

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

Tel. No. with STD Code:

0183-2507029

Mobile:

9815020300

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
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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	Departments	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