Annual Quality Assurance Report (AQAR)

Session: 2016-17

Submitted By:-

IQAC

Jyoti B.Ed. College

Rampura, Fazilka (Punjab)

(Recognized by NCTE & Affiliated to Panjab University, Chandigarh and SCERT Mohali)

NAAC ACCREDITED GRADE 'B'

Submitted to:

National Assessment & Accreditation Council

Bangalore

Date: 29 / 7 / 2017

The Annual Quality Assurance Report of the IQAC
AQAR - 2016-17

Part – A

1. Details of the Institution

1.1 Name of the Institution

> JYOTI B.Ed. COLLEGE

1.2 Address Line 1

> ABOHAR ROAD

Address Line 2

> RAMPURA

City/Town

> FAZILKA

State

> PUNJAB

Pin Code

> 152123

Institution e-mail address

> jyotibedcollege@yahoo.co.in

Contact Nos.

> 01638-260299

Name of the Head of the Institution:

> Dr. ANITA ARORA

Tel. No. with STD Code:

> 01638-260299

Mobile:

> 9781700042

Name of the IQAC Co-ordinator:

> Mr. VIPUL MAKKAR

Mobile:

> 9814265477

IQAC e-mail address:

iqac.jbcfazilka@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

PBCOTE 22980

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/12/A&A/48.1 dated 19-2-2016

1.5 Website address:

www.jyotibedcollege.com

Web-link of the AQAR:

http://jyotibedcollege.com/wp-content/uploads/2017/07/AQAR-2016-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.38	2016	2021
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

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

01/09/2015

1.8 AQAR for the year *(for example 2010-11)*

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and
Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*
   i. AQAR _____ _____ (DD/MM/YYYY)4
   ii. AQAR_____ _____ (DD/MM/YYYY)
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv. AQAR_____ _____ (DD/MM/YYYY)
*This is First AQAR submitted to NAAC i.e. AQAR 2016-17 submitted to NAAC on 27-7-2017

1.10 Institutional Status

University   State ☑   Central ☐   eemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

(eg. AICTE, BCI, MCI, PCI, NCI)

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 ☑

1.11 Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☑   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify) | --- |

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

| PANJAB UNIVERSITY CHANDIGARH |

1.13 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

4

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

2

2. 6 No. of any other stakeholder and

   community representatives

1

2.7 No. of Employers/ Industrialists

3

2.8 No. of other External Experts

1

2.9 Total No. of members

16

2.10 No. of IQAC meetings held: 4

2.11 No. of meetings with various stakeholders: No. 4   Faculty 2

Non-Teaching Staff -   Students 1   Alumni 1   Others -

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

   If yes, mention the amount   ----

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 7 | International | - | National | 1 | State | - | Institution Level | 6

(ii) Themes

Sr. No.	Theme	Level
1.	Seminar on Legal Awareness	Institution
2.	Seminar on Drug Abuse	Institution
3.	Seminar on Wild life Awareness	Institution
4.	Seminar on Free Legal Service Rights	Institution
5.	Seminar on - Right to Vote	Institution
6.	Two Days National Seminar on Need For Quality assurance in Teacher Education	National
7.	Seminar on Guidance and Counselling	Institution

2.14 Significant Activities and contributions made by IQAC

- Quality Assurance Initiative through Seminars (as mentioned above)
- A National Seminar (NAAC Sponsored) on "Need For Quality Assurance in Teacher Education" was organized on 23.01.2017 and 24.01.2017.
- The proceedings of the two day National Seminar (NAAC Sponsored) on "Need For Quality Assurance in Teacher Education" were brought in the form of book with ISBN no. 978-93-8391196-4.
- Encouraging teachers to adopt constructivist teaching approaches in classrooms.
- Encouraging faculty members to contribute publications to journals in International and National level.
- Procuring Students Feedback.
- Conduct academic audit from Oct 2016 to Feb 2017. Members of committee are Principal, IQAC Coordinator & Incharge Examination Cell.
- Encouraging Faculty members to participate in National and International level seminars.

2.15 Plan of Action by IQAC/Outcome

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

Sr. No.	Plan of Action	Achievements
1	To conduct the meeting of IQAC	Conducted 4 meetings of IQAC in a year.
2	Organisation of Orientation Programme	Help the students in developing knowledge and understanding towards B.Ed & D.El.Ed. Curriculum.
3	Organisation of Seminars/Extension lectures	Six seminars at institutional level were organized on different themes.
4	Organisation of National Level seminar	Two days National Seminar (NAAC Sponsored) on "Need For Quality Assurance in Teacher Education" was organised successfully in January 2017
5	To publish a Book with ISBN no	The proceedings of the two day National Seminar (NAAC Sponsored) on "Need For Quality Assurance in Teacher Education" were brought in the form of book with ISBN no. 978-93-8391196-4.
6	To enrich Library	Purchased new Library Books as per revised curriculum. Bar Code system is introduced in the library.
7	To Cater the needs of slow learners through remedial classes.	Remedial classes were conducted to improve the academic performance of Slow learners.
8	To conduct academic audit of all subjects.	Two meetings in each subject between academic audit committee and faculty members were held to discuss academic achievement and ways to improve the performance of students.
9	Procuring Students Feedback	Feedback about the college and teachers was taken from students.
10	To solve the adjustment problems of different socio- economic status and sensitization of gender issues through guidance and counselling.	*A Guidance and counselling cell comprising of two senior male and female faculty members and IQAC coordinator was constituted in the month of august 2016. *Extension lectures on gender sensitization was organised. *Every month an Open house discussion was organised with students. *Students are also encouraged to interact individually with committee members, if they have any problem of adjustment. *Suggestion and dignity boxes were also placed in the college.

Academic Calendar for the year (2016-17) is attached as Annexure 1 (Page no. 28 to 29)

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

The AQAR was discussed in the meeting of the Managing Committee and suggestions are taken and executed for various Quality programs of the Institution.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	1	-	1	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	-	1	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	2	-	2	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	1
Trimester	0
Annual	1

1.3 Feedback from stakeholders*   Alumni ✓   Parents ☐   Employers ☐   Students ✓
    (On all aspects)

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

Analysis of the feedback is attached as Annexure 2 (Page no. 30 to 39)

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Lecturers
14	7	-	-	7

2.2 No. of permanent faculty with Ph.D.

1

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

Asst. Professors		Associate Professors		Professors		Others/ Lecturers		Total	
R	V	R	V	R	V	R	V	R	V
4	3	-	-	-	-	6	0	10	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	6	-
Presented papers	2	2	
Resource Persons	1	-	-

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

- Teaching of the student teacher has been video graphed and played back for the improvement of students teaching using the smart board and ppt.

- The institution takes efforts to popularize constructivist methods among the faculty members. Efforts were taken to train the faculty in adopting technology based constructivist teaching in the classroom.

- Curricular transaction was done through processes such as seminar method, role play and discussion, brainstorming, use of ICT, educational games, flipped classroom, blended learning.

- Practicing lessons were demonstrated by teacher educators and same methods were practiced by students in simulation.

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

| 217 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Quiz on Pedagogical Subjects.
- Seminars in teaching and core subjects.
- Internal House Tests
- Remedial Tests
- Open Book Test is administered for some papers.

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

| 1 |

2.10 Average percentage of attendance of students

| 87 |

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction % <75%	I %	II %	III %	Pass %
B.Ed. (15-17) Ist Year	58	5	48	-	-	91.37
B.Ed. (16-18) Ist semester	87	1	45	33	1	91.95
D.El.Ed. (15-17) Ist Year	50	19	20	-	-	78

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

- Learner-centered activities like participative learning, interactive sessions, student seminars, case studies, project work, assignments, problem solving exercises, practical/field work and use of audio-visual teaching aids.

- Teaching of the student teacher has been video graphed and played back for the improvement of students teaching using the smart board and ppt.

- The institution takes efforts to popularize constructivist methods among the faculty members. Efforts were taken to train the faculty in adopting technology based constructivist teaching in the classroom.

- Two meetings in each subject between academic audit committee and faculty members were held to discuss academic achievement and ways to improve the performance of students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others- conference	16

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	3	0	0	0
Technical Staff	1	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC meets regularly to discuss various plans to promote research climate and motivate the faculty to attend various State level, National level workshops and seminars to enhance Research Skills.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	2	8	-

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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [1]   Chapters in Edited Books [2]

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	-	1	-	-	6
Sponsoring agencies	-	NAAC	-	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons [1]

3.13 No. of collaborations   International [0]   National [0]   Any other [0]

3.14 No. of linkages created during this year [0]

3.15 Total budget for research for current year in lakhs :

From Funding agency [0]   From Management of University/College [0]

Total [0]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
-	-	-	-	-	-	-

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

0

0

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

0

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 | 21 |

NCC | - | NSS | - | Any other | - |

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

1.	Seminar on Legal Awareness	3-9-2016
2.	Teachers Day Celebration	5-9-2016
3.	Seminar on Drug Abuse	10-09-2016
4.	Hindi Divas	14-9-2016
5.	Seminar on Wild life Awareness	16-9-2016
6.	Seminar on Free Legal Service Rights	28-9-2016
7.	Participation in Zonal Youth and Heritage Festival	13-10-2016
8.	Vedic Gayan Pariksha	25-10-2016
9.	Seminar on - Right to Vote	20-10-2016
10.	Moral Learning Pariksha	8-11-2016
11.	Voter Awareness- Poster making and Slogan writing Competition	15-11-2016
12.	Participation in PU Athletic Meet	25-11-2016
13.	Lohri Celebration	13-1-2017
14.	Two Days National Seminar on Need For Quality assurance in Teacher Education	23 & 24- 01- 2017
15.	Basant Panchmi Celebration	1-2-2017
16.	Participation in PU Zonal level skill in Teaching Competition	7-2-2017
17.	Educational Trip to Amritsar	9-2-2017
18.	12th Annual Athletic Meet	1-3-2017
19.	Seminar on Guidance and Counselling	5-3-2017
20.	Participation in District Level Youth Festival	14-3-2017
21.	Memorial Awards	26-4-2017

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 (in sq mts)	3582	-	-	3582
Class rooms	7	-	-	7
Laboratories	4	-	-	4
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

- Administrative Block is already computerised.

- Library has 3 computers with internet facility for browsing by students.

- Library is updated with Bar code system. It organize and manage the information of books, articles, journals. It is most economical and effective library software.

- Library has started a blog for students.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5835	619572	99	11961	6014	631533
Reference Books	375	74065	28	6700	403	80765
e-Books	-	-	-	-	-	-
Journals	21	-	-	-	21	-
e-Journals	7	-	-	-	7	-
Digital Database	-	-	-	-	-	-
CD & Video	84	-	-	-	84	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	19	13	13	3	-	2	1	-
Added	-	-	-	-	-	-	-	-
Total	19	13	13	3	-	2	1	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- The college provides free Computer and Wi-Fi Internet facility to the faculty and Students.

- Workshops and Seminars for teachers and students are organized from time to time to use computers in Teaching Learning Process.

4.6 Amount spent on maintenance in lakhs :

i) ICT   18590/-

ii) Campus Infrastructure and facilities   32710/-

iii) Equipments   5757/-

iv) Others   25367/-

        Total :   82424/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation programmes at the beginning of the Academic year
- Awareness is given about different Scholarships available for students.
- Guidance and counselling cell extends psychological support to students to reduce their anxiety.
- Regular announcements in morning assembly and display on the notice boards.
- Remedial teaching is provided on the basis of previous marks and test scores.
- Grievance cell is actively involved in resolving the problems of students.

5.2 Efforts made by the institution for tracking the progression

- Conduct academic audit of all subjects
- Feedback mechanisms
- Student's progress is assessed by the CCE through Class Test, House Test, assignments, participation in different activities and sessional work.
- Student counselling
- Suggestion box

5.3 (a) Total Number of students

UG (B.Ed.)	PG	Ph. D.	Others (D.El.Ed.)	Total
159	-	-	100	259

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%
Men	78	30.12

	No	%
Women	181	69.88

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
26	55	-	29	-	110	78	109	-	71	1	259

Demand ratio   Dropout % --- 5.7

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

> College provides free and optional coaching for preparation of TET Exam to students of B.Ed. and D.El.Ed. on regular basis.

No. of students beneficiaries   117

5.5 No. of students qualified in these examinations

NET   -   SET/SLET -   GATE -   CAT -

IAS/IPS etc -   State PSC -   UPSC -   Others 12

5.6 Details of student counselling and career guidance

- A Guidance and counselling cell comprising of two senior male and female faculty members and IQAC coordinator was constituted in the month of august 2016.
- Extension lectures on gender sensitization was organised.
- Every month an Open house discussion was organised with students.
- Students are also encouraged to interact individually with committee members, if they have any problem of adjustment.
- Suggestion and dignity boxes were also placed in the college.
- At the end of session Mock interviews were organized in each subject with the help of experts from other institutions to train pupil teachers regarding how to prepare effective bio data and how to face interviews.

No. of students benefitted   110

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	15

5.8 Details of gender sensitization programmes

1. Extension Lecture on Health issues of female teenagers.
2. Seminar on causes of Drug abuse.
3. Extempore on topics pertaining to gender related issues.

5.9 Students Activities

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

State/ University level 6   National level -   International level -

No. of students participated in cultural events

State/ University level 27   National level -   International level -

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

Sports : State/ University level 2   National level -   International level -

Cultural: State/ University level 2   National level -   International level -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	104	1483850/-
Financial support from government	89	1702980/-
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

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 | 8 |

5.13   Major grievances of students (if any) redressed: ---- Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision**
> - To spread the light of knowledge in society by providing quality teacher education.
>
> **Mission**
> - To provide a conducive environment for teaching, learning with the use of modern methods & technology.
> - To inspire the students to develop their personality as innovative & creative teachers with a scientific flair through various academic, co- curricular and extension activities.
> - To train the students as socially sensitive, responsible & professionally skilled teachers.

6.2 Does the Institution has a management Information System

> The college yet to procure full MIS but it has its own indigenous system to collect and analyse the data for effective management of the institution.

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

6.3.1 Curriculum Development

> 1. Head of the institute is member Board of studies (Education) and the senior faculty participates in curriculum revision programmes at University levels.
> 2. Instructional plan for Curriculum in all subjects at intuitional level.
> 3. Subject wise meetings were conducted with the faculty to identify & characterize various aspects within the syllabus.

6.3.2 Teaching and Learning

- Learner-centered activities like participative learning, interactive sessions, student seminars, case studies, project work, assignments, problem solving exercises, practical/field work and use of audio-visual teaching aids.

- Teaching of the student teacher has been video graphed and played back for the improvement of students teaching using the smart board and ppt.

- The institution takes efforts to popularize constructivist methods among the faculty members. Efforts were taken to train the faculty in adopting technology based constructivist teaching in the classroom.

6.3.3 Examination and Evaluation

- Exams are conducted according to norms of Panjab University Chandigarh and SCERT Panjab.
- Internal House tests are conducted twice a session.
- Continuous Comprehensive Evaluation is done for creating consistency in learning through Class Test, House Test, assignments, participation in different activities and sessional work.

6.3.4 Research and Development

- To orient students towards research, students are guided for in-depth studies and analytical thinking.
- Teachers are encouraged to attend seminars and present papers.
- IQAC plans for subscription of online journals for library.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- College is under central surveillance with the installation of CCTV's at classrooms, examination hall, canteen and other locations.
- Wi-Fi Campus
- Facility of Reprography for staff and students.

6.3.6 Human Resource Management

- Staff was encouraged for attending seminars and also for further studies.
- Faculty members sharing their past experiences with other staff members.
- Documentation of all the extra curricular activities was done.
- Achievement of students was appreciated form time to time.
- Any updating in rules & regulations has been circulated through meetings.
- College remains in touch with Alumni through social media.
- Free internet facility is available for students in library & computer lab.

6.3.7 Faculty and Staff recruitment

- Transparent mechanism for recruitment of faculty members and non-teaching employees as per the government/University rules and regulations.
- Firstly advertisement for vacant seats is given in news papers.
- Received Applications are scrutinize and then selected candidates will go through interview conducted by university.
- Final approval of candidate is done by university.

6.3.8 Industry Interaction / Collaboration

- Our college being an educational training institute our Students are sent to different practicing schools for teaching practice for minimum four months. The pupil teachers not only teach in the allotted schools but also organize different activities during their teaching practice in schools.
- Senior Teachers from practising schools are invited for judging Final Lessons of students.
- Principals from different schools are invited for taking Mock Interviews of Pupil Teachers

6.3.9 Admission of Students

- The admission of students in D.El.Ed. Course is done strictly as per Panjab Govt/SCERT norms i.e. through centralized counselling on the academic merit basis.

- The admission of students in B.Ed. Course is done strictly as per NCTE norms. The mode of admission was Common Entrance Test.

6.4 Welfare schemes

Teaching	Provision for Duty Leave E.P.F Transport facility
Non teaching	E.P.F Transport facility Residence facility Short Term Loan without interest Subsidize refreshment from college canteen
Students	Scholarships Fee Concession for poor Guidance and Counselling Facility Health Check ups

6.5 Total corpus fund generated   11413977/-

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	Yes	PU	Yes	Governing Body and IQAC
Administrative	Yes	PU	Yes	

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?

> N.A.

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

> N.A.

6.11 Activities and support from the Alumni Association

- Participation in college cultural and fine arts activities.
- Assistance in Skill in teaching programme.
- Presentation of Model Lessons.
- Sharing experiences with present students.

6.12 Activities and support from the Parent – Teacher Association

> There is no Parent - Teacher Association in the previous session.
> It will be constitute in the next session.

6.13 Development programmes for support staff

- The supporting staff members are allowed to pursue their higher education
- Training computing Sills for all the staff are provided.
- Free uniform were provided.
- Efficient Worker has been honored.
- Subsidize refreshment from college canteen for Non Teaching Staff.

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

- Eco – Club activities on to enhance green campus and create awareness on need for protecting nature.
- Plantation in college campus and outside the campus.
- Prohibition of use of polythene bags in Campus.
- Displaying instructions for saving electricity and water.
- Gardening is taught as optional subject.
- A Water Recharge Bore is dugged in college campus to conserve rain water.

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.

- Quality Assurance Initiative through Seminars and extension lectures.
- Guidance and coaching is provided for the competitive exams like PSTET, CTET.
- Remedial coaching classes are conducted to help weak students.
- Enhancing use of ICT in teaching.
- Value Based Education.
- Student Magazine was published.
- Library is updated with bar code system and new books.

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

- Two days National Seminar (NAAC Sponsored) on "Need For Quality Assurance in Teacher Education" was organised successfully and proceedings were brought in the form of book with ISBN no. 978-93-8391196-4.
- Use of technology in delivering curriculum.
- The existing Library has been updated with bar code system and new books were added as per revised syllabus.
- Remedial classes were conducted to improve the academic performance of slow learners.
- Two meetings in each subject between academic audit committee and faculty members were held to discuss academic achievement and ways to improve the performance of students.
- Feedback about the college and teachers was taken from students.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Title 1- Sensitization & Inculcation of Social & Civic duties.

Title 2- Inclusive Practices for socially and economically backward students.

* Best Practices is attached as Annexure 3 (Page no. 39   to 43   )

7.4 Contribution to environmental awareness / protection

- Eco – Club activities on to enhance green campus and create awareness on need for protecting nature.
- Seminars and talks about environment awareness were organized.
- Plantation in college campus and outside the campus.
- Prohibition of use of polythene bags in Campus.
- Displaying instructions for saving electricity and water.
- A Water Recharge Bore is dugged in college campus to conserve rain water.

7.5 Whether environmental audit was conducted?   Yes ☐   No ✓

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

- The learners of the institution although represent all the sections of society yet the location of the institution is near Indo-Pak border. Thus the representation of learner is more from the rural, educationally backward & border area. Institution is playing an important role in social & educational transformation of this backward area of the state.

- Also educationally backward & border area location of the institute limits the opportunities concerned to promotion of research in Faculty members.

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

- Plan to publish news letter.

- Purchase of new equipments and up gradation of existing facilities.

- To Add new books in the Library.

- To upgrade all extension programme in the college.

- Online availability of catalog in the library through LAN.

- Feedback mechanism will be extended to all the stakeholders.

Date: 29/7/2016

Mr. Vipul Makkar
Coordinator, IQAC

Dr. (Mrs.) Anita Arora
Chairperson, IQAC

Annexure-1

Academic Calendar for B.Ed. & D.El.Ed. (2016-17)

1	August 2016	
	13 Aug, 2016 19 Aug, 2016 20 Aug, 2016	➢ Admissions ➢ Inaugural Session ➢ Orientation Programme (B.Ed. Sem-I) & (D.El.Ed Year-I), Teaching ➢ School Internship(B.Ed. Sem-III)
2	September 2016	
	03 Sep, 2016 05 Sep, 2016 10 Sep, 2016 14 Sep, 2016 16 Sep, 2016 28 Sep, 2016 28 Sep, 2016	➢ Seminar on Legal Awareness ➢ Teachers day Celebration ➢ Seminar on Drug Abuses ➢ Hindi Diwas Celebration ➢ A Seminar on Wild Life Awareness ➢ Teaching , Assignments, one seminar in each subject (D.El.Ed) ➢ (B.Ed. Sem-I School Internship (B.Ed. Sem-III) ➢ Celebration of Shaheed Bhagat Singh Birthday ➢ Seminar on free legal service Rights
3	Oct 2016	
	02 Oct, 2016 12 to 15 Oct, 2016 17 Oct, 2016 20 Oct, 2016 25 Oct, 2016 29 Oct, 2016	➢ Celebration on Gandhi Ji Birthday ➢ Participation in Zonal youth and Heritage Festival ➢ Pre-Internship -1 (two week Sem-1) ➢ Seminar on Right to Vote ➢ Vedic Gyan Priksha ➢ Celebration of Diwali Function
4	Nov 2016	
	01 Nov, 2016 03 Nov, 2016 07 Nov, 2016 15 Nov, 2016 25 Nov, 2016	➢ New Punjab Day ➢ National Blood donation camp ➢ House test, (B.Ed. Sem-I (16-18), D.El.Ed(16-18) ➢ Voter Awareness –Poster making and Slogan Writing Competition ➢ Participation in Panjab Univ. Athletic Meet
5	Dec,2016	
	03 Dec, 2016 03 Dec, 2016 12 Dec, 2016 30 Dec, 2016	➢ Martyrdom Day of Shri Guru Teg Bahadur ji ➢ Final Practical Exams (B.Ed.(15-17) Sem-III) ➢ Theory Final Exam B.Ed. Sem-I (16-18) ➢ Winter Vacation

6	Jan 2017	
	11 Jan, 2017	➢ Teaching, Assignments(D.El.Ed) 2nd and 4th Semester classes
	13 Jan, 2017	➢ Celebration of Lohri Function
	23- 24 Jan, 2017	➢ Two days National Seminar on Need for Quality Assurance in Teacher Education
7	Feb 2017	
	01 Feb, 2017	➢ Basant Panchami Celebration
	07 Feb, 2017	➢ Participation in PU Zonal Level Skill in Teaching Competition
	09 Feb, 2017	➢ Educational Trip
	16 Feb, 2017	➢ Teaching, Class Test , One Seminars in each subject
8	March, 2017	
	01 March, 2017	➢ 12th Annual Athletic Meet
	05 March, 2017	➢ Seminar Guidance and Counseling
	08 March, 2017	➢ Inter National Women's Day Celebration
	14 March, 2017	➢ House Test (B.Ed., D.El.Ed)
	23 March, 2017	➢ Bhagat Singh Shahidi Diwas
9	April, 2017	
	05 April, 2017	➢ Pre Internship –II (2 weeks) B.Ed. (16-18) Sem-II
	13 April, 2017	➢ Vaisakhi Celebration
10	May, 2017	
		➢ Theory Final Examination B.Ed Sem-2nd and 4th
		➢ Fairwell Party
11	June, 2017	➢ Summer Vacations
12	July, 2017	➢ Theory Final Exams (D.El.Ed 15-17 & 16-18)

Annexure 2

Graphical representation of Analysis of Feedback

regarding College taken from Students

1. Availability of classroom Infrastructure.
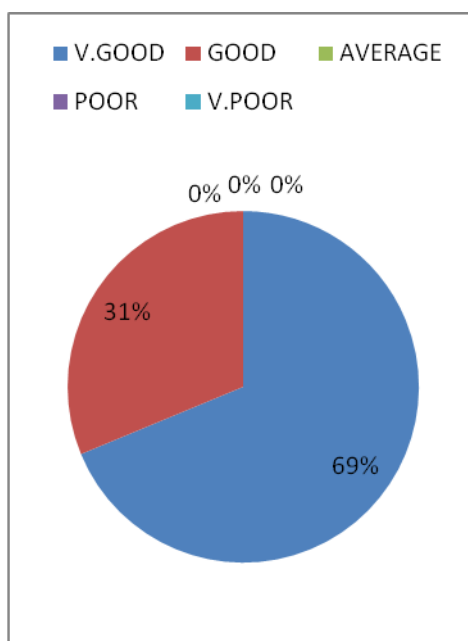
2. BOOKS & MATERIAL AVAILABLE IN LIBRARY.
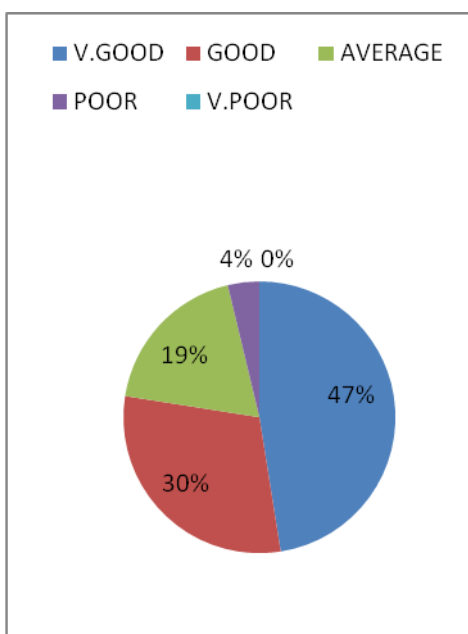
3. AVAILABILITY OF INTERNET FACILITY IN LIBRARY.
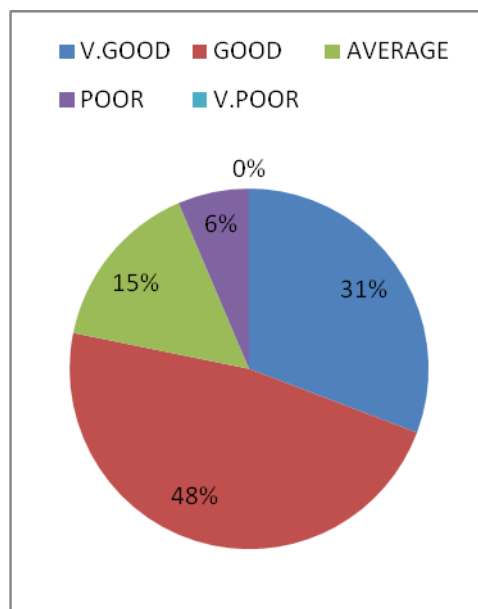
4. AVAILABILITY OF HEALTH CARE FACILITY.
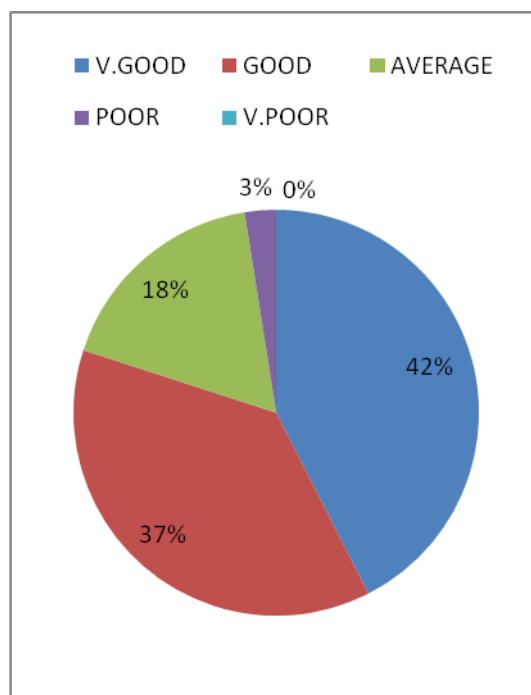
5. AVAILABILITY OF SPORTS EQUIPMENTS & PLAY GROUNDS.
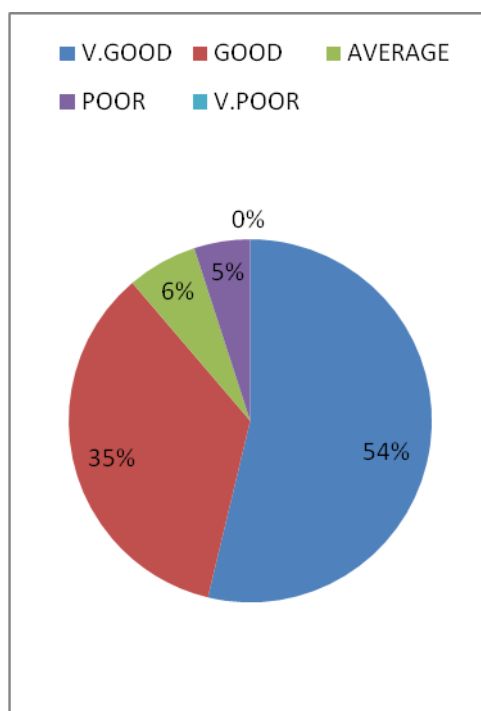
6. AVAILABILITY OF CIVIC AMENITIES AS TOILETS, PARKING CANTEEN.
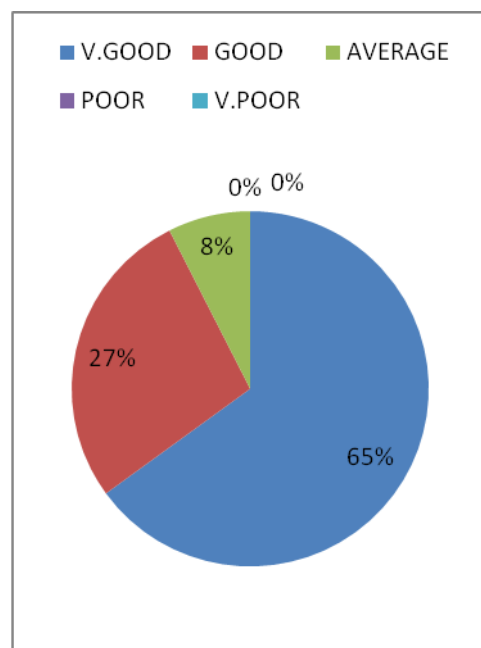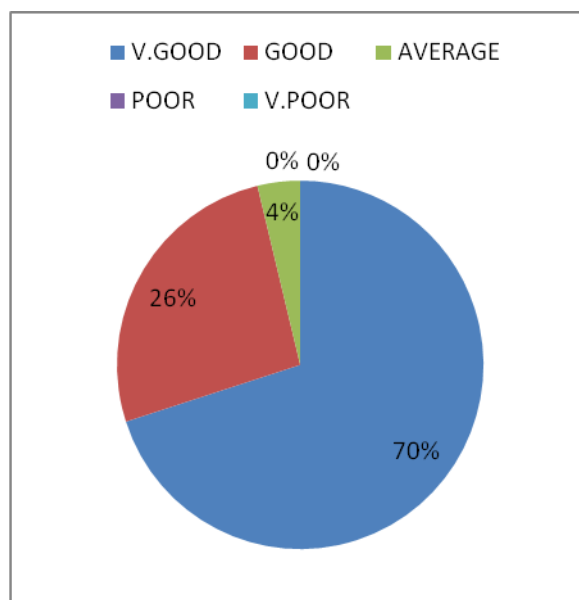
7. CONDITIONS AND USE OF LABORATORIES.
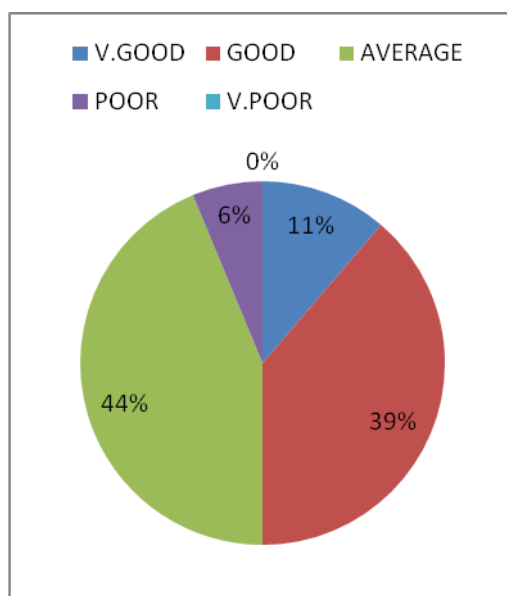
8. INTRACTION WITH ADMINISTRATION.
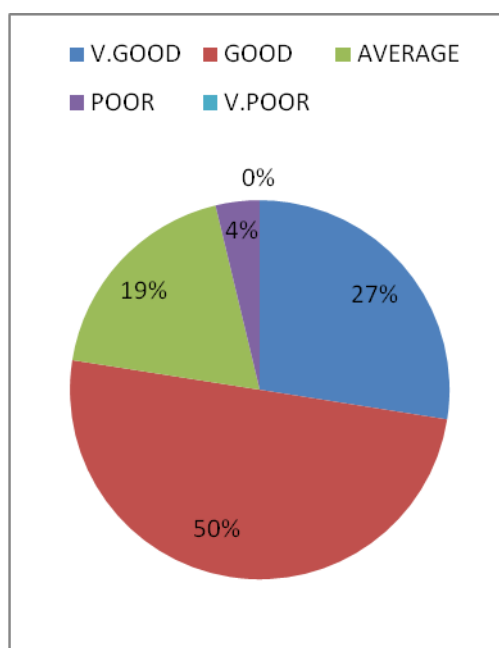
9. AVAILAABILITY OF SCHOLARSHIP FACILITY.
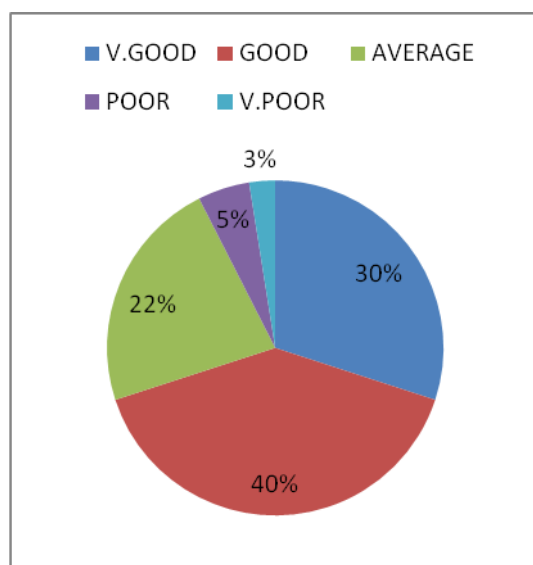
10. AVAILAABILITY OF FEE CONCESSION.
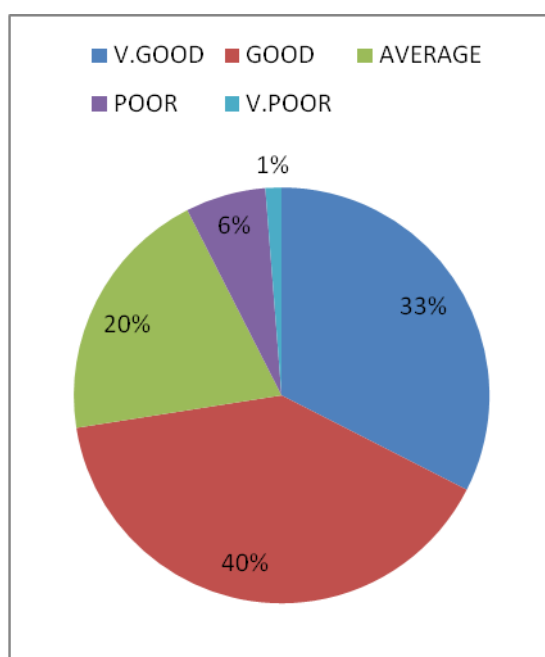
11. MAINTENANCE OF DISCIPLINE IN THE COLLEGE.

12. ORANISATION OF CO-CURRICULAR ACTIVITIES.
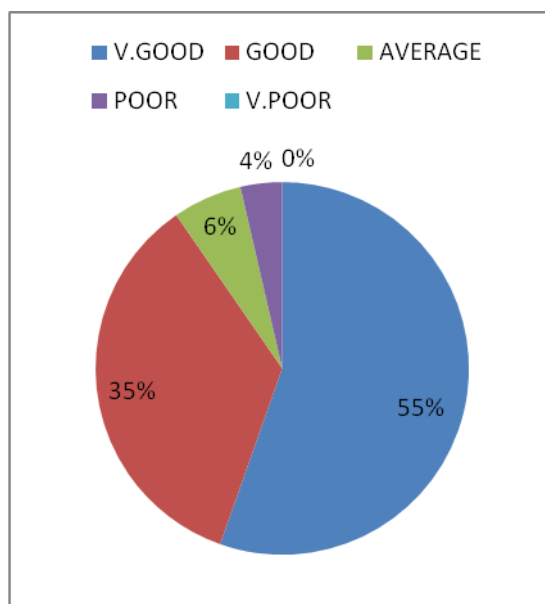
13. ORANISATION OF EXTENSION LECTURES/SEMINARS/WORKSHOPS.
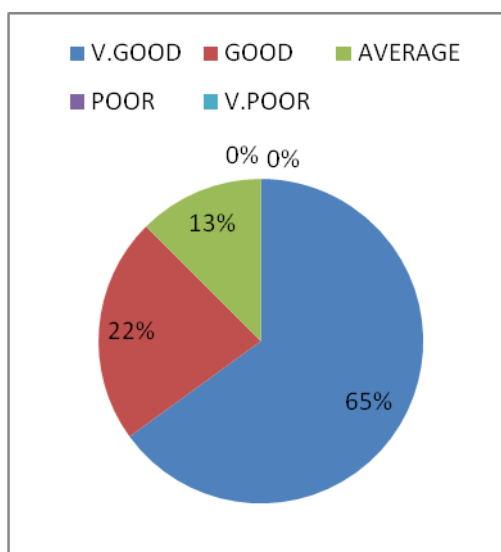
14. ORANISATION OF ACTIVIYIES IN COLLABORATIONWITH NGO'S & GO'S.
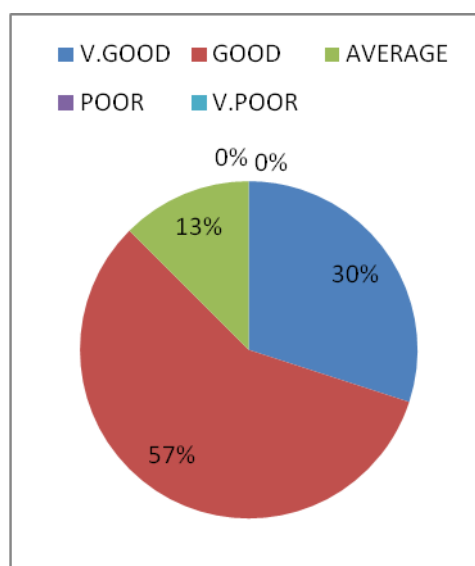
15. ORANISATION OF ORIENTATION PROGRAMME FOR STUDENTS
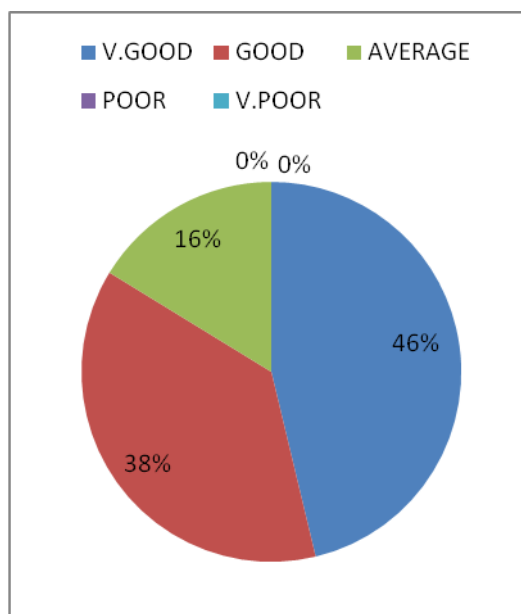   BEFORE STARTING OF SESSION.
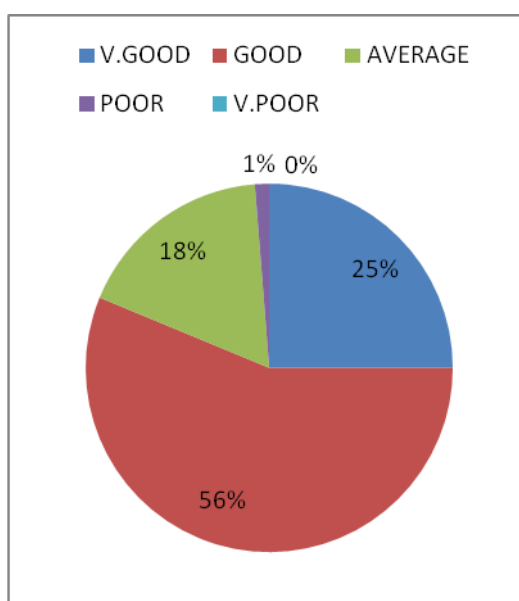
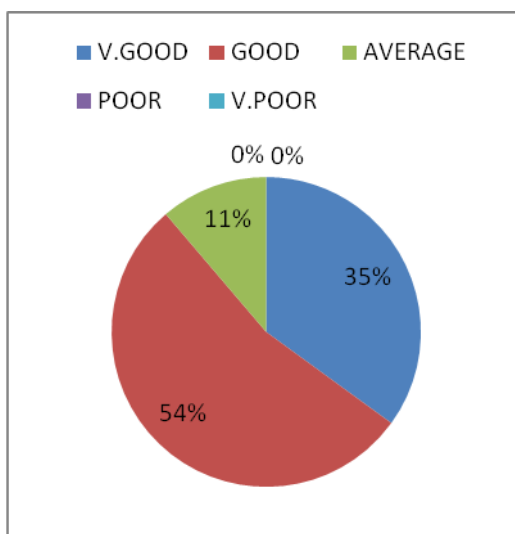16. GUIDANCE PROVIDED FOR CHOICE OF OPTIONAL SUBJECT.
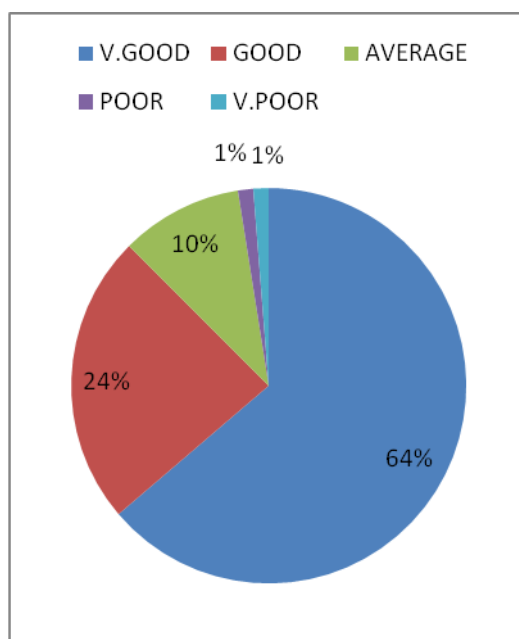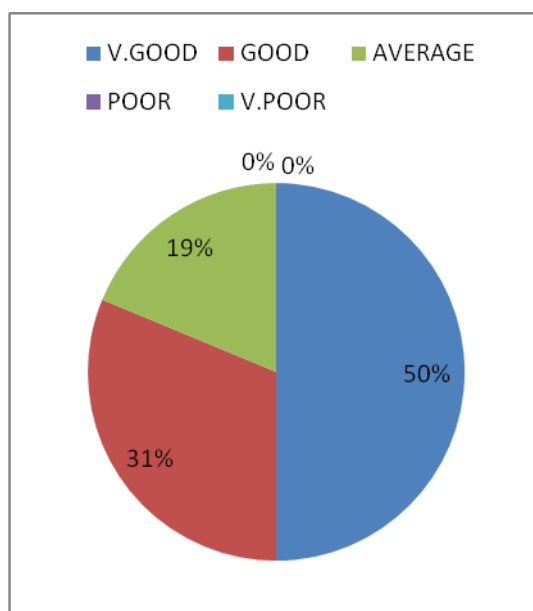
17. TRAINING PRIVIDED FOR USE OF COMPUTETR.
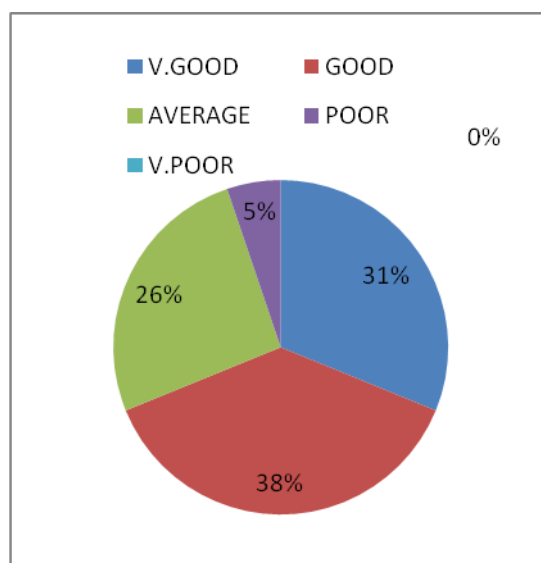
18. INTERNAL EVALUATION SYSTEM.

19. ROLE OF STUDENTS GRIEVANCE CELL.

20. OVERALL RATING ABOUT THE COLLEGE.

Annexure 3

Best Practice- 1

Title of the Practice: Sensitisation and inculcation of social and civic duties.

Context of Practice:

College has the pleasure of organising various social and civic events. Apart from doing routine academic activities there have been organised many curricular, co-curricular and extra curricular activities in co-ordination with social agencies. The college always adds on the qualitative change among the students along with their curricular knowledge gained within the four walls of the institution. College always tries to sensitize the students about their role and duties in the society by organising different social activities. So, along with it to create the socially responsible and dedicated good citizens to uplift the society with their well doings and active participation are wider perspective of the college and with a view to achieve such noble intention the institute highlights and concentrates on such noble practices.

Objectives:

- To inculcate social values among students.
- To sensitize student teachers about their social role and responsibility apart from their role as student in institution.
- To inculcate the value of co-operation and participation in different social activities.
- To develop an ability to solve their social and civil conflicts.
- To aware students about civic and social rights.
- To make them able to identify, formulate and solve their civic and social problems.
- To develop the value of love for humanity.

Practice:

Apart from mission of sensitization and inculcation of social and civic duties among students the college has established " Red Ribbon Club" and "Eco Friendly Club" that are vigorously involved in providing the awareness among the students to help the society. With the co-operation of staff members the college organises the different activities like seminars, extension lectures, workshops, social camps etc and also participates in various social and civil programmes in co-ordination with different social agencies in order to inculcate the social and civil awareness among the students.

- The college have participated in a Marathon Race on World Environment Day organised by D.E.O Fazilka.

- The student teachers with faculty members visited the Civil Hospital to provide help to the needy patients in a social camp organised by Social Welfare Society.
- Students of our college donated the blood during a blood donation camp organised by District Red Cross Society Fazilka on 20th September 2016.
- Staff Members and students of the college give their participation in voter card registration in coordination with District Election Office.
- College also organise a seminar on the theme of Right to vote on Oct 20, 2016.
- Students participated in Poster making and Slogan writing competitions on the theme of Voting awareness organised by Red Ribbon Club on Nov 15, 2016.
- A Seminar on the theme Drug Abuse and Trees plantation was organised in co-ordination with District Red Cross Society Fazilka.
- The eco Friendly club of the college has organised a seminar on Conservation of Forest and Wild Life in co-ordination with Forest & Wild Life Department Bathinda.
- College has also participated in a Marathon Race with the objective of Run For Democracy organised by District administration on the eve of National Voter Day.
- The female Pupil Teachers of our college participated in a cultural programme organised by District Administration, Fazilka on the eve of women day.

Impact of the Practice:

It was there by noticed after the practice that the students have now started taking active participation in social and civil activities. They get to knew about different aspects of society and understand the deficiencies present in the social system. They are now aware about their needs and role in the society and also get awareness of their different social and civil rights & duties. The value of helping the humanity has also been inculcated and students are sensitized towards the conservation of Wild Life and Environment.

Obstacles Faced During Practice and Resources Required:

- Due to erratic schedule of university, adherence to academic calendar provided by the higher education is difficult, so the students felt the paucity of the time to involve in such activities.
- Lot of will power, funds and man power was required for the conduction of such activities.
- The support of officials, local leaders, NGO's having the social learning resources was not easily available.

Best Practice- 2

Title of the Practice: Inclusive Practices for Socially and Economically Backward Students.

Context of Practice:

The College is a pioneer point of teacher education since 2005 in the area like Fazilka, which is three sides surrounded by Indo-Pak border. Due to socially and educationally deprived boarder line area, people here are not aware and able to provide higher and professional education to their wards. Poverty is also a big problem for the learners of this area to get admitted in higher and qualitative institution. Looking in these financial problems of our area, our institution provides the financial assistance to students from lower income group like Fee Concessions, various Scholarship Schemes and book bank facility etc., So that students from remote areas can also came up to stand in cut throat competitive world at national level to enhance their educational development.

Objectives of the Practice:
- To provide financial assistance for the poor students.
- To enhance the employment ability of the students.
- To award subsidy to economically backwards students.
- To make timely disbursements of aid to all eligible students.

Practice:

In order to provide financial assistance to the poorer students the college provides the facilities of the Book Bank, Concession in fees and various Scholarship Schemes.

*All we know that books are the foremost aids that a teacher as well as students always need. Only one or two books are not sufficient for a particular topic. During teacher education one need to read a lot of books and get familiar with the ideas and thoughts of many authors and writers, so students needs to be reflective by reading books but buying too many books is not easy and possible for the poor students, thereby college provides the facility of Book Bank from where the needy students can get a number of books issued from the library of the college and can read the books throughout the year.

*Poor students are also given the facility to pay their fees in easy instalments. No late fee has been charged from those students.

*Our college also provides the various Scholarship Scheme lik :
- Post Metric Scholarship Scheme for SC, ST and OBC students.

- State Merit Scholarship Scheme.
- University Scholarship Scheme for poor and brilliant students.
- University Scholarship Scheme for minority community.
- University Scholarship scheme for handicaps.

Apart from these our college also provides concession in fees to the students who are unable to get the benefits from scholarship schemes. In the previous year about 82 students has availed the financial help from the college as well as from above mentioned schemes.

*College also provides free uniforms to the economically weak students.

*College also provides financial subsidy to poor and needy students in educational tour and trips.

Impact of Practice:

Students under this area are now familiar with the financial assistance provided by the college and started taking admissions in the college for higher and qualitative education. They are now not pushed back by the poverty and any other financial problem. Through the book bank facility provided by the college, students don't need to buy too much costly books. Thus through these scholarship schemes poor, backward and financially weaker class have been benefitted. Providing these facilities in such an educationally and financially backward belt has paved the way to improve the level of education. Reduction in student dropout rate is also one of the best positive outcomes of the practice.

Problems Encountered and Resources Required:

Practising these facilities the college has to meet various problems, regarding the identification of the needy students because people sometimes hide their real identity and financial condition in order to get benefit from the scholarship schemes and concession facility. Due to Socially backward area, people here are also not so much aware about the value of education. Thus to meet the ends the college need the help of some social and regional societies or NGO's for continuing these services.