extension Lecture on "How to develop Reading Habits among children" to orientate prospective teachers to inculcate the value of intensive reading among students.	12/07/2019	12/07/2019	265
Celebration of "Ardas Diwas", to carry on this pious tradition of the college and to imbibe do well in their ventures by	28/08/2019	28/08/2019	469

invoking the blessings of the God.			
• Morning assembly organized by house on duty on, "Teacher's Day" to pay respect and to show their gratitude to teachers.	07/09/2019	07/09/2019	470
• "World Hindi Diwas", Celebrations with the spirit to respect our National Language	07/09/2019	07/09/2019	470
• Celebrations of "International Peace Day" to help the students to focus on building peaceful and sustainable world	21/09/2019	21/09/2019	471
• • Visit to various Social Institutions (Old Age Home, Blind School, Orphanage, and Red Cross etc.) and Historical Places (Panorma, Golden Temple, War memorial, Qilla Gobindgarh)	08/10/2019	12/10/2019	474
• "Kirtan Darbar" in the commemoration of 550th Birth anniversary of Shri Guru Nanak Devji	12/11/2019	12/11/2019	474
• Procession from college to Golden Temple on The 550th birth anniversary of shri Guru Nanak Devji	11/11/2019	11/11/2019	474
• Staging of "Light and Sound Program" in different Educational	09/09/2019	27/11/2019	50

Institutions and  
Amritsar Art  
Gallery

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Practice of planting and giving out pots Saplings as souvenirs at various college events.
- Provision of movies/short-films/documentaries/drives and moves on 'Environmental Consciousness and Sustainability'.
- Code of conduct for all stakeholders to not to destroy the green belt of the college, students and faculty keep a bay from mobiles during college hours, maintain hygiene, etc.
- Establishment of 'College Beautification Committee' including students, teachers and other employees to make eco- friendly campus.
- Maintaining nursery of ornamental fruits and flower plants.
- Placing display boards having instructions to how to keep the campus clean and more eco-friendly.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Our college is committed to cherish the vision of holistic development of teacher interns and teacher educators to give a new direction to our society as quality of life in a society depends upon the quality of education. Keeping this motto in mind following are the best practices of our college:

- Most of the significant developments that one can observe today can be attributed to the impact of Science and Technology. The advantages of using modern tools and technological innovations in the day-to-day-life as well as in teaching-learning process are well recognized. To use technology as a learning resource, managing the activities of the institution in a technology-enabled way will ensure effective institutional functioning. The college is totally technology enabled. In the college 247 hours internet and Wi-Fi connections are available for staff and students. The college has also various kinds of teaching and learning aids like OHP projector, OHP transparent sheets, and audio-visual equipments like tape recorder, television, microphones, and video-camera. Administrative office and laboratories are equipped with digital facilities. College administrative office have fully furnished with high configured system with scanner and printer. Biometric system to monitor the movements of the staff has been available in the college. Biometric system to monitor the daily attendance of students is been available in the college as well. The library of the college also has Internet and Wi-Fi connection for the staff and students. The availability of scientific and digital resources in our college provides opportunity for the students to gain valuable computer skills which are so much demanding in job market. All these digital resources are utilised in the college in order to make teaching -learning more attractive and meaningful.

There is provision for up gradation and maintenance of these available resources. For the maintenance and upkeep of these digital and technical equipments, the college has full time lab attendants, who manage the whole campus area networking and handling the system and other accessories. The college has good number of branded computers with latest configuration. The College has modern fully equipped computer laboratory with up to date hardware and software. Computer support services are designed to provide students with help, advice and full assistance in their coursework. Smart classes fully equipped with interactive board, interactive panel, visualiser, projector have been properly updated. College is also provides an environment for users to get support and assistance with computer related issues. Labs are open to all

students, faculty and staff. These technology labs are used as a place for free internet access to students and a place to perform Computer Based Examinations and Web Based Examinations. Our college invested heavily on ICT in order to easily deliver higher quality and acceptable standards. The internet has been accessible around campus providing a reliable and efficient connection to students, faculty members and staff. The staff and student-teacher use the available computers in the college for curricular and co-curricular activities like power point presentations, seminars and assessments etc. The staff avail the ICT facilities to enhance their teaching competences and for their research work. The college always endeavours to promote the responsible, discerning and imaginative use of ICT amongst our staff and students. Our College investigates the advances in information and communication technology and constantly gazes to new and innovative ways of supporting teaching and learning in the classrooms. Our college is excited to be working on a new learning platform (Khalsa College Educational Television Channel) over the course of this academic year and are working with the Khalsa College Charitable Society on this project. The second best practice of the college is: • The world today is full of stress and distress, promotion of mental health and well being of students is very important for their harmonious personality development. The collage follows the "practice of improving the mental health" of its students. Mental health is a key part of our successful life and our overall well-being.

The World Health Organization (WHO) states that there is no health without mental health. It is the source of our collective and individual ability as human beings to reach our full potential. Good Mental health is the way in which students can be aware of their own abilities so that they can cope well with the difficulties of life. For enjoying good mental health our students must be physically healthy, intellectually sound, socially well adjusted, emotionally balanced and morally upright only then they can be capable of working productively and can give a positive contribution to their community. The college has major concerns in this regard so that the students may get success, happiness, and satisfaction in their life. The college has regular teacher educators with masters in Psychology for providing counselling and guidance to students to deal with personal or academic challenges. The students are helped to choose careers and intervene when students face behavioural, physical, or mental health challenges. The college has Guidance and counselling Cell attached to Psychology Laboratory of the college. The lab organizes meetings according to the need and requirement of the students with the Psychologists from the Department of Psychology, Guru Nanak Dev University and Psychiatrists from Guru Ram Das Medical College, Amritsar. The students' mind may play major role in their academic success. Their mental balance is needed in many situations. Such as family problems, homesickness, identity, loneliness, loss of motivation, pain, problems with food or body image. When students cannot cope up with the situations, they lose their mental health. In developing countries, the decline of mental health has increased due to many reasons. It has been reported that person centred counselling is effective for individuals with common mental health problems such as anxiety and depression. So, guidance and counselling is a way of helping students to solve their own emotional, social, personal or interpersonal problems. The college takes care in this regard. In guidance and counselling sessions, counsellors guide to look at problems with objective way. They show different dimensions to understand the situation. They help the students to know their strengths and weaknesses without being judgmental. Counselling involves the exploration problems in an environment that is both supportive and objective. It also involves the identification of alternative courses of action that might solve a problem. Counsellor suggests strategies for managing and altering patterns of upsetting thoughts, feelings and behaviour. Students come to counselling to talk about a wide range of issues. Such as stress, family issues, depression, anxiety, relationship issues. They do not have lot of difficulties or medical problems,

but they come with normal life problems, such as family or relationship issues, homesickness or anxiety about their work or academic performance. The students who are guided by counsellors find themselves more confident and good in academic performance. They become more relaxed and can focus on their goal, aware about their strength and weakness. The students develop insight to plan their schedule according to their goals. They learn how to manage their emotions. Counsellors motivate them to do better and also give needful suggestions to the concerned teachers. By counselling sessions, their insight is developed to see the situation in a different way. Guidance and counselling records of students are maintained and kept in black and white. Throughout the week, many students spend more time in the classroom than they spend with their parents. As such, teachers, counsellors, and other school staff are among the first to notice concerning changes in behaviour that could signal a mental or behavioural health issue. The visiting counsellors allocate much of their focus to designing and implementing programs which promote the academic and personal success for all of the students. They provide individual focus to students about issues surrounding their mental health, academic well being, and social and emotional needs also provide resources and support for teachers, administrators, and parents. Our students are the future teachers, so providing day to day guidance to their students in future they also require such kind of information and above all they need to be mentally healthy. Counselling is of great importance to the education system. Government should establish counselling services units in every institution. This will better both the lives of the individual students, the education system and the general society. The counselling services to students and their normal self are good predictors for mental health promotion.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://kceranjit.org/campus/best-practices-19-20>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust 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 also sets a central theme around which excellence is built and that is binding the ties with our culture and religion. With this view, our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institution. The main aim of our college is to provide an opportunity to explore their hidden talent, to develop their life skills and inculcate values among them. In accordance with this mission, the year 2019 was celebrated in the commemoration of 550th Birth anniversary of Shri Guru Nanak Devji, and many programs have been celebrated. From 6th April till 27 November, students of Khalsa College of Education Ranjit Avenue, Amritsar prepared a light and sound program, "Noor Diyan Pairhaan" directed by S. Yudhpreet Singh Cheema, Assistant Professor. It was a live performance depicting the life history of Guru Nanak Dev Ji, featuring major events right from his birth to his demise. This play was largely based on the teachings of Guru Nanak's living days. This piece of art aimed to spread to Guru Sahib's messages of secular humanism to the contemporary world. Through these activities the students get a stage and a chance to develop their academic as well as professional, cultural, religious and

social consciousness, alertness, responsiveness. The college not only staged the performance in the college only rather this was performed in different sister institutions of Khalsa College. It was also staged in the educational institutions outside Amritsar district. To celebrate this year as 550th Birth anniversary year of Shri Guru Nanak Devji, college has also participated in the "Kirtan Darbar" organised by the management with all its enthusiasm. The students and staff payed their obeisance and overwhelmed by the divine Gurbani. Akhand Path of Shri Guru Granth Saheb ji was also kept in the college premises in this series of religious celebrations. The students and staff enchanted the path and did the seva of langar according to their will and capacity. These celebrations filled in everyone faith and dedication to Almighty. Pious environment gives birth to pious souls, so this was all a great effort to join all our human resource with the ages back culture and tradition of our country that we can clean our souls by surrendering ourselves to almighty. This practice helps our children to become intellectuals, problem solvers, and agents of change. Our students and their teachers, indeed all members of the Khalsa College of Education, Ranjit Avenue, Amritsar community, are engaged in professional and other service activities for the humanity in Amritsar and beyond.

Provide the weblink of the institution

[www.kceranjit.org/campus/institutional-distinctiveness/](http://www.kceranjit.org/campus/institutional-distinctiveness/)

### **8.Future Plans of Actions for Next Academic Year**

- Planning to introduce courses like 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 establish the Legal Cell in the college to make the students aware regarding legal matters.
- Proposals for adequate representation of Teaching staff in the college management.
- Planning to initiate some services to seek the participation of different stakeholders (practicing schools, administrators, students- teachers, guardians and community) to improve the existing practices in the college
- Publication and subscription of more e-journals by the institutions to encourage and to improve the knowledge acumen of its human resource.
- A proposal in pipeline to provide separate rooms to all teaching staff as to provide their own space to do their work with more creatively and committedly.
- Information and Library Network (INFLIBNET) facility can be introduced in order to facilitate free of cost downloading of articles to students and staff.
- The management and administrators should be watchful in maintaining the health of the institutions so as to make them innovative and progressive.
- Practice of financial acknowledgement and appreciation of best teachers from the institution who are working for the institution with all their blood and bone, by the management.
- Suggestions to celebrate the important days of faculty members (birthdays, anniversaries, etc.) to make them feel good.
- Planning of enhancement of 'Digital Fee Payment' system to proclaim the benefit of Digital India Campaign.
- Provision of sending teachers and principals to reputed foreign institutions to undergo training akin to the way teachers in the best schools of the world are trained. For this, they can be sent to foreign universities, IITs, IIMs so that they also feel that their training is being invested in.
- Efforts to change the current education system which has transformed into a mere certificate distribution mechanism by improving quality academic achievements of students through proper evaluation. Removing the taboo of highlighting pass percentage as the bench mark of efficiency, avoiding of awarding marks and grades liberally to the students so that students care quality and change their attitude towards studies and become more serious and sincere in their studies
- Rethinking and re-planning graduate and post- graduate curriculum
- Improvement in Remedial teaching to raise levels of educational attainment, computer-aided instruction in remedial teaching for substantial

benefits. • Coaching for competitive Examinations to enable the students PSC, NET/SET with aid from UGC. • Setting up of a Digital language lab to enhance the communicative skills of students helping them to be better equipped for the job market.