

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)  
OF THE IQAC  
(2015-16)**



**Submitted by:**

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

**Established By**

**Khalsa College Charitable Society**

**Amritsar, Punjab**

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

## Part – A

**AQAR for the year**

2015-16

### 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.

09815020300

Name of the Head of the Institution:

Dr. Surinder Pal Kaur Dhillon

Tel. No. with STD Code:

0183-2507029

Mobile:

09815020300

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

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

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

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

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	<input type="text" value="03"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="07"/>
2.4 No. of Management representatives	<input type="text" value="03"/>
2.5 No. of Alumni	<input type="text" value="03"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="03"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="03"/>
2.8 No. of other External Experts	<input type="text" value="07"/>
2.9 Total No. of members	<input type="text" value="33"/>
2.10 No. of IQAC meetings held	Two meetings per year
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="02"/> Faculty <input type="text" value="09"/> Non-Teaching Staff <input type="text" value="Nil"/> Students <input type="text" value="03"/> Alumni <input type="text" value="02"/> Others <input type="text" value="02"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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. Workshop on usage on SPSS package
2. Constructivist approach in learning
3. ICT in education
4. How to prepare synopsis

2.14 Significant Activities and contributions made by IQAC

## 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	01
UG	01	-	01	01
PG Diploma	01	-	01	-
Total	03	-	03	02
Innovative	01	-	01	

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	-
Annual	-

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.

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

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

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

1 Total No. of permanent faculty

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

2.2 No. of permanent faculty with Ph.D.

08

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
16	-	-	-	-	-	3	-	19	-

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	18	30	-
Presented papers	25	58	-
Resource Persons	-	40	-

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

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

2.7 Total No. of actual teaching days during this academic year

230

2.8 Examination/ Evaluation Reforms initiated by the Institution

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

0	1	2
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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. I	191	2.1%	82.72%	17.3%	-	100%
M.Ed. I	28	10.7%	85.7%	14.3%	-	100%
B.Ed. II	185	1.62%	75.7%	24.32%	-	100%
M.Ed. II	27	22.3%	92.6%	7.4%	-	100%

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

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

## 2.13 Initiatives undertaken towards faculty development

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

## 2.14 Details of Administrative and Technical staff

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

3.2 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	
Outlay in Rs. Lakhs			Yet not received	

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

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	06	01	-	07
Seminar Halls	01	-	-	01
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)	-	1,05000	-	1,0500
Others	Library	1,68408		1,68408

4.2 Computerization of administration and library

Yes

e-governance, e-Library

4.3 Library services:

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

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	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)	30,000
<b>Total :</b>	1,45,000

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
200	31	-	12

(b) No. of students outside the state -

(c) No. of international students -

Men	No	%	Women	No	%
	11	5.5		189	94.5

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

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

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

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

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

No. of students beneficiaries

02

#### 5.5 No. of students qualified in these examinations

NET	05	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	20

#### 5.6 Details of student counselling and career guidance

- Proper guidance and counseling cell has been set up in the Institution  
Counseling sources such as academic, placement, health etc are provided
- Guidance and counseling cell is attached with Psychology laboratory for making use of special psychology test

No. of students benefitted

NA

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

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NA	NA	Na	10

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

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

### 5.8 Details of gender sensitization programmes

Panel Discussion was organised on Women Education in India.  
 Extension lecture on Gender Equality and Equity in Education  
 Play on gender inequality in Indian society.  
 Women Empowerment Cell was formed.

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

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: 02

## **Criterion – VI**

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

#### **Vision statement of Institution**

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

**OR**

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

#### **Mission of the institution**

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

Our primary mission is to provide programs and services leading to

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

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

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

## 6.2 Does the Institution has a management Information System

MIS through college website  
[www.kceranjit.org](http://www.kceranjit.org) and e-Governance

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

### 6.3.1 Curriculum Development

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

### 6.3.2 Teaching and Learning

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

### 6.3.3 Examination and Evaluation

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

### 6.3.4 Research and Development

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

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

As per UGC norms

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

As per Punjab Govt. & NCTE norms.

6.4 Welfare schemes for

Teaching	PF
Non teaching	PF and ESI
Students	Scholarships

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓		✓	
Administrative	✓		✓	

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

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

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

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

NA

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

1. Plantation of trees.
2. Seminars, Extension lectures about environmental awareness
3. Banning plastic bags in premises
4. Use clean energy like LED
5. Maintenance of gardens

### **Criterion – VII**

## **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

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

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

- Calendar of IQAC Activities
- Details of Activities Planned (Workshop on Inclusive Education, Celebration of Teacher's Day, 2 Days Workshop for the preparation of 'University Youth Fest' items, Workshop on Micro skills, An extension lecture on 'how to prepare synopsis', An extension lecture on 'World Peace', Inter- School declamation competition, Celebration of Human Rights Day)
- Workshop on SPS system(Statistical techniques)
- Extension lecture on 'Teacher Efficiency'.
- Alumini Meet
- College Events Calender
- House Examination Schedule
- Organisation of NSS,NCC camps

7.3 Give two Best Practices of the institution

- Owning of Financially weak students by the faculty members
- Free Teaching Services by the Faculty members in the needy Institutions

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted?

Yes

No

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

SWOT analysis has been done

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

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

*Dr. Surinder Kaur*

*Dr. Surinder Pal Kaur Dhillon*

*Coordinator, IQAC*

*Chairperson, IQAC*

## ANNEXURE I

### IQAC CALENDAR (2015-16)

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

## ANNEXURE II

### Analysis of Feedback Proforma Filled by Parents

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

#### **Suggestions by the Parents:**

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

#### **PROCEEDINGS**

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

# Analysis of Feedback Proforma Filled by Alumni

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

## **Suggestions by the Alumni:**

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

## **PROCEEDINGS**

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

# Analysis of Feedback Proforma Filled by Employer

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

## **Suggestions by the Employers:**

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

## **PROCEEDINGS**

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

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

**Session 2014-15**

**STRENGTHS**

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

**WEAKNESSES**

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

**PROCEEDINGS**

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