Annual Quality Assurance Report (AQAR)

Session: 2017-18

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: 17 / 9 / 2018

The Annual Quality Assurance Report of the IQAC
AQAR - 2017-18

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/2018/09/AQAR-2017-18.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)*   2017-18

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   **2016-17 submitted to NAAC on 29-07-2017**
   ii. AQAR_____ _____ (DD/MM/YYYY)
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv. AQAR_____ _____ (DD/MM/YYYY)

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: 3

2.11 No. of meetings with various stakeholders: No.   3   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. | 6 | International | - | National | - | State | - | Institution Level | 6

(ii) Themes

Sr. No.	Theme	Level
1.	Seminar on EYE Donation	Institution Level
2.	Seminar on Aids Awareness, Drug Abuse and female hygiene	Institution Level
3.	Seminar on Art of Living	Institution Level
4.	Seminar on Women Empowerment	Institution Level
5.	Workshop on Mock Interviews	Institution Level
6.	Workshop on ICT skill development	Institution Level

2.14 Significant Activities and contributions made by IQAC

- Encouraging teachers to adopt constructivist teaching approaches in classrooms.
- Obtain Students Random Feedback.
- Organised Youth Leadership Camp at Naggar Manali.
- Orientation Programe for B.Ed. and D.El.Ed. Students.
- Encourage students to present paper and poster at international Women Day in the college.
- Skill Development Programme.
- Focus on ICT based Learning.
- Organised Educational Visit for student teachers.
- Encouraging faculty members to contribute publications to journals in International and National level.
- Focus on Value addition and personality development.
- Encouraging student teacher for maximum participation in sports and cultural activities.

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 3 meetings of IQAC in a year.
2	Plan for Educational Trip and Tour	Visiting various educational places for taking first hand knowledge.
3	Practice to reform and improve the student's success rate	Various practice such as regular class test, question bank/ remedial classes for slow learners and assignments for advance learners.
4	Organisation of Orientation Programme	Help the pupil teachers in increasing awareness and understanding towards B.Ed & D.El.Ed. Course.
5	Plan to organize Sports and Cultural activities	Students have actively participated in sports and cultural activities conducted by university and college
6	Plan to organize Extra classes and guidance for preparation of TET and NET	Providing coaching and guidance on teacher eligibility test & NET
7	Organisation of Seminars/Extension lectures/Workshops	Six seminars/workshops at institutional level were organized on different themes.
8	Focus on Value addition and personality development	Provided intellectual discussion and opportunity to appear in value added exam conducted by Guru Gobind Singh Study Circle
9	Emphasis to promote technology on current practice of teaching learning and evaluation.	Implemented the constructive pedagogies in the classroom interaction by using ICT, cooperative learning strategies, discussion methods and enrich presentations.
10	Plan to aware about Environmental Constraint	Organize a play by students regarding Environment awareness. Plantation of trees by students in campus & nearby areas.

Academic Calendar for the year (2017-18) is attached as Annexure 1 (Page no. 29 to 30)

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. 31 to 37)

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
16	10	-	-	6

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
2	0	-	-	-	-	1	0	3	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

2

2.5 Faculty participation in conferences and symposia:

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

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

- Viewing and discussion of educational documentaries and movies.

- Use of ICT in enhances teaching learning process by use of power point presentations.

- Effective feedback mechanism.

- Teaching was done through processes such as demonstration method, seminar, role play and group discussion.

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

$\boxed{198}$

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

> - Assignments on Pedagogical Subjects.
> - Seminars & Projects in teaching and core subjects.
> - Internal House Tests
> - Remedial Tests

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus Development as member of Board of Study/Faculty/Curriculum Development workshop $\boxed{1}$

.10 Average percentage of attendance of students $\boxed{87}$

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) IInd Year	57	1	50	-	-	89.47
B.Ed. (16-18) Ist Year	86	7	64	2	-	84.88
D.El.Ed. (15-17) IInd Year	50	17	10	-	-	54
D.El.Ed. (16-18) IInd Year	50	42	8	-	-	100

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

- IQAC monitors the internal assessment, test evaluation and suggest for enrichment.

- Implemented the constructive pedagogies in the classroom interaction by using ICT, cooperative learning strategies, discussion methods and enrich presentations.

- Feedback was provided to students on the basis of scores achieved in House Test, Seminars, Assignments etc.

- Internal Academic Audit.

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	-

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

<u>**Criterion – III**</u>

3. Research, Consultancy and Extension

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

- IQAC meets regularly to discuss various plans to promote research climate and motivate the faculty.
- Encouraging the faculty members to assess the E Journals and other books related to research.
- Teacher Educators are encouraged to register for PhD and higher studies.

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	-	-	-

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.   [-]   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	-	-	-	-	4
Sponsoring agencies	-	-	-	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons | 0 |

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 |

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 | 18 |

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

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

1.	Lecture on Eye Donation	18-08-2017
2.	Hindi Divas Celebration	14-09-2017
3.	Seminar On Blood and Eye Donation	18-09-2017
4.	Participation In Rally (Dorta Punjab)	27-09-2017
5.	Participation In 10 days Youth leadership Training Camp Noggar,Minali	28-08-2017
6.	Participation In Zonal Youth and Heritage Festival	14-10-2017
7.	Diwali Celebration	18-10-2017
8.	Celebration Of New Punjab Day	01-11-2017
9.	Participation In Inter-College Sports Tournament	02-11-2017
10.	Seminar On AIDS Awareness, Drug Addiction and Female Hygiene	19-12-2017
11.	Workshop on ICT Skill Development	22-1-2018
12.	Seminar on Art of Living	30-1-2018
13.	Participation in PU .Zonal level Skill –In-Teaching Competition	07-02-2018
14.	Women Day Celebration	07-03-2018
15.	13th Annual Athletic Meet	08-03-2018
16.	Oath Ceremony on Martyr Day of Shaheed Bhagat Singh	23-3-2018
17.	Earth Day celebration	21-04-2018
18.	Educational Trip	30-04-2018

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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6000	631533	37	4701	6037	636234
Reference Books	403	80765	11	4170	414	84935
e-Books	-	-	-	-	-	-
Journals	21	-	-	-	-	-
e-Journals	10	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	88	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Other s
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.
- All the staff member is having knowledge of computer basics.

4.6 Amount spent on maintenance in lakhs :

  i) ICT   7763/-

  ii) Campus Infrastructure and facilities   369644/

  iii) Equipments   -

  iv) Others   16798/-

      Total :   394205/-

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Guidance and counselling cell provides guidance to students to reduce their complexities.

- Grievance cell is actively involved in resolving the problems of students.

- Catering to needs of students belonging to deprived communities of SC, ST and other low income groups.

- Timely announcements of upcoming programes and notices are displayed.

5.2 Efforts made by the institution for tracking the progression

- The academic progress of the students was assessed by the staff members by analyzing internal test and external examination.
- Regular feedback on practice teaching lesson.
- Various committees to support the students in academic and co-curricular activities.
- Regular attendance tracking of students.

5.3 (a) Total Number of students

UG (B.Ed.)	PG	Ph. D.	Others (D.El.Ed.)	Total
163	-	-	100	263

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
71	26.99

Women

No	%
192	73.01

	Last Year (16-17)						This Year (17-18)				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
78	109	-	71	1	259	110	64	-	88	1	263

Demand ratio   Dropout % --- 3.04 %

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   145

5.5 No. of students qualified in these examinations

NET [-]   SET/SLET [-]   GATE [-]   CAT [-]

IAS/IPS etc [-]   State PSC [-]   UPSC [-]   Others(PTET) [35]

5.6 Details of student counselling and career guidance

- College has guidance and counselling cell which counsel the students regarding career opportunities.
- Extension lectures on gender sensitization was organised.
- Students are also encouraged to work together individually with committee members regarding the problem of adjustment and other problems.
- Information regarding preparation for interviews, biodata, CV etc.

No. of students benefitted   95

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
4	39	18	5

5.8 Details of gender sensitization programmes

- Guidance regarding eve teasing.
- Lecture on Women empowerment and sexual harassment.
- Seminar on Aids awareness, drug addiction and female hygiene.

5.9 Students Activities

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

State/ University level   14   National level   -   International level   -

No. of students participated in cultural events

State/ University level   42   National level   -   International level   -

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

Sports : State/ University level   7   National level   -   International level   -

Cultural: State/ University level   12   National level   -   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	12	480000/-
Financial support from government	-	-
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   6

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

<u>**Criterion – VI**</u>

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<u>**Vision**</u>
- To spread the light of knowledge in society by providing quality teacher education.

<u>**Mission**</u>
- 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 participates in curriculum revision programmes at University levels.
2. Instructional plan for Curriculum in all subjects at institutional level.
3. Subject wise meetings were conducted with the faculty to identify & characterize various aspects within the syllabus.

6.3.2 Teaching and Learning

- Simulation Classes were conducted.
- Creation of learning environment in classes which includes critical thinking, case analysis and creativity.
- Teaching and learning process is strengthen with the help of E-learning resources.
- Monitoring and counselling of slow learners are a part of teaching and learning process.
- ICT equipments, models, maps and charts are frequently used in classroom teaching.

6.3.3 Examination and Evaluation

- Exams are conducted according to norms of Panjab University Chandigarh and SCERT Punjab.
- 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 were guided for in-depth studies and analytical thinking.
- Teachers were 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

- Various committees were set up for the smooth and efficient functioning of the institute.
- Follow up and feedback was done at the end of the programs.
- Faculties were appraised and motivated for further enrichment with research aptitude.

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 was 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   12380616/-

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
Administrative	Yes	PU	Yes	Body and IQAC

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 can pursue their higher education.
- Training computing Skills for all the staff are provided.
- Free uniforms 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.

- Students are instructed to use eco friendly material.
- Campus cleaning program was organised.
- Tree Plantation programme was organised in the college campus.
- Gardening is taught as optional subject.

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

- Innovative teaching learning process.
- Adoption of principles of value based education and organising programmes that promotes gender sensitivity, and respect for others.
- Use of ICT in teaching learning and adoption of technology-enabled learning approach.
- Maximum participation in cultural and other co-curricular activities.
- Enhancement in academic quality through Seminars and extension lectures.
- Coaching is provided for the competitive exams like PSTET, CTET.

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

- An orientation programme was organized at the starting of session which help the pupil teachers in increasing awareness and understanding towards B.Ed & D.El.Ed. Course.
- Various academic practices such as regular class test, question bank/ remedial classes for slow learners and assignments for advance learners was practiced for improving the students success rate.
- Provided intellectual discussion and opportunity to appear in value added exam conducted by Guru Gobind Singh Study Circle which helps in value addition and personality development.
- Feedback about the college and teachers was taken from students.
- Students have actively participated in sports and cultural activities conducted by university and college.

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

Title 1- Financial Assistance for Socially and Economically Backward Students.

Title 2- Use of ICT in Teaching

*** Best Practices is attached as Annexure 3 (Page no. 38 to 40)**

7.4 Contribution to environmental awareness / protection

- Celebrated days related to environmental Protection like earth day, environment day etc.
- A play was organised by students regarding Environment awareness.
- Talks about environment awareness were organized in morning assembly.
- Tree Plantation in college campus and outside the campus was done.
- Gardening is selected as one of the elective subject in BEd course.

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 students 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.
- Inclusive education and admission to all irrespective of social, economic, linguistic, and religious backgrounds
- Technology-enabled learning atmosphere
- Committed and qualified staff
- A very supportive management to provide all that is needed for effective teaching- learning Systematic and also provide fee concession to the deserving students
- Consistency in pass percentage in the University examination

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

- To enhance campus environment for promotion of research work.

- To organize National Seminar/workshop.

- To upgrade the existing facilities and fulfill the required infrastructure.

- To upgrade the Library by adding more books.

- To upgrade all curricular and co-curricular activities in the college.

Date: 15/9/2018

Mr. Vipul Makkar
Coordinator, IQAC

Dr. (Mrs.) Anita Arora
Chairperson, IQAC

Academic Calendar for B.Ed. & D.El.Ed. (2017-18)

Sr. No	Activities	Academic
1	18 Aug, 2017 19 Aug,2017	➢ Sukhmani Shib Path – Eye Donation (Eye Donation Lecture) ➢ Admissions ➢ Inaugral Session ➢ Orientation Programme (B.Ed. Sem-1) & (DE.El.Ed. Year-1), Teaching ➢ School Internship (B.Ed. Sem-III)
2.	September 2017	
	14 Sep, 2017 18 Sep, 2017 27 Sep, 2017 28th Sep, 2017 to 07th Oct, 2017	➢ Hindi Diwas Celebration ➢ Seminar on Eye Donation ➢ Rally (Theme – Dorta Punjab) ➢ Youth Leadership Training camp Noggar Monali (HP)
3.	Oct, 2017	
	14 Oct 2017 to 16 Oct,2017 18 Oct, 2017	➢ Participation in Zonal youth and Heritage Festival ➢ Celebration of Diwali Function
4	Nov, 2017	
	01 Nov, 2017 02 Nov, 2017 14 Nov, 2017	➢ New Punjab Day ➢ Inter College Sports Tournament (PU CHD) ➢ House Test (D.El.Ed 2016-18, 2017-19) B.Ed.(2017-19)
5	Dec, 2017	
	19 Dec. 2017 26 Dec. 2017	➢ Final Practical Exams (B.Ed. 2016-18, Sem-III) ➢ Seminar on drug abuse, Aid awareness by Red Ribban Club ➢ Winter Vacation
6	Jan,2018	
	06 Jan, 2018 22 Jan, 2018 30-1-2018	➢ Theory Final Exams B.Ed. Sem-I (2017-19) ➢ Workshop on ICT Skill Development ➢ Seminar on Art of Living
7	Feb, 2018	
	01 Feb, 2018 to 08 Feb, 2018 25 Feb, 2018	➢ Skill in Teaching Competition Zonal Level ➢ Teaching class Test, One Seminar in each subject.
8	March 2018	
	07 March 2018 08 March, 2018 23 March 2018	➢ Seminar on Women Empowerment ➢ Athletic Meet ➢ Oath ceremony on Martyr Day of Shaheed Bhagat Singh

09	April 2018	
	11 April 2018 21 April 2018 21st April 2018 30th April 2018	➢ House Test ➢ Pre Internaship-II (2 Weeks) B.Ed. (2017-19) Sem-II ➢ Earth day Celebration ➢ Educational Trip
10	May, 2018	➢ Theory Final Examination B.Ed. Sem-II and IVth
11	June, 2018	
	5th June, 2018	➢ Theory Final Examination B.Ed. Sem-II and IVth
12	July,2018	➢ Theory Final Exams (D.El.Ed. 2015-17 and 2016-18)

Annexure 2

Graphical representation of Analysis of Feedback

Regarding College taken from Students

1. AVALABILITY OF CLASSROOM INFRASTRUCTURE.
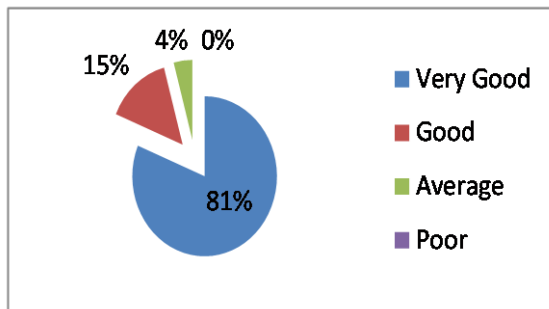
2. BOOKS & MATERIAL AVAILABLE IN LIBRARY.
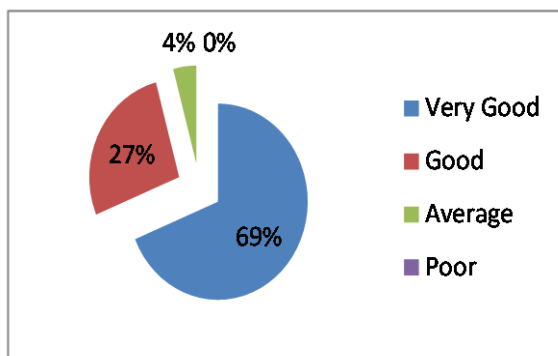
3. AVAILABILITY OF INTERNET FACILITY IN LIBRARY.
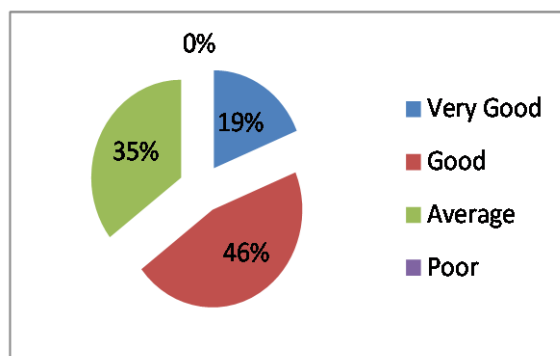
4. AVAILABILITY OF HEALTH CARE FACILITY.
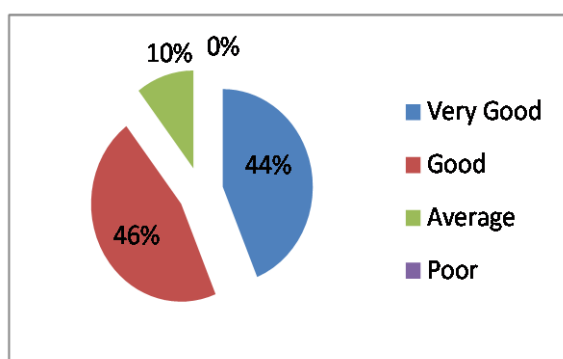
5. AVAILABILITY OF SPORTS EQUIPMENTS & PLAY GROUNDS.
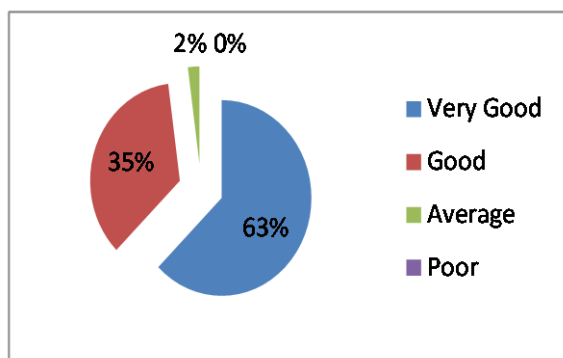
6. AVAILABILITY OF CIVIC AMENITIES AS TOILETS, PARKING CANTEEN.
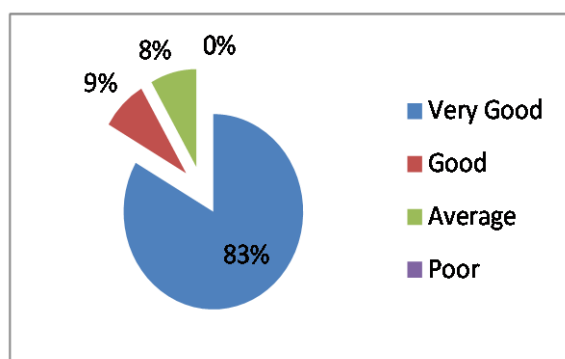
7. CONDITIONS AND USE OF LABORATORIES.
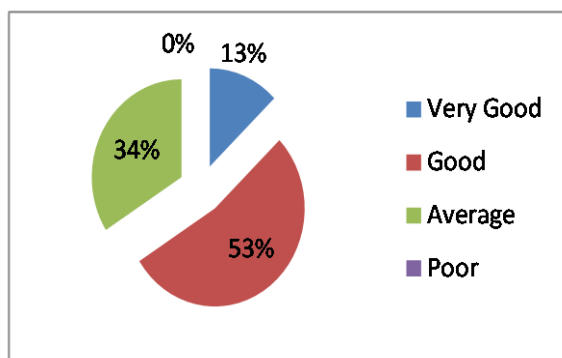
8. INTRACTION WITH ADMINISTRATION.
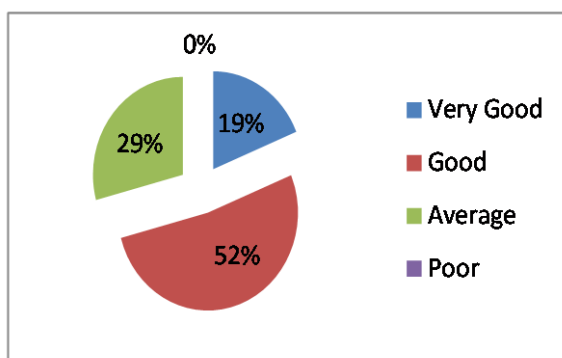
9. AVAILAABILITY OF SCHOLARSHIP FACILITY.
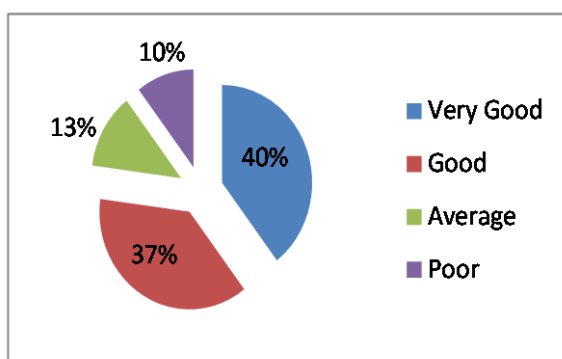
10. AVAILAABILITY OF FEE CONCESSION.
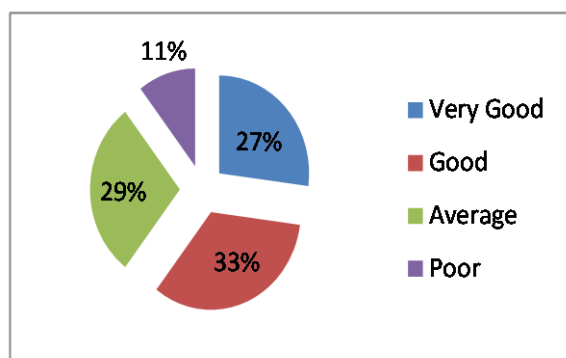
11. MAINTENANCE OF DISCIPLINE IN THE COLLEGE.
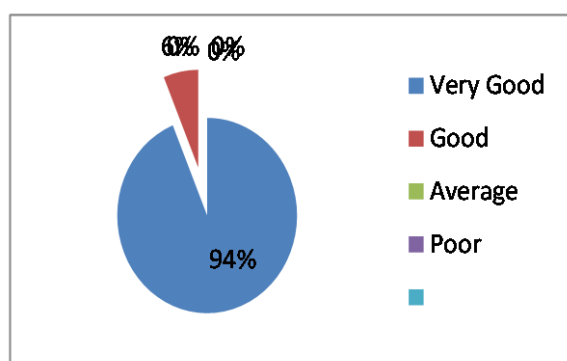
12. ORANISATION OF CO-CURRICULAR ACTIVITIES.
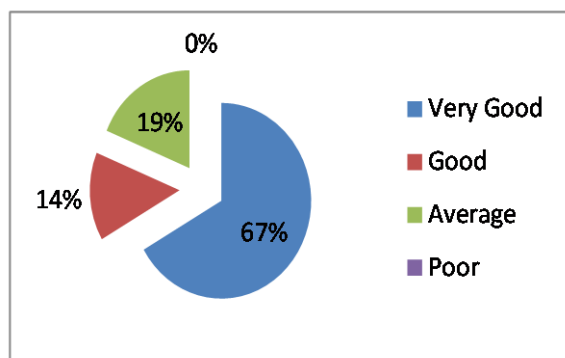
13. ORANISATION OF EXTENSION LECTURES/SEMINARS/WORKSHOPS.
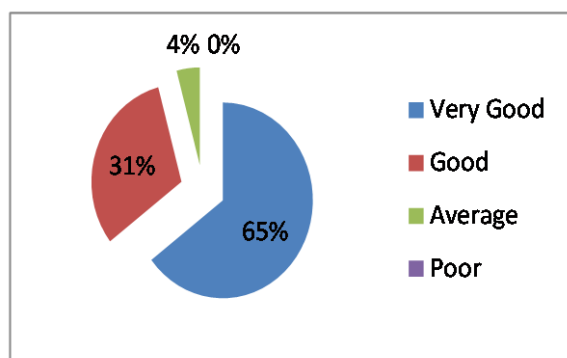
14. ORANISATION OF ACTIVIYIES IN COLLABORATIONWITH NGO'S & GO'S.
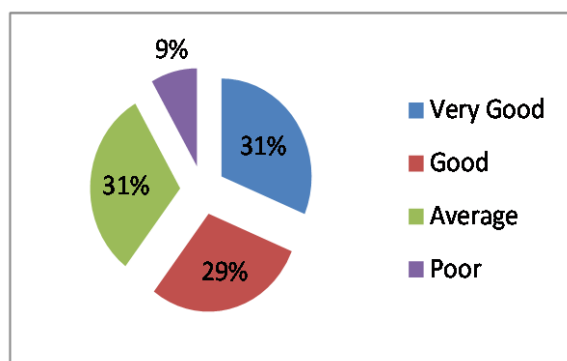
15. ORANISATION OF ORIENTATION PROGRAMME FOR STUDENTS BEFORE STARTING OF SESSION.
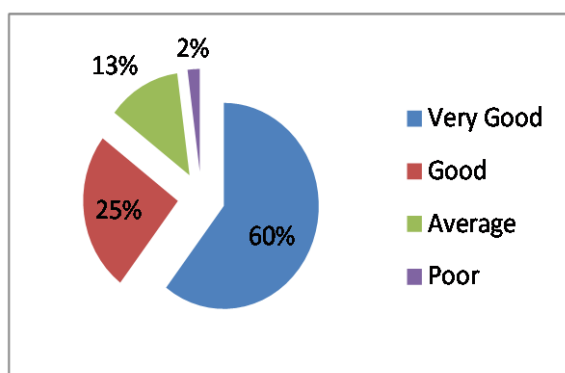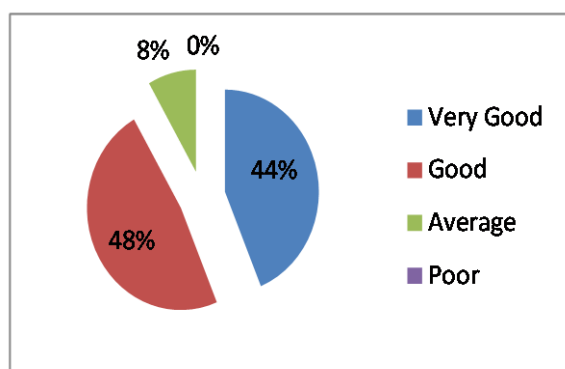
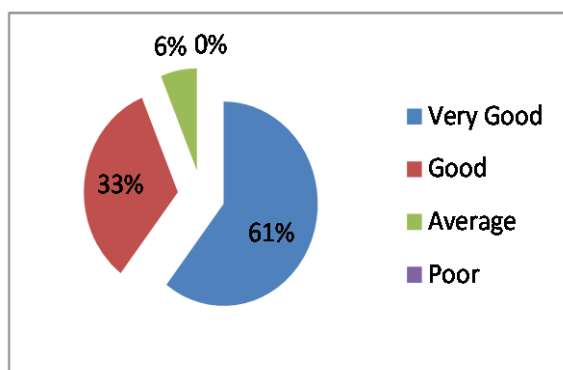16. GUIDANCE PROVIDED FOR CHOICE OF OPTIONAL SUBJECT.
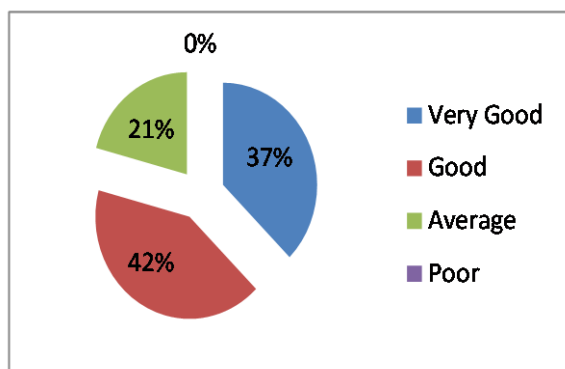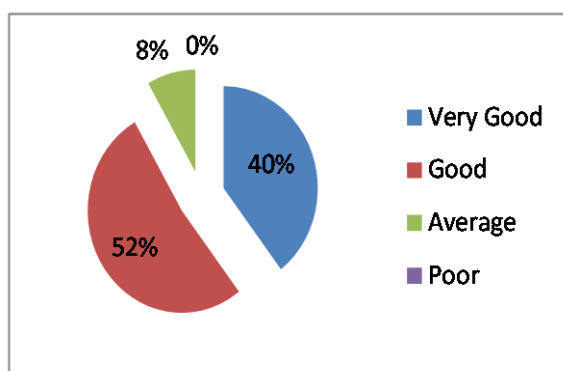

17. TRAINING PRIVIDED FOR USE OF COMPUTETR.
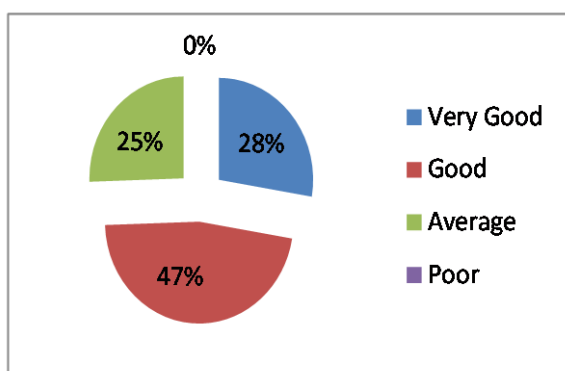
18. INTERNAL EVALUATION SYSTEM.

19. ROLE OF STUDENTS GRIEVANCE CELL.

20. OVERALL RATING ABOUT THE COLLEGE.

Best Practice- 1

Title of the Practice: Financial Assistance for Socially and Economically Backward Students.

Context of Practice:

Our college is located in rural and educationally deprived boarder line area, providing its services since 2005. People here are not aware and able to provide higher and professional education to their wards. Poor Financial conditions are 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 this facility is very useful for the students from remote areas to overcome their problems.

Objectives of the Practice:

- To encourage rural students for higher education.
- To provide financial assistance for the poor 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.

- ❖ 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.
- ❖ Financially week students are also given the facility to pay their fees in easy instalments. No late fee has been charged from those students.
- ❖ College provides Book Bank facility to all the students.
- ❖ Our college also provides the various Scholarship Scheme like :
  - 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 .... students has availed the financial help from the college as well as from above mentioned schemes.

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. 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:

Due to Socially backward area, people here are 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.

Best Practice-II

Title of the Practice: Use of ICT in Teaching

Context of Practice:

Nowadays the Information and Communication Technology (ICT), especially internet in the education sector plays an important role, especially in the process of empowering the technology into the educational activities. The innovations in educational technology have encouraged the people in understanding of pedagogy and its related practices. The contemporary students' society is using technology insatiably to search for the information. If the teacher in such scenario struggle while using the educational technology in classroom situation, students' faith on the teachers abilities will degenerate. So teach the generation who born with different devices and application in hand, it is most required that the teachers should have ICT skills and competencies among themselves. So our institution tries to develop ICT skills amoung the teachers and student teachers by the means of this practice.

Objective of the Practice:

The main objective of the practice is to make the teachers and pupil teacher's competent and confident user of ICT who can make efficient, active and creative use of basic ICT skills in their everyday teaching and learning.

Practice:

Training Workshops for the Staff: The institution provides opportunities to develop ICT skills among the staff by organizing workshops on ICT skills.

Use of ICT by the staff members: The teaching staff use various ICT techniques in dealing with the content of B.Ed. and D.El.Ed. programme. All the staff members make use of LCD projectors, Presentation and smart board technology in the class. Social networking, blogs and many other web based strategies are used by the staff members while teaching. Different subject groups on whastapp are formed and all the pupil teachers are participants of their respective subject group, wherein they share and exchange the information related to their subjects and the queries in their subjects are solved by the teachers.

Use of ICT by the Student-Teachers: The student teachers use smart board technology, LCD projectors and videos very comfortably during practice teaching sessions. They utilize computers and internet facility provided by institution to prepare for presentations on academic topics and lessons.

Appropriate use of Instructional Material: The college campus is Wi-Fi enabled. The free internet facility is provided to the staff and the students. Classrooms are equipped with computer, LCD projector, internet facility, smart board technology. The well-equipped ICT Lab is used by the students for preparations of their lesson plans.

Impact of Practice:

Our teachers and pupil teacher's becomes competent and confident user of ICT. They actively use of basic ICT skills in their everyday teaching and learning.

Problems Encountered and Resources Required:

The maintenance of the technical aids is a big problem. So a profound care is required to maintain the equipments. To keep pace with the technological development in the field of education, it is required to update the technological aids in the available funding / annual budget.