**SELF APPRAISAL REPORT**

**2016**

**BABA KUNDAN RURAL COLLEGE OF EDUCATION**

**LUDHIANA- 141010 (PUNJAB)**

**AFFILIATED TO PANJAB UNIVERSITY, CHANDIGARH**

****

**Submitted to**

**NATIONAL ASSESSMENT AND ACCREDIATION COUNCIL[NAAC]**

**P.O. BOX NO. 1075, Nagarbhavi**

**Bangalore-560072**

**BABA KUNDAN RURAL COLLEGE OF EDUCATION**

**Rishi Nagar, Adjoining to Sarpanch Colony, Kulliawal, Jamalpur, Ludhiana-141010**

**Email:** [**babakundan77@yahoo.com**](mailto:babakundan77@yahoo.com)

**Website: www.babakundancollegeofeducation.com**

**INDEX**

|  |  |
| --- | --- |
| **Title** | **Page no.** |
| **Preface** | **05** |
| **Profile of the Institution** |  |
| **The Executive Summary** |  |
| **CRITERION I-CURRICULAR ASPECTS**   * 1. Curricular design and development   2. Academic Flexibility   3. Feed back on Curriculum   4. Curricular update   5. Best practices in Curricular Aspects |  |
| **CRITERION II- TEACHING, LEARNING AND EVALUATION**  2.1 Admission Process and Student Profile  2.2 Catering to Diverse Needs  2.3 Teaching Learning Process  2.4 Teacher Quality 2.5 Evaluation Process and Reforms  2.6 Best practices in Teaching-Learning and Evaluation Process |  |
| **CRITERION-III: RESEARCH, CONSULTANCY, AND EXTENSION**  3.1 Promotion of Research  3.2 Research and publication output  3.3 Consultancy  3.4 Extension Activities  3.5 Collaborations  3.6 Best practices in Research, Consultancy and Extension |  |
| **CRITERION-IV: INFRASTRUCTURE AND LEARNING RESOURCES**  **4.1 Physical facilities**  **4.2 Maintenance of Infrastructure**  **4.3 Library as learning Resource**  **4.4 ICT as Learning Resource**  **4.5 Other Facilities**  **4.6 Best practices in Infrastructure and Learning Resources** |  |
| **CRITERION-V: STUDENT SUPPORT AND PROGRESSION**  **5.1 Student progression**  **5.2 Student support**  **5.3 Student Activities**  **5.4 Best practices in Student Support and Progression** |  |
| **CRITERION-VI: GOVERNANCE AND LEADERSHIP**  **6.1 Institutional Vision and leadership**  **6.2 Organisation of Arrangements**  **6.3 Strategy Development and Deployment**  **6.4 Human Resource Management**  **6.5 Financial Management and Resource Mobilization**  **6.6 Best practices in Governance and Leadership** |  |
| **CRITERION-VII: INNOVATIVE PRACTICES**  **7.1 Internal Quality Assurance System**  **7.2 Inclusive Practices**  **7.3 Stakeholder Relationships**  **7.4 Other Features of Significance** |  |
| **Mapping of Academic Activities** |  |
| **Scenario of Teacher Education in Punjab** |  |
| **Academic Calendar 2014-15 & 2015-16** |  |
| **Time Table 2014-15 & 2015-16** |  |
| **Syllabus** |  |
| **Master Plan of the Institute** |  |
| **Sample of Student Feedback on Curriculum & Faculty** |  |
| **Audit Reports and Income Expenditure Statement** |  |
| **Recognition order of NCTE** |  |
| **University Affiliation Letter** |  |
| **University Results 2013-14 &2014-15** |  |
| **Sample of Feedback from Practicing School** |  |

**PREFACE**

Education and National Development are correlated as the expansion of education helps in opening of new avenues for speeding up all round development of the country. Education inculcates a life-long habit of learning and today, this is all the more necessary because the corpus of knowledge is increasing at a tremendous pace.

Kaushalya Kundan Progressive Medical Hospital and Research Center Society added a new chapter to its glowing history by opening BABA KUNDAN RURAL COLLEGE OF EDUCATION in 2007 affiliated to Panjab University, Chandigarh and NCTE, Jaipur.

The college was named as BABA KUNDAN RURAL COLLEGE OF EDUCATION on the name of Great Saint BABA KUNDAN, a great reformer and freedom fighter, who was born on 1st May 1915 and left for his heavenly abode on 12th November, 1990. He was born with a missionary vision. His main aim was to educate the downtrodden and to remove illiteracy and poverty from India.

The essence of life of BABA KUNDAN was “Do not compare you with anyone in the world. All individual has their own identity”. This is the living motto of our college.

BABA KUNDAN RURAL COLLEGE OF EDUCATION, the trust of expresses its concern for working creatively, selflessly, and with dedication to being with, the trust is running BABA KUNDAN CHARITABLE HOSPITAL from where artificial limbs are given free of cost to handicapped patients being fully alive to the needs of modern, social, economic and administrative setup and considering the ever increasing demand of the professional course, the mission of the BABA KUNDAN RURAL COLLEGE OF EDUCATION to offer the education that transform ideas and technology in to successful career. The institute has been setup with the objective of offering high quality professional education.

The tradition of the excellence is an ongoing endeavor at BABA KUNDAN RURAL COLLEGE OF EDUCATION, which is providing quality teacher – trainees, who will help in establishing and strengthening the norms of society.

**SELF APPRAISAL REPORT**

**SECTION-A**

INSTITUTE PROFILE

Prepared by:

Baba Kundan Rural College of Education, Ludhiana



**Submitted to**

**NATIONAL ASSESSMENT AND ACCREDIATION COUNCIL [NAAC]**

**(An Autonomous Institution of the University Grants Commission)**

**P.O. BOX NO. 1075, Nagarbhavi**

**Bangalore-560072**

1. **Profile of the Institution**
2. Name and address of the institution: BABA KUNDAN RURAL

COLLEGE OF EDUCATION

Rishi Nagar, Adjoining to Sarpanch Colony,

Kulliawal, jamalpur, Ludhiana-141010

2. Website URL: www.babakundancollegeofeducation.com

3. For communication:

**Office**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Telephone Number with STD Code | Fax No | E-Mail Address |
| Head/Principal  Dr. Parveen Rani | 0161-2300557 | 2300557 | babakundan77@yahoo.com |
| Self - appraisal  Co-ordinator  Mrs Neelam | 0161-2300557 | 2300557 | babakundan77@yahoo.com |

**Residence**

|  |  |  |
| --- | --- | --- |
| Name | Telephone Number with STD Code | Mobile Number |
| Head/Principal DR. PARVEEN RANI | 0161-2300557 | 09653-034068 |
| Self - appraisal Co-ordinator  Mrs Neelam | 0161-2300557 |  |

4. Location of the Institution:

Urban Semi-urban Rural Tribal

Any other (specify and indicate)

**02 ACRES**

5. Campus area in acres:

6. Is it a recognized minority institution? Yes No

MM

YYYY

AUGUST

2007

1. Date of establishment of the institution:

Month & Year

8. University/Board to which the institution is affiliated:

**PANJAB UNIVERSITY CHANDIGARH**

1. Details of UGC recognition under sections 2(f) and 12(B) of the UGC Act.

Month & Year  **NOT APPLICABLE**

MM

YYYY

--

--

2f

Month & Year

MM

YYYY

--

--

12B

10. Type of Institution

a. By funding i. Government

ii. Grant-in-aid

iii. Constituent

iv. Self-financed

v. Any other (specify and indicate)

b. By Gender i. Only for Men

ii. Only for Women

iii. Co-education

c. By Nature i. University Dept.

ii. IASE

iii. Autonomous College

iv. Affiliated College

v. Constituent College

vi. Dept. of Education of Composite

College

vii. CTE

Viii. Any other (specify and indicate)

11. Does the University / State Education Act have provision for autonomy?

Yes No

If yes, has the institution applied for autonomy?

Yes No

12. Details of Teacher Education programmes offered by the institution:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Level | Programme/ Course | Entry Qualification | Nature of Award | Duration | Medium of instruction |
| i) | Pre-primary |  |  | Certificate |  |  |
|  |  | Diploma |  |  |
|  |  | Degree |  |  |
| ii) | Primary/  Elementary |  |  | Certificate |  |  |
|  |  | Diploma |  |  |
|  |  | Degree |  |  |
| iii) | Secondary/  Sr. secondary |  |  | Certificate |  |  |
|  |  | Diploma |  |  |
| B.Ed. | Graduation | Degree | 02 Years | English, Hindi, Punjabi |
| iv. | Post Graduate |  |  | Diploma |  |  |
|  |  |  | Degree |  |  |
| v. | Other  (specify) |  |  | Certificate |  |  |
|  |  |  | Diploma |  |  |
|  |  |  | Degree |  |  |

13. Give details of NCTE recognition (for each programme mentioned in Q.12 above)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Programme | Order No. & Date | Valid upto | Sanctioned Intake |
| Pre-primary |  |  |  |  |
| Primary/Elementary |  |  |  |  |
| Secondary/ Sr.secondary | B.Ed | F.No./NRC/NCTE/PB-373/2015/99847 Dt. 15.05.2015 |  | 100 |
| Post Graduate |  |  |  |  |
| Other (specify) |  |  |  |  |

**B) Criterion-wise inputs**

**Criterion I: Curricular Aspects**

1. Does the Institution have a stated

Yes

No

Vision

Mission

No

Yes

Values

Objectives

Yes

No

1. a) Does the institution offer self-financed programme(s)?

Yes

No

If yes,

B.Ed

* 1. How many programmes?

50000

* 1. Fee charged per programme

YES

1. Are there programmes with semester system
2. Is the institution representing/participating in the curriculum development/ revision processes of the regulatory bodies? **NO**

If yes, how many faculty are on the various curriculum development/vision committees/boards of universities/regulating authority. **NA**

1. Number of methods/elective options (programme wise)

D.Ed.

TWO

B.Ed.

M.Ed. (Full Time)

M.Ed. (Part Time)

Any other (specify and indicate)

1. Are there Programmes offered in modular form **NO**
2. Are there Programmes where assessment of teachers by the students has been introduced

**YES**

Number

01

1. Are there Programmes with faculty exchange/visiting faculty **YES**

Number

02

1. Is there any mechanism to obtain feedback on the curricular aspects from the

* Heads of practice teaching schools

Yes

No

Yes

No

* Academic peers

Yes

No

* Alumni

Yes

No

* Students

Yes

No

* Employers

1. How long does it take for the institution to introduce a new programme within the existing system?

FIVE YEARS

1. Has the institution introduced any new courses in teacher education during the last three years?

Yes

No

1. Are there courses in which major syllabus revision was done during the last five years?

Yes

No

Number

01

1. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes

No

Yes

No

1. Does the institution encourage the faculty to prepare course outlines?

**Criterion II: Teaching-Learning and Evaluation**

1. How are students selected for admission into various courses?

a) Through an entrance test developed by the institution

b) Common entrance test conducted by the

University/Government

c) Through an interview

d) Entrance test and interview

e) Merit at the qualifying examination

f) Any other (specify and indicate)

1. Furnish the following information (for the previous academic year):

17/07/20144

1. Date of start of the academic year
2. Date of last admission

08/09/2014

1. Date of closing of the academic year

31/05/2015

1. Total teaching days
2. Total working days

226

1. Total number of students admitted

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme | Number of students | | | Reserved | | | Open | | | |
|  | M | F | Total | M | F | Total | | M | F | Total |
| D.Ed. |  |  |  |  |  |  | |  |  |  |
| B.Ed. | 20 | 80 | 100 | 10 | 20 | 30 | | 10 | 60 | 70 |
| M.Ed. (Full Time) |  |  |  |  |  |  | |  |  |  |
| M.Ed. (Part Time) |  |  |  |  |  |  | |  |  |  |

Yes

No

1. Are there any overseas students**?**
2. What is the ‘unit cost’ of teacher education programme? (Unit cost = total annual recurring expenditure divided by the number of students/ trainees enrolled).

29254

* 1. Unit cost excluding salary component
  2. Unit cost including salary component

51000

1. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic session

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Programmes | Open | | Reserved | |
| Highest  (%) | Lowest  (%) | Highest  (%) | Lowest  (%) |
| D.Ed. |  |  |  |  |
| B.Ed. | 80% | 50% | 70% | 45% |
| M.Ed. (Full Time) |  |  |  |  |
| M.Ed. (Part Time) |  |  |  |  |

1. Is there a provision for assessing students’ knowledge and skills for the programme (after admission)?

Yes

No

1. Does the institution develop its academic calendar?

Yes

No

1. Time allotted (in percentage)

|  |  |  |  |
| --- | --- | --- | --- |
| Programmes | Theory | Practice Teaching | Practicum |
| D.Ed. |  |  |  |
| B.Ed. | 60 | 20 | 20 |
| M.Ed. (Full Time) |  |  |  |
| M.Ed. (Part Time) |  |  |  |

Yes

No

1. Pre-practice teaching at the institution

1

5

a) Number of pre-practice teaching days

b) Minimum number of pre-practice teaching

3

0

lessons given by each student

1. Practice Teaching at School

a) Number of schools identified for practice

teaching

4

0

b) Total number of practice teaching days

c) Minimum number of practice teaching

0

2

lessons given by each student

1. How many lessons are given by the student teachers in simulation and pre-practice teaching in classroom situations?

No. of Lessons In simulation

No. of Lessons Pre-practice teaching

No. 15

No. 14

1. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes

No

1. Does the institution provide for continuous evaluation?

Yes

No

1. Weightage (in percentage) given to internal and external evaluation

|  |  |  |
| --- | --- | --- |
| Programmes | Internal | External |
| D.Ed. |  |  |
| B.Ed. | 40 % | 60% |
| M.Ed. (Full Time) |  |  |
| M.Ed. (Part Time) |  |  |

1. Examinations

0

2

a) Number of sessional tests held for each paper

b) Number of assignments for each paper

0

2

1. Access to ICT (Information and Communication Technology) and technology.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Computers |  |  |
| Intranet |  |  |
| Internet |  |  |
| Software / courseware (CDs) |  |  |
| Audio resources |  |  |
| Video resources |  |  |
| Teaching Aids and other related materials |  |  |
| Any other (specify and indicate) |  |  |

Yes

No

1. Are there courses with ICT enabled teaching-learning process?

Number

01

1. Does the institution offer computer science as a subject**?**

Yes

No

If yes, is it offered as a compulsory or optional paper?

Compulsory Optional

**Criterion III: Research, Consultancy and Extension**

1. Number of teachers with Ph. D and their percentage to the total faculty strength

04

Number

%

Yes

No

1. Does the Institution have ongoing research projects?
2. Number of completed research projects during last three years.
3. How does the institution motivate its teachers to take up research in education? (Mark ✓for positive response and X for negative response)

* Teachers are given study leave

X

* Teachers are provided with seed money
* Adjustment in teaching schedule

X

* Providing secretarial support and other facilities
* Any other specify and indicate

X

1. Does the institution provide financial support to research scholars? NO
2. Number of research degrees awarded during the last 5 years.
   1. Ph.D.

0

* 1. M.Phil.

01

1. Does the institution support student research projects (UG & PG)? YES
2. Details of the Publications by the faculty (Last five years)

Yes No Number

|  |  |  |  |
| --- | --- | --- | --- |
| International journals |  |  | 01 |
| National journals – referred papers  Non referred papers |  |  |  |
| Academic articles in reputed magazines/news papers |  |  |  |
| Books |  |  |  |
| Any other (specify and indicate) |  |  |  |

1. Are there awards, recognition, patents etc received by the faculty?

Yes

No

Number

03

1. Number of papers presented by the faculty and students (during last five years): Faculty Students

National seminars

NO

NO

NO

53

01

International seminars

Any other academic forum

1. What types of instructional materials have been developed by the institution?

(Mark `✓’ for yes and `X’ for No.)

Self-instructional materials

Print materials

Non-print materials (e.g. Teaching

Aids/audio-visual, multimedia, etc.)

Digitalized (Computer aided instructional materials)

Question bank

Any other (specify and indicate)

Yes

No

1. Does the institution have a designated person for extension activities?

If yes, indicate the nature of the post.

Full-time Part-time Additional charge

Yes

No

1. Are there NSS and NCC programmes in the institution?
2. Are there any other outreach programmes provided by the institution?

Yes

No

1. Number of other curricular/co-curricular meets organized by other academic agencies/NGOs on Campus

06

Yes

No

1. Does the institution provide consultancy services? YES, FREE OF COST, NO CHARGES

In case of paid consultancy what is the net amount generated during last three years.

NOT APPLICABLE

1. Does the institution have networking/linkage with other institutions/ organizations?

|  |  |
| --- | --- |
| Local level |  |
| State level |  |
| National level |  |
| International level |  |

**Criterion IV: Infrastructure and Learning Resources**

1. Built-up Area (in sq. mts.)

4180

1. Are the following laboratories been established as per NCTE Norms?

a) Methods lab Yes No

b) Psychology lab Yes No

c) Science Lab(s) Yes No

d) Education Technology lab Yes No

e) Computer lab Yes No

f) Workshop for preparing

teaching aids Yes No

1. How many Computer terminals are available with the institution?

25

1. What is the Budget allotted for computers (purchase and maintenance) during the previous academic year?

65,000

1. What is the Amount spent on maintenance of computer facilities during the previous academic year?

30,000

* 1. What is the Amount spent on maintenance and upgrading of laboratory facilities during the previous academic year?

87,000

* 1. What is the Budget allocated for campus expansion (building) and upkeep for the current academic session/financial year?

5,00,000

* 1. Has the institution developed computer-aided learning packages?

Yes

No

* 1. Total number of posts sanctioned Open Reserved

M

F

M

F

Teaching

Non-teaching

* 1. Total number of posts vacant Open Reserved

M

F

M

F

Teaching

Non-teaching

* 1. a. Number of regular and permanent teachers Open Reserved (Gender-wise)

M

F

M

F

Lecturers

M

F

M

F

Readers

M

F

M

F

Professors

b. Number of temporary/ad-hoc/part-time teachers (Gender-wise)

Open Reserved

M

F

M

F

Lecturers

M

F

M

F

M

F

M

F

Readers

Professors

c. Number of teachers from Same state

Other states

1. Teacher student ratio (program-wise)

|  |  |
| --- | --- |
| Programme | Teacher student ratio |
| D.Ed. |  |
| B.Ed. |  |
| M.Ed. (Full Time) |  |
| M.Ed. (Part Time) |  |

1. a. Non-teaching staff Open Reserved

M

F

M

F

Permanent

Temporary

M

F

M

F

b. Technical Assistants Permanent

M

F

M

F

Temporary

1. Ratio of Teaching – non-teaching staff
2. Amount spent on the salaries of teaching faculty during the previous academic session (% of total expenditure)

Yes

No

1. Is there an advisory committee for the library?
2. Working hours of the Library

On working days

06 HOURS

On holidays

06 HOURS

CLOSED

During examinations

Yes

No

1. Does the library have an Open access facility
2. Total collection of the following in the library

a. Books

- Textbooks

- Reference books

b. Magazines

e. Journals subscribed

- Indian journals

- Foreign journals

f. Peer reviewed journals

g. Back volumes of journals

h. E-information resources

- Online journals/e-journals

- CDs/ DVDs

- Databases

- Video Cassettes

- Audio Cassettes

1. Mention the

Total carpet area of the Library (in sq. mts.)

Seating capacity of the Reading room

1. Status of automation of Library

Yet to intimate

Partially automated

Fully automated

1. Which of the following services/facilities are provided in the library?

Circulation

* ES

Clipping

Bibliographic compilation

Reference

Information display and notification

Book Bank

Photocopying

Computer and Printer

Internet

Online access facility

Inter-library borrowing

Power back up

User orientation /information literacy

Any other (please specify and indicate)

Yes

No

1. Are students allowed to retain books for examinations?
2. Furnish information on the following

15

Average number of books issued/returned per day

Maximum number of days books are permitted to be retained

07

by students

07

by faculty

Maximum number of books permitted for issue

02

for students

04

for faculty

Average number of users who visited/consulted per month

60

Ratio of library books (excluding textbooks and book bank

facility)to the number of students enrolled

1. What is the percentage of library budget in relation to total budget of the institution
2. Provide the number of books/ journals/ periodicals that have been added to the library during the last three years and their cost.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **I** | | **II** | | **III** | |
|  | **Number** | **Total cost**  **(in Rs.)** | **Number** | **Total cost**  **(in Rs.)** | **Number** | **Total cost**  **(in Rs.)** |
| Text books |  |  |  |  |  |  |
| Other books |  |  |  |  |  |  |
| Journals/  Periodicals |  |  |  |  |  |  |
| Any others specify and indicate |  |  |  |  |  |  |
| *(Additional rows/columns may be inserted as per requirement)* | | | | | | |

**Criterion V: StudentSupport and Progression**

* + 1. Programme wise “dropout rate” for the last three batches

|  |  |  |  |
| --- | --- | --- | --- |
| Programmes | 2014-15 | 2012-13 | 2011-12 |
| D.Ed. |  |  |  |
| B.Ed. | 3% | 1 % | NIL |
| M.Ed. (Full Time) |  |  |  |
| M.Ed. (Part Time) |  |  |  |

* + 1. Does the Institution have the tutor-ward/or any similar mentoring system? YES

If yes, how many students are under the care of a mentor/tutor?

15

* + 1. Does the institution offer Remedial instruction? YES
    2. Does the institution offer Bridge courses?

Yes

No

* + 1. Examination Results during past three years (provide year wise data)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | UG | | | PG | | | M. Phil | | |
|  | I | II | III | I | II | III | I | II | III |
| Pass percentage |  |  |  |  |  |  |  |  |  |
| Number of first classes |  |  |  |  |  |  |  |  |  |
| Number of distinctions |  |  |  |  |  |  |  |  |  |
| Exemplary performances  (Gold Medal and university ranks) |  |  |  |  |  |  |  |  |  |

* + 1. Number of students who have passed competitive examinations during the last three years (provide year wise data)

I

II

III

NET

SLET/SET

Any other (specify and indicate)

* + 1. Mention the number of students who have received financial aid during the past three years.

|  |  |  |  |
| --- | --- | --- | --- |
| Financial Aid | I | II | III |
| Merit Scholarship |  |  |  |
| Merit-cum-means scholarship |  |  |  |
| Fee concession |  |  |  |
| Loan facilities |  |  |  |
| Any other specify and indicate |  |  |  |

* + 1. Is there a Health Centre available in the campus of the institution? YES
    2. Does the institution provide Residential accommodation for:

Faculty YES

Non-teaching staff YES

* + 1. Does the institution provide Hostel facility for its students? YES

If yes, number of students residing in hostels

0

Men

0

Women

* + 1. Does the institution provide indoor and outdoor sports facilities?

Sports fields YES

Indoor sports facilities YES

Gymnasium YES

* + 1. Availability of rest rooms for Women YES
    2. Availability of rest rooms for men YES
    3. Is there transport facility available? YES
    4. Does the Institution obtain feedback from students on their campus experience? YES

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Organised | | | Participated | | | |
|  | Yes | No | Number | | Yes | No | Number |
| Inter-collegiate |  |  |  | |  |  |  |
| Inter-university |  |  |  | |  |  |  |
| National |  |  |  | |  |  |  |
| Any other (specify and indicate) |  |  |  | |  |  |  |

* + 1. Give information on the Cultural Events (Last year data) in which the institution participated/organised.

(Excluding college day celebration)

1. Give details of the participation of students during the past year at the university, state, regional, national and international sports meets.

|  |  |  |
| --- | --- | --- |
|  | Participation of students  (Numbers) | Outcome  (Medal achievers) |
| State | 0 | 0 |
| Regional | 0 | 0 |
| National | 0 | 0 |
| International | 0 | 0 |

1. Does the institution have an active Alumni Association? YES

If yes, give the year of establishment

1. Does the institution have a Student Association/Council? YES
2. Does the institution regularly publish a college magazine? YES
3. Does the institution publish its updated prospectus annually? YES
4. Give the details on the progression of the students to employment/further study (Give percentage) for last three years

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2014-15 | 2012-13 | 2011-12 |
| Higher studies | 27% | 30% | 25% |
| Employment (Total) | 73% | 70% | 75% |
| Teaching  Non teaching | 68% | 67% | 61% |
| 32% | 33% | 39% |

1. Is there a placement cell in the institution? YES

If yes, how many students were employed through placement cell during the past three years.

|  |  |  |
| --- | --- | --- |
| 2014-15 | 2012-13 | 2011-12 |
| 26 | 20 | NIL |

1. Does the institution provide the following guidance and counselling services to students? Yes No

YES

* Academic guidance and Counseling

YES

* Personal Counseling
* Career Counseling

YES

**Criterion VI: Governance andLeadership**

* + - 1. Does the institution have a functional Internal Quality Assurance Cell (IQAC) or any other similar body/committee YES
      2. Frequency of meetings of Academic and Administrative Bodies: (last year)

|  |  |
| --- | --- |
| Governing Body/management | 02 |
| Staff council | 02 |
| IQAC/or any other similar body/committee | 02 |
| Internal Administrative Bodies contributing to quality improvement of the institutional processes. (mention only for three most important bodies) | 02 |

* + - 1. What are the Welfare Schemes available for the teaching and non-teaching staff of the institution?

No

Loan facility

Medical assistance

Yes

No

Insurance

No

Other (specify and indicate)

* + - 1. Number of career development programmes made available for non-teaching staff during the last three years

0

2

6

* + - 1. Furnish the following details for the past three years

a. Number of teachers who have availed the Faculty Improvement Program of the UGC/NCTE or any other recognized Organisation

b. Number of teachers who were sponsored for professional development programmes by the institution

National

International

c. Number of faculty development programmes organized by the Institution:

d. Number of Seminars/ workshops/symposia on Curricular development,

Teaching- learning, Assessment, etc. organised by the institution

e. Research development programmes attended by the faculty

f. Invited/endowment lectures at the institution

Any other area (specify the programme and indicate)

* + - 1. How does the institution monitor the performance of the teaching and non-teaching staff?

a. Self-appraisal

Yes

No

Yes

No

b. Student assessment of faculty performance

Yes

No

c. Expert assessment of faculty performance

Yes

No

d. Combination of one or more of the above

Yes

No

e. Any other (specify and indicate)

* + - * 1. Are the faculty assigned additional administrative work?

Yes

No

If yes, give the number of hours spent by the faculty per week

* + - * 1. Provide the income received under various heads of the account by the institution for previous academic session

Grant-in-aid

Fees

Donation

Self-funded courses

Any other (specify and indicate)

* + - * 1. Expenditure statement (for last two years)

Year 1 Year2

|  |  |  |
| --- | --- | --- |
| Total sanctioned Budget |  |  |
| % spent on the salary of faculty |  |  |
| % spent on the salary of non-teaching employees |  |  |
| % spent on books and journals |  |  |
| % spent on developmental activities (expansion of  building) |  |  |
| % spent on telephone, electricity and water |  |  |
| % spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc. |  |  |
| % spent on maintenance of equipment, teaching aids, contingency etc. |  |  |
| % spent on research and scholarship (seminars,  conferences, faculty development programs, faculty  exchange, etc.) |  |  |
| % spent on travel |  |  |
| Any other (specify and indicate) |  |  |
| Total expenditure incurred |  |  |

Specify the institutions surplus/deficit budget during the last three years? (specify the amount in the applicable boxes given below)

Surplus in Rs. Deficit in Rs.

Is there an internal financial audit mechanism?

Yes

No

12. Is there an external financial audit mechanism?

Yes

No

ICT/Technology supported activities/units of the institution:

Administration

Yes

No

Yes

No

Finance

Yes

No

Student Records

Career Counselling

Yes

No

Aptitude Testing

Yes

No

Examinations/Evaluation/

Yes

No

Assessment

Yes

No

Yes

No

Any other (specify and indicate)

Does the institution have an efficient internal co-ordinating and monitoring mechanism?

Yes

No

Does the institution have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes

No

Are all the decisions taken by the institution during the last three years approved by a competent authority?

Yes

No

Does the institution have the freedom and the resources to appoint and pay temporary/ ad hoc / guest teaching staff?

Yes

No

Is a grievance redressal mechanism in vogue in the institution?

a) for teachers

b) for students

c) for non - teaching staff

1. Are there any ongoing legal disputes pertaining to the institution?

Yes

No

1. Has the institution adopted any mechanism/process for internal academic audit/quality checks?

Yes

No

1. Is the institution sensitised to modern managerial concepts such as strategic planning, teamwork, decision-making, computerisation and TQM?

Yes

No

**Criterion VII: Innovative Practices**

* 1. Does the institution has an established Internal Quality Assurance Mechanisms ?

Yes

No

* 1. Do students participate in the Quality Enhancement of the Institution?

Yes

No

* 1. What is the percentage of the following student categories in the institution?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Category | Men | % | Women | % |
| a | SC |  |  |  |  |
| b | ST |  |  |  |  |
| c | OBC |  |  |  |  |
| d | Physically challenged |  |  |  |  |
| e | General Category |  |  |  |  |
| f | Rural |  |  |  |  |
| g | Urban |  |  |  |  |
| h | Any other  ( specify) |  |  |  |  |

* 1. What is the percentage of the staff in the following category ?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Category | Teaching staff | % | Non-teaching staff | % |
| a | SC |  |  |  |  |
| b | ST |  |  |  |  |
| c | OBC |  |  |  |  |
| d | Women |  |  |  |  |
| e | Physically challenged |  |  |  |  |
| f | General Category |  |  |  |  |
| g | Any other  ( specify) |  |  |  |  |

5. What is the percentage incremental academic growth of the students for the last two batches?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | At Admission | | On completion of the course | |
| Batch I | Batch II | Batch I | Batch II |
| SC |  |  |  |  |
| ST |  |  |  |  |
| OBC |  |  |  |  |
| Physically challenged |  |  |  |  |
| General Category |  |  |  |  |
| Rural |  |  |  |  |
| Urban |  |  |  |  |
| Any other  ( specify) |  |  |  |  |

**EXECUTIVE SUMMARY**

Baba Kundan Rural College of Education is a private institution for Teacher Education. The vision of the institute is to produce quality in Teacher Education. The college has a well-planned curriculum. The base of the curriculum is developed by Panjab University Chandigarh and NCTE. The major aim of the institute is related to the all-round development of the students and prepare them for future challenges. The social issues are made part of curriculum by functioning at different cells and organisations i.e. Guidance and placement cell, literary club , student grievances Redressal cell , women cell , Anti-Ragging committee and environmental club etc. College has sufficient number of qualified and competent teachers. Our faculty members have participated in various programmes organised by different institutions. Time-to-time evaluation of teachers is done by the students. This improves the quality of education. To draw the hidden talent of students, Talent search programmes, youth festival , NSS camps , skill-in-teaching periods , seminars , associations , oratorical activities and guest lectures are organised time to time. For effective learning, various facilities like science lab , psychological lab, E.T. lab , language lab and library etc. are available to the students to have knowledge and first-hand experience to improve their skills.

With a focus on personalised approach and strengthening learning beyond the textbooks, our team of dedicated and highly qualified teachers follows an interactive teaching methodology, encouraging all the students to engage in project work , presentations and develop independent analytical thinking skills.

The college has a continuous comprehensive evaluation system. Regular classroom tests are conducted along with two house tests. Barriers to students’ learning are also identified.

The institute motivates the faculty to take up research in education through seminars, workshops, conferences and Refresher courses. Teaching-Learning skills are improved through new technology such as OHP, CDs, DVDs,LCD Projectors and computers where power point presentations are prepared.

The institution provides consultancy services to several schools, teacher training institution and other educational institutions from last three years. The Principal of the institution is invited by different institutions. Our college organises Extension activites, medical camps, blood donation camps, Awareness Rally regarding polio eradication, NSS camps, Literacy movement etc. The institution develops social and citizenship values and skills among the students through various curricular and co-curricular activities.

The college has a sprawling 02 ACRES campus with total constructed area of 4180 sqmt. There are lush green lawns with many shady trees. Spacious playgrounds cater to the necessities of all the field events and games. Our educational institution mandate is to provide all the resources required to make the teaching learning process more effective and fruitful. A well-equipped library with about 10,000 books, 15 journals, 25 Magazines and photocopier machine, Net facility and power back up to cater to our needs. College is using ICT as a learning resource with 25 computer systems available for teachers and students. The college ensures that the infrastructural facilities are optimally used. The Multipurpose hall is fitted with sound system, seating arrangement and sufficient lights.

Our college is leaving no stone unturned to provide innovative learning resources like well-equipped labs, library sports room, seminar room, multipurpose hall, A.V room to its students. Realizing its responsibilities, the college tries its best to bring desired outcomes. To increase the enthusiasm of students, prizes, certificates medals and trophies are given for holding positions and other activities. College too provides Remedial Programmes for Academically low achievers. Personal guidance is also provided along with professional one. The institution gets feedback from the students about the over-all assessment of academic programme. Suggestions of the students are always welcomed.

The college follows the rules and regulations of the State Government. The Principal, various Heads of the Departments and the conveners of different administrative committees provide effective leadership enabling the college to fulfil its mission. Besides the Internal Quality Assurance Cell (IQAC) , there are a number of committees to perform the various functions related to the college. There is five member college council for taking policy decisions which comprises of Principal and four senior most faculty members. The Representation from the university, schools, colleges, alumni, parents, eminent citizens and senior staff members in different bodies ensures interaction with all the stake holders. Our institution is aimed at promoting an ambience of creativity, innovation and improving quality. The IQAC CELL examinees and addresses the suggestions received through different modes such as verbal communication or through suggestion box, allied channels and maximum participation of students in various curricular and co-curricular activities.

The college also collaborates with the stakeholders for assurance and sustenance of quality in higher education. Innovative methods of teaching and evaluation have been incorporated into the system. The increased use of technology and the internet , social activities , environmental consciousness and lately the introduction of semester system in B.Ed. is given in the detailed sections. So , the institutions does every possible effort to make its community-oriented activities more extensive so that a larger section of the community can be reached up to and benefitted.

**CRITERION-1**

**CURRICULAR ASPECTS**

* 1. **Curricular Design and Developments**

**Q. State the objectives of the institution and the major considerations addressed by them? (Intellectual, Academic, Training, Access to the disadvantaged, Equity, Self Development, Community and National Development, Issue of Ecology and environment, Value orientation, Employment, Global trends and demands etc.)**

The institution has set its general and specific objectives that address all the important aspects like Intellectual, Academic, Training, Access to the disadvantaged, Equity, Self Development,Community and National Development, Ecological and Environmental issues, Value Orientation, Employment, Global Trends and demands for developing global competencies among the students.

**General objective** of the institution is stated as below:

To establish itself as an institute of excellence in Teacher Education and socialupliftment.

**Specific objectives** of the institution are:

* To impart quality teacher training to the teacher trainees.
* To emphasize excellence in all spheres of life our student teachers and educators.
* Making the student teachers understand the philosophical, psychological, economical and sociological bases of education.
* Being a Teacher Training Institute, the college has framed those objectives which can bring behavioural change in the teacher trainees. They are given knowledge, skills, technical knowhow keeping in mind that they adapt well with society and school sector following good traditions and values. They are counselled (if required with skillful and effective teaching) to bring change in society for the betterment of human and national values.
* The college is committed to produce socially useful human resources. It is the primary aim of the college and it functions accordingly for the same.
* Imparting education at the college to financially poor students. They are being supported economically and academically.
* To form our student teacher as persons of competence, conscience, compassion and commitment.
  + - To develop leadership qualities in our student teachers so that they become committed teachers.
    - To strengthen their ability in communication of their views effectively.
    - Social message, service in the college, respecting the cultural and regional diversity, democratic values etc. are in-built in co-curricular and extra curricular activities.
    - The college aims at giving to society broadminded teachers having global vision.
    - The college aims at holistic development of its students and seeks to equip them with knowledge, latest technology, skills, values and potentialities to compete, meet the school based society requirements and serve the schools with determination and commitment.
    - To equip the student teachers with thorough theoretical input and provide them practical training so that teaching learning process become effective.
    - To provide effective pedagogy and experience enriched curriculum.
    - To train pupil teachers in all teaching skills, efficient use of ICT and handling of equipment to understand recent trends in teacher education.
    - To provide individualized care, effective pedagogy and experience enriched curricular implementation to ensure the best academic practices.
    - To provide training to meet the emerging needs of the education system in an effective manner so that it ensures the employability of the public teachers.
    - To provide the knowledge about the environment and its preservation to the masses and Pupil Teachers through seminars, competitions, rallies and campaigns etc.
    - To develop a sustained, comprehensive and coherent program of research in support of student learning across linguistically and culturally diverse settings.
    - To engage in collaborative planning in consultation with the stakeholders of society to implement transformative processes, enhance efficiency and to meet the needs of the students.
    - Consideration to ecology and environment by plantation drives, lectures on environmental conservation and day celebrations for environmental conservation are carried out in the college campus and nearby areas.

**2. Specify the various steps in the curricular development processes.**

The curriculum for the teacher education courses in developed by the Panjabuniversity, Chandigarh and the same is circulated to the affiliated colleges by the university.

**Various Steps in Curricular Developments Process :-**

* Assessment of curriculum is made among faculty members.
* At the institution level faculty members make an inventory of educational and societal needs.
* Needs are forwarded to alumni and stake holders.
* Feed backperformas on curriculum are filled by students and their suggestions are also welcomed.
* Suggestion box is available to the students.
* Alumni, and Grievance Redressal cell has been activity working in this regard.
* Library committee has been formed to purchase latest books and- general as well as related to curriculum of B.Ed.

**3. How are the global trends in teacher education reflected in the curriculum and existing courses modified to meet the emerging needs?**

In order to meet the emerging needs, the college provides practical training in operation of computers and internet and use of other ICT technologies like LCD projector, OHPs etc. Teachers develop and deliver lectures by using latest technology such as power pint presentation, multimedia Projector etc.

1. **INTERDISCIPLINARY APPROACH**

Interdisciplinary approach is followed in the curriculum. Several subjects in the curriculum as Philosophy, Psychology, Teaching Learning Process, Indian Education System, School Management etc. are interrelated. Members of faculty have variety in their specialization which enables them to use multidisciplinary approach.

1. **PROMOTING SELF LEARNING**

For developing reading and understanding skills in students, college has adopted various practices as:

* Seminars, open discussions, symposia etc.
* Internet facility has been provided to read books and journals online.

1. **PRACTICE TEACHING**

After going through pedagogic analysis, lesson planning, micro/ macro skills, discussions, presentations etc., the students move to real classroom environment for 40 working days as per NCTE.

**4. How does the institution ensure that the curriculum bears some thrust on national issues like environment, value education and ICT?**

Environmental Education, Value Education and ICT occupy prominent place in the curriculum of B.Ed

**Environmental Education :**

Keeping in view the importance and need of Environmental conservation and protection, Environmental Education has been included as an optional subject in the curriculum. In this subject, students come to know about Environment, biosphere, interdependence of living and non living, environmental awareness, need of environmental conservation, various types of pollution, wild life, threats to wild life and natural resources and their conservation. Moreover, students are taken such places so as tobecome aware and gain first hand experience about environment and its conservation. They become aware of the problem of environmental hazards and conservation of resources.Environmental ethics are inculcated among the students.

**Value Education:-**

The value education is imparted to the students during the classroom teaching as well as during co-curricular activities. Values enshrined in the constitution of India : equality, liberty, Justice and truth are emphasized in day to day programmes (academic &nonacademic programmes). Moral science class and Yoga class is successfully carried out.

**Information and Communication Technology (ICT) :-**

ICT is the key area which draws our prime attention. The college works keeping in mind the following objectives:

* Understand application of ICT in teaching-learning process.
* Use computers and internet in education.
* Develop different pedagogies using ICT in school situation.
* Develop and use programmed instructional material.

Our College has well equipped computer labs, systems, printers, scanners, etc. to promote the use of ICT. Trainee students are given practical orientation for the use of ICT for the dissemination of teacher education curriculum. They also use technology for delivery of content during presentations, class seminars, Skill in teaching exams as well as during Teaching Practice. Internet facility is also provided to faculty as well students. Following papers related to ICT also have been included in the curriculum:

* 1. PAPER V-PART A ICT Skills ----Semester I
  2. PAPER V-PART B ICT Skills ----Semester II

**5. Does the institution make use of ICT for curricular planning? If yes give details.**

Yes, ICT is used extensively for curricular planning.

* Teachers plan their lessons on computers. Power point presentations are given and CDs are prepared to facilitate Teaching Learning Process.
* Instructional Resource material is developed which is available in
* Educational Technology (ET) Lab
* Internet connectivity has been established in Library, Computer labs and office.
* Teachers deliver lessons using Power Point presentation (PPTs).
* Students are encouraged to present seminars using OHPs , Multimedia Projectors etc.
* Instructional CDs are available in the Library, which can be issued to the students, so that they can keep a copy of the same.

**1.2 Academic Flexibility**

**1. How does the institution attempt to provide experiences to the students so that teaching becomes a reflective practice?**

The institution organizes simulated teaching, peer discussions and class seminars etc. on various issues and concerns to develop understanding skills among students. Various facilities – Science Lab, Psychology Lab, ET Lab Language lab, library etc. are available to the students to have knowledge and first-hand experience of all these facilities to make their teaching a reflective process.

In addition to above :-

* Teaching skills are taught through micro teaching preceded by theoretic orientation and Model demo lessons by subject teachers.
* Student teachers develop reflective level through various practical experiences during practice teaching in schools.
* Alumni feed-back and their experience is also welcomed and considered.

**2. How does the institution provide for adequate flexibility and scope in the operational curriculum for providing learning experiences to the students both in the campus and in the field?**

Keeping in mind the set objectives, institution promotes participatory approach in achieving the goals of providing varied learning experiences to the students, both in the campus and in the field

* All necessary tools and equipments are provided to arrange out campus programmes like camp environment project and field trips, which are arranged to compliment the knowledge and to develop the service mind of the students.
* Students are allotted schools keeping in mind their choice and approach from their residence for Teaching Practice.
* Students assist in managing their Teaching Practice schools, planning activities and functions in the schools
* Student’s and staff’s request regarding curriculum is full filled.
* Opportunities are provided to experience of work culture through gardening, drawing & paint.
* Students conduct action research on topic of their choice under the guidance of teachers in their subject.
* Varied learning experiences are also provided through micro skills and macro lesson presentations. In the College, students choose optional subjects of their own choice. Work experience programme is also selected by them.

Options:

The student can opt for two teaching subjects as per their choice, availability and eligibility out of the following:

* + - 1. Teaching of English
      2. Teaching of Hindi
      3. Teaching of Maths
      4. Teaching of Science
      5. Teaching of History
      6. Teaching of Punjabi
      7. Teaching of Fine arts
      8. Teaching of Computer Science, etc.

**3. What value added courses have been introduced by the institution during the last three years which would for example: Develop communication skills (verbal and written) ICT skills, Life Skills, Community Orientation, Social responsibility etc.?**

**Communication Skills:**

* Extension lectures on the different types of communication, barriers to effective communication, strategies to improve communication, etc. are conducted in the college
* Peer group discussions, conducting seminars, tutorials, etc. are the various ways through which the students are encouraged to develop effective verbal communication skills
* Written communication skills are frequently checked during class tests, house tests and internal exams
* Students are encouraged to develop the habit of neat , clean and clear handwriting so as to improve written communication
* The students also get opportunity to improve their communication skills during talent search programmes, college programmes and youth festivals etc.

**ICT Skills:**

ICT is used extensively for curricular planning.

* Teachers plan their lessons on computers. Power point presentations are given and CDs are prepared to facilitate Teaching Learning Process.
* Instructional Resource material is developed which is available in Educational Technology (ET) Lab
* Internet connectivity has been established in Library, Computer labs and office.
* Teachers deliver lessons using Power Point presentation (PPTs).
* Students are encouraged to present seminars using OHPs , Multimedia Projectors etc.
* Instructional CDs are available in the Library, which can be issued to the students, so that they can keep a copy of the same.

**Community Orientation:**

NSS camp is organized in the college every year to develop in students the sense and respect of dignity of labour. Rallies and camps to make the people aware about the burning topics and social issues like AIDS Awareness, Traffic awareness etc. are also carried out. Lectures on Female Foeticide, Cancer awareness, Drug Abuse etc. are delivered with the support of NGOs in slum areas. Medical camps areorganised and free medicines are distributed to the needy people. Blood

Donation Camps are an annual feature of college.

**4. How does the institution ensure the inclusion of the following aspects in the curriculum?**

**I. Interdisciplinary/Multidisciplinary**

**II. Multi Skill Development**

**III. Inclusive Education**

**IV. Practice Teaching**

**V. School Experience/Internship**

**VI. Work Experience/SUPW**

**VII. Any Other**

**Interdisciplinary/Multidisciplinary**

* The subjects of B.Ed. have interdisciplinary nature which combines philosophy and sociology to understand the complex reality of education as a social task.
* Approach is interdisciplinary wherein concepts of psychology are used in teaching skills, classroom management and evaluation.
* Teaching is done through computers by combining Education and ICT. Endeavour is made to encourage students to deliver the lessons using ICT.

**Multi skill development:**

Curriculum aims at developing various skills as theory and practical work deals with scholastic skills. Work experience and school based activities deal with non scholastic skills. ICT Enabled projects/practicals/skill in teaching program, language labs, and computer applications craft develop various ICT Skills. Co- curricular activities move on along with academic part. Talent Hunt helps infinding out the hidden talent in the students in various activities as dancing, singing, debate, declamation, quiz , art and craft, mimicry, acting etc.

**Inclusive Education:**

Reservation Policy of Punjab and Central Govt. is followed to provide opportunity to students from SC, BC, handicapped and other deprived sections of the society.Teachers use English, Punjabi and Hindi so that students of Punjab State and adjoining states are equally benefitted.Economically weaker and needy students are given fee concessions.Scholarships are also arranged for needy students. Special

attention is given to weak students while teaching.

**Practice Teaching:**

Practice Teaching is and essential program of the college.

***School Experience:*** During Practice Teaching, all students take part in morning assembly of the school. Prepare time table of class and the school. Organise certain activities and functions in the school. Maintain attendance register, diary of daily work &Check Home work.Join them in festivals and days celebration. Organize school competitions like games and sports, drama, quizzes etc. Assist in day celebrations.

***Work Experience:*** Chalk board writing,preparing teaching aids, Simple expressional competencies, Co-curricular,cultural and community activities and crafts namely– Computer Applications, Communication Skills and Personality Development, Health and Yoga Education, Community Service, Gardening, Interior Decoration, Cooking, Needle Work, Drawing and Painting etc. are there. Students also go for Polio drive campaigns, drive against female foeticide, AIDS Awareness, Drug De-addiction, Clean Environment rallies etc.

**1.3 Feedback on curriculum**

**1. How does the institution encourage feedback and communication from the students, Alumni, Employers, community, Academic peers and other stakeholders with reference to the curriculum?**

The college has adopted a well organized mechanism of getting feedback and exchange of information with regard to curricular and co-curriculum activities being run in the college. For getting feedback following practices are adopted :

* Curriculum Feedback is one of the most important components of IQAC. Community representatives / Alumni/ Retired faculty members are invited to IQAC meetings and their suggestions are taken regarding the curriculum.
* The students who are the primary and most important sources of information furnish feedback through questionnaire at the end of each academic session. The principal also interacts with the students to get their opinion on the curriculum.
* Alumni are invited to the college and their suggestions regarding the curriculum of their times and the change in new methodology and technology are discussed and compared. Alumni meetings are also held.
* Employer’s appraisal of the curriculum is obtained through the feedback Performa that deals with content relevance, classroom management, curricular and other activities.

**2. Is there a mechanism for analysis and use of the outcome from the feedback to review and identify areas for improvement and changes to be brought in the curriculum? If yes give details on the same.**

Institute follows the curriculum prescribed by affiliating university. Suggestions taken from the students, alumni, Parent-Teacher Association, community and faculty members are always taken into consideration.

**3. What are the contributions of the institution to curriculum development? (Member of BOS/sending timely suggestions, feedback etc.)**

Suggestions are made at the Principal’s meeting and regular feedback received from staff and students are forwarded to the university in order to reflect the same in curriculum reform.

**1.4 Curriculum Update**

**Q1. Which courses have undergone a major curriculum revision during the last three years? How did these changes contribute to quality improvement and student satisfaction? (Provide details of only the major changes in the content that have been made.)**

There has been a major change for B.Ed. Course. The curriculum has been revised by the Panjab University, Chandigarh in the session 2015-16 and the pattern has been changed from one year to two years.

The copy of the syllabus has been enclosed as annexure.

**Q2. What are the strategies adopted by the institution for curriculum revision and update**?(need assessment, student input, feedback from practicing school etc.)

Institute follows the curriculum which is framed by the University experts.

* At the Institution level we make it relevant & appealing for the students.
* Institution contextualizes the curriculum.
* Feedback and suggestions of the students are obtained through the feedback performa and the suggestion box. Feedback from practicing school is obtained from the head and the teachers of the schools. This feedback is discussed by the staff for the various improvements including curriculum revision and update.

**1.5 Best Practices in Curricular Aspects.**

**1. What is the quality sustenance and quality enhancement measure under taken by the institution during the last five years in curricular aspects?**

The following measures taken by the Institute are worth mentioning here:

* Feedback performas filled by the students about curriculum, Feedback from practicing schools, suggestions dropped in the suggestion boxes regarding curriculum helps a lot to maintain as well as improve the quality of curriculum.
* Ongoing orientation and motivation,Skill development through simulated teaching,microteaching,real teaching etc.
* Provision of required remedial help and guidance for the enrichment of students.
* Students are encouraged to sit in the library to prepare their assignments and to enrich their knowledge by inculcating healthy reading habits.
* Faculty is empowered by organizing, participating and presenting their papers in Seminars, Symposia , Conferences etc.
* Training of the students for self employment with traditional skills as well as ultra modern techniques of ICT and internet is encouraged.

**2. What innovations / best practices in ‘Curricular Aspects have been planned/ implemented by the institution?**

* Maximum utilization of library resources
* Computer Assisted Teaching and use of ICT for dissemination of content
* Unit wise test and regular assignments
* Arranging educational study tour (excursion)
* Community experience in villages
* Simulation for model teaching presentation.
* Organizing competitions among students
* Promoting Communication Skills
* Feedback by students.
* Family feedback on students’ attendance.
* Arranging Community experience in different areas.

**CRITERION-II**

**TEACHING-LEARNING AND EVALUATION**

* 1. **Admission Process and Student Profile**

2.1.1 Give details of the admission processes and admission policy (Criteria for admission, adherence to the decisions of the regulatory bodies, equity, access, transparency etc.) of the Institution.

Admission is done purely on merit basis

**Eligibility:-**

General Category Candidates with at least 50% marks either in the Bachelor’s degree and/or in the Master’s Degree or any other qualification declared equivalent thereto, are eligible for admission to the programme. Any candidate with 49.9% or less marks is not eligible.

The reservation for SC/ST/OBC and other categories is followed as per the rules of the state Govt. There is a relaxation of 5% marks in favour of SC/ST/OBC candidates. Candidate with 44.99%marks or less are not eligible.

SC students get scholarships. After admission, students have to administer a teaching Aptitude test with an aim to know their Aptitude regarding teaching. They are also given weekly test with an aim to get them prepared regularly, to have a comprehensive evaluation system and to give regular feedback to improve.

Equity is ensured at the time of admission by considering disadvantaged, financially oppressed, educationally backward, differently abled students and students with outstanding records in sports and games. The Management extends to the needy students from the trust funds.

**2.1.2 How are the programmes advertised? What information is provided to prospective students about the programmes through the advertisement and prospectus or other similar material of the institute?**

* Information regarding admission is advertised in National level newspapers giving subject combination and is also provided by exhibiting, holding banners in the prominent places of the city and neighbouring towns.
* The prospectus of the college gives up to date information regarding affiliation with the Panjab University, Chandigarh. Various activities organised by the college , vision, mission, objectives, values of the college, faculty of the college, Admission procedure, outline of curriculum, house tests, period of Training, facilities and infrastructure available in the college, rules, regulations, norms of library etc.
* The information regarding the college activities and transaction of curriculum etc. is displayed on the college notice board as well as the website of the college also.
* Any information regarding the admission can be procured directly from the office along with the admission form during office working hours

**2.1.3 How does the institution monitor admission decisions to ensure that the determined admission criteria is equitably applied to all applicants?**

B.Ed. course offered by the college is self- funded and eligible students are admitted based on the marks obtained in the qualifying examination. Equal opportunity is provided without bias.

The admission committee monitors the process of admission to ensure that admissions are done as per the norms. As per the Panjab govt. notification, 13seats are filled by the management and the determined admission criteria are equitably applied to all the seats. Only verification of certificates is done.

**2.1.4 Specify the strategies if any, adopted by the institution to retain the diverse student population admitted to the institution. (e.g individuals of diverse economic, cultural, religious, gender, linguistic, backgrounds and physically challenged).**

Admission is done according to govt. norms and quota fixed by govt tocater to the needs of diverse population.

Numbers of students admitted to B.Ed. course are 100

Every effort is made to give personal attention to students needing care. Theinstitution provides the following facilities to retain the diverse studentpopulation in the college.

The admission strategies are adopted as per the norms

* In caseof students belong to SC and ST community, pass in the relevant UG degree courses is enough for admission.
* No age limit.
* **Economic diversity:**Concession is given for financially disadvantaged students. Books are issued from the Book bank to the needy for whole semester.
* The **linguistic diversity** has been facilitated in teaching learning process by educating through Hindi, Punjabi and English medium. Student teachers enjoy the option of expressing themselves and writing examinations and tests in Hindi, Punjabi or English. There is no discrimination on the basis of religion, caste or economic background and languages of the students.Teachers too are multi lingual in their approach.
* **Religious diversity:**The college has students of different religions and there is no interference in their religious matters. Every student is free to respect his/her religion and the college authorities also pay due respect to all religions.
* **Gender diversity:**The college has male as well as female students without any gender discrimination. College has a separate common room for the girls and clearly demarked separate washroom for girls. The college has a women cell with the head (lady lecturer) and a student representative. This cell is for strengthening the women power and to look into any complaints. As the number of lady lecturers exceeds the number of male lecturers and hence the female gender is always held in high esteem by the college administration as well as by the students.
* There is special provision in the college for providing, storing of walking aids like wheel chair, crutches, canes, walkers etc. for the **physically challenged students.** The staff and the fellow students are sensitized to the presence of such students in the college and encouraged to help them in every way.
  + 1. **Is there a provision for assessing students’ knowledge/needs and skills before the commencement of teaching programmes? If yes, give details.**

Admissions are made keeping in view the guidelines of NCTE and the PanjabUniversity. Therefore,while calculating merit, academic recordand reservation policy of Punjab Govt., NCTE and Punjab University isconsidered for all the candidates.

* The orientation programme (Introduction, Familiarisation of B.Ed. curriculum and Welcome) is organized in the opening days of the session to facilitate acclimatization of the students with the college, peers and the faculty members who interact with students according to the schedule.
* Talent Hunt programme is organized to assess the skills/ potential of students in different co-curricular activities like poetic recitation, literary activities, debate, dance, music, skit, play, mime, quiz competition, painting, singing, crochet, rangoli, mehandi, pakhi designing, histrionics, mimicry, knitting, embroidery etc.
  1. **Catering to Diverse Needs**

**2.2.1 Describe how the institution works towards creating an overall environment conducive to learning and development of the students.**

The institution tries to provide pollution free environment i.e. noiseless,cleanliness and pure water. Big and spacious classrooms are provided. Appropriate canteen facilities are alsoprovided.

* The college has provided teaching and guidance schedule from 9:00 AM to 3:00 PM. A teacher is in charge of adjusting periods, that is, if one is on leave, the class is not left vacant but another lecturer teaches in that period so that the institution may work smoothly.
* Students are issued two books per student on issue-return basis. Teachers are persuaded to be guide and counsellor of the students and to act as facilitator rather than to dictate or scold. Teachers are persuaded to be student friendly. Students are given opportunities of self- expression through suggestion box, democratic atmosphere, extempore, declamation, magazine, seminars and participation in National seminars, tutorial groups or the houses.
* The college has variety of subjects and gives remedial coaching to the needy students. The teacher educators are oriented through seminars by seniors and they refresh themselves through participation in National seminars etc.
* In addition to the regular curriculum, guest lectures and seminars are provided to the students as per the diverse needs of the students over and above the curriculum such as
* Computer facilities with internet are available.
* Use of ICT in teaching like LCD Projector, Multimedia Projector, OHPs etc.
* Lab facilities and library facilities are provided.
* Working on the use of ICT
* Moring Assembly is organized to help the prospective teachers to overcome their phobia of stage.
* Teaching practice is provided by sending students to various schools
* Staff members visit to these schools to help them to clarify their doubts
* Cultural programmes are arranged

**2.2.2 How does the Institution cater to the diverse learning needs of the students?**

In addition to the regular curriculum, guest lectures and seminars are conducted for the students as per the diverse needs of the students.

* Students and teachers both co-operate with students having diverse needs.
* Teacher educators identify slow and advance learners through certain tests. (Psychological tests, routine classroom tests-written as well as oral tests)
* Advance Learners are involved in leading various groups, organizing institutional programs, performing special responsibilities, preparing lessons using ICT and helping the students with diverse needs.
* Pupil Teachers’ need for academic areas is discussed through the tutorials and remedial help is extended to them too.
* The slow learners are extended extra facility of attending remedial classes, tutorials and visiting library during free time.
* They are provided with all the necessary help so as to achieve the required minimum standards. They are also encouraged to participate in co-curricular activities.
* Library books are procured on demand of students from time to time.
* Extra classes are arranged for the students who face difficulty in the learning process.
* Assignments and Projects are assigned to the Pupil-teachers.
* Proper orientation about examination and evaluation system.
* Appropriate demonstration is given to the Pupil-teachers for model lessons in different skills and Micro Lessons.
* Internet facility is provided in the library, computer lab for students to have quick access to knowledge.
* Various co-curricular activities, cultural programmes etc. are organized in the College to provide holistic improvement of the students.

**2.2.3 What are the activities envisioned in the curriculum for student teachers to understand the role of diversity and equity in teaching learning process?**

Most of theB.Ed curriculum is focused on understandingthe role of diversity and equity in teaching learning process.In addition to the core subjects and the elective subject offered in the emerging areas for improving the teaching learning process, the College introduces various ways to understand the role of diversity and equity in teaching learning process, such as -:

* Co-curricular activities
* Seminars , workshops and training programme
* Extension lectures, Educational tours, provision for work experience
* They are also given challenging assignments
* Observation and discussion of demonstration lessons
* Students are also advised and guided to write competitive examinations

**2.2.4 How does the institution ensure that the teacher educators are knowledgeable and sensitive to cater to the diverse student needs?**

* Eligible, qualified, competent teachers having specialization in their concerned subjects, are selected through proper selection procedure.
* The teachers are made to understand the Vision & mission of the College.
* They are encouraged to attend various orientation programmes, refresher courses, seminars, conferences.
* The faculty is sufficiently knowledgeable and sensitive to cater to the diverse needs of the students.
* Feedback from the students regarding subject teacher is obtained and followed accordingly.
* There is a suggestion box also in which the students are persuaded to put their suggestions and feedback regarding the teacher educators.

**2.2.5 What are the various practices that help student teachers to develop knowledge and skills related to diversity and inclusion and apply them effectively in classroom situations?**

* **Talent Hunt Programme**is organized to assess the skills/ potential of students in different co-curricular activities like poetic recitation, literary activities, debate, dance, music, skit, play, mime, quiz competition, painting, singing, crochet, rangoli, mehandi, pakhi designing, histrionics, mimicry, knitting, embroidery etc.
* **Use of Gained knowledge and skills by the teacher trainees:** The knowledge gained and skills acquired by the trainee-teachers are used in the classroom situations during practice teaching. In this way, the teacher trainees get an opportunity to apply the required knowledge and skills. Besides this, the teacher trainees observe the schools during the practice teaching.
* Organizing Morning Assembly,Various social and cultural programs.
* Celebrating days of national, international and social importance such as Republic Day, Independence Day, Teachers Day, Youth Festival, Science Day etc.
* Bulletin Board Displays by various departments
* Maintaining greenery at the campus, student-teachers are motivated toplant trees and flowering plants.
* Developing effective communicating skills (using language lab)
* Seminars (National Level) as well as class level
* Organizing Extension Lectures
* Faculty refers lots of Reference books, journal and browse the internet to teach the students and to impart extra knowledge and skills related to diversity.
* They use ICT technique to make the lecture motivating.
* A detailed course plan for each Department is prepared. Students are advised on learning processes time- to- time.
  1. **Teaching Learning Process**
     1. **How does the institution engage in students’ “Active Learning?” (Use of learning resources such as library, web-site, focus group, individual projects, simulation, peer-teaching, role-playing, internships and practicum etc.)**

The college engages students in active learning by using the following learning resources optimally:-

***Library:***

* The students are motivated and encouraged to use library and refer to the available books, journals.
* Internet access is always available for the students. Students are encouraged to surf the internet as accessing internet makes them self- seekers of knowledge. The skills relating to internet address, internet mailing, retrieving information through internet are routine activity of the student teachers.
* Sufficient number of latest texts and reference books are available.
* Book bank facilities are also available for students.

***Individual& Group Projects:***

* Some individual and group projects are distributed to develop the feeling of tolerance, co-operation, brotherhood and socialization of the pupil-teacher.
* In every teaching paper, the teacher assigns one project to the students for more interaction with the peer group and society.
* Students are trained in skills required for Power point presentations, OHP operation, Transparencies etc.

***Peer Teaching:***

* Assigning them seminars and suggesting them references to study for preparation of seminars. They resort to extra self-reading, leading to active learning. They present the seminars before their class-fellows. That is a good example of peer teaching.
* Peer observation and discussions are also conducted.

***Website***:

Usually the staff members browse the website and get the additional and latest information and reference from time to time. Additional reading material is obtained from the website.

***Simulation:***

The following core teaching skills are practices by the students in simulated settings-

1. Introducing a Lesson Skill
2. Skill of explanation
3. Skill of questioning
4. Skill of reinforcement
5. Skill of illustration with example
6. Skill of blackboard writing
7. Stimulus variation Skill
8. Integrated Skill

***Practice Teaching:***

Before the practice, the teacher trainees have to write lesson plans and for that purpose they have to do a lot of preparation. The lesson plans are first finalized by the subject teacher and then they go for practice teaching which is real teaching in the classroom situations. The teacher trainee use teaching aids and for the preparation of the teaching aids they make much efforts. For all these activities the teacher trainee become active and get involved bodily and mentally

***Practicum:***

Each student is required to do the following practical’s in the college:

* Community work (Identification and diagnosis of the problems prevailing in the community. It is conducted under the supervision of the subject teacher).
* Administration and Interpretation of personality test.
* Preparation of transparencies.
* Operation of OHP and LCD projector.
* Action Research.
* Construction of Time-Table.
* Maintenance of Attendance.
* Use of Ms word, Ms Excel, Ms PowerPoint for processing word and evaluating numerical value.
* Power point presentations.
* Internet surfing and working with E-mail.
* Preparation of case-study and Black-board writing etc.

Various co-curricular activities are arranged by the college to draw out the best from the individual and to give proper direction and platform for internship and role-playing.

**2.3.2 How ‘Learning’ is made student-centred? Make a list of the participating learning activities adopted by the institution and those, which contributed to self-management of knowledge and skill development by the students.**

The teaching-learning process is actually student-centred. Various activities are adopted like:-

* A detail course plan for each department is prepared in consultation with the teacher and it is given to the students.
* They are also encouraged to know the subject beforehand which will help them to understand the subject better and inculcate the habit of life-long reading, learning and management skills.
* The college lays emphasis on inter-active teaching for which lecturers use LCD Projector and teaching aids for developing teaching skills amongst the would be teachers, orientation followed by model lessons is given in the following teaching skills through micro-teaching.
* Skill of introducing the lesson.
* Skill of explanation
* Skill of questioning
* Skill of reinforcement
* Skill of illustration with example
* Skill of blackboard writing
* Participatory teaching learning strategy is used to make learning student centred
* Technological approach makes the learning student centered
  + 1. **What are the Instructional approaches (Various models of teaching used) & experiences provided for ensuring effective learning?**

Different methods of teaching are adopted by the teachers to satisfy the different needs of the learners:-

* ***Promoting Self Learning Approach:***
* Students are encouraged to utilize the internet facility to the maximum to gain knowledge regarding their subjects.
* They are encouraged to know their topics before hand
* ***Internship Approach to practice learning:***
* During internship in teaching, student-teachers participate in school programs andmake a brief study of all the aspects of the school in which they have theirteaching practice.
* Student-teachers also organize programs in the school in which they have their teaching practice and too participate in the programs organized by the school during their teaching practice.
* ***Seminar Method of Teaching:*** The students are given some topics and the references including the internet web sites and journals. The seminar papers are corrected and the students present the paper in the class.
* ***Quiz Program:*** Quiz programs in the subject and allied subjects beyond curriculum are conducted.
* ***Co Curriculum Activities:*** Formation of association in each subject area and inviting guest lecturers.
* ***Cultural Activities:*** By conducting these programs, the students are having knowledge in organizing various functions and develop leadership qualities.
* ***Personality development:*** Guests are invited on the particular occasions to share their views and workshops are conducted to develop the personalities.
* ***Educational Trips:*** Student are taken to educational trips as to broaden their vision.
* ***Citizenship Training Camp:*** provides students with exciting learning experiences.
* ***Health camp*** helps students to get their doubts cleared regarding the health problems.

**2.3.4 Does the institution have a provision for additional training in Models of Teaching? If yes, Provide details on the models of teaching and number of lessons given by each student.**

For additional training in Models of Teaching, teachers are asked to plan and write the use of teaching aids or the innovative techniques to be used when they plan distribution of syllabus.

* ***Lesson Plan:***Special sessions are devoted for the preparation of lesson plan and related requirements. Different aspects / steps in lesson planning like stating objectives in general and behavioural terms, breaking of contents into teaching points / steps, teaching Aids and method / approaches are discussed.
* ***Microteaching:***
* The institution has a provision for additional training in model of teaching before staring micro teaching and Mega lessons in simulated conditions. Teacher educator gives a demonstration lesson on each skill and each teaching subject. In this program, Pupil teacher has to complete 5 lessons, one on each skill in each teaching subject, 5 general lessons and 2 discussion lessons in their teaching subjects.
* Pupil teachers are oriented to Micro teaching and its related aspects like teaching skill, Simulation, Modelling and Feedback. After having discussion on core teaching skills, on Introduction, questioning, explaining, illustration with example and stimulus variation, discussion on different models / aspects of teaching is held.

2.3.5 **Do the student teachers use micro-teaching technique for developing teaching skills? If yes, list the skills practiced and number of lessons given by each student per skill.**

Yes. Micro-teaching technique is used in the college for strengtheningvarious skills essential for effective and efficient teaching–learning process.

The students apply relevant skills for effective teaching. Each student has to teachfive microteaching lessons in each subject, before the teaching practice sessionevery year. The student teachers practice minimum 5 skills out of following skillswhile giving lessons in schools.

* Skill of writing instructional objectives
* Skill of introducing the lesson
* Skill of questioning
* Skill of illustrating with examples
* Skill of reinforcement
* Skill of explanation
* Skill of stimulus variation
* Skill of Blackboard writing
* Skill of giving home assignment etc.

2.3.6 **Detail the process of practice teaching in schools (Lessons a student gives per day, Lessons observed by the teacher educator, Peer / schools, teachers, feedback mechanism and monitoring mechanism of lesson plans etc.)**

* + The college adopts 5 to 10 schools for teaching practice. Each student is asked to bring teaching aids related to the lesson. The college has charts, models, working models, computes, science apparatus, LCD projectors, OHP, Chalk boards, white boards, Science Lab, Psychological Lab, Computer Lab, Language Lab and work experience Lab.
* Before sending them to schools, the teacher educators deliver model lessons. There are discussion lessons which are thoroughly supervised by teachers and feedback is given in the form of discussion.
* Students are also given instructions regarding how to respect the individuality of the students and pay attention to their diverse needs.
* In schools, the students deliver 2 lessons in a day, one lesson in one teaching subject. Lessons are observed by the teacher educators or the school teachers.
* Feedback is given immediately after the period. Mainly verbal instructions are given, keeping in view that the aim of feedback is to suggest and improve.
* Only a few points are written and most of the feedback is explained verbally so that the students are receptive to it and do not over react.
* Teachers of concerned schools also observe the lessons. The school teachersare encouraged to give suggestions for improvement.
* Teacher educators note down remarks on the lesson plan file. Thus, on thespot feedback is provided to the student-teachers.
* More feedback comes in the form of discussion with the peersupervisors/observers which is done soon after the lesson is finished.
* Detailed feedback is also provided in the college collectively on subsequentdays.

**2.3.7 Describe the process of Block teaching/ Internship of students in vogue.**

* Our students remain in the school during working hours and take part in all the activities of school. They also teach adjustment periods along with the assignedclasses. In-fact all the days of Teaching Practice are Block teaching/ internship for our students.
* The internship plans are developed in partnership with practice teaching schools, with effective involvement of the school staff, and mentor teachers.
* Besides different activities, the student teacher has to teach and prepare 40 lesson plans in each subject (80 lessons in two subjects) during internship.
* Carrying out classroom activities as per the instructions of the principal of theschool.
* Visiting school computer centre, library, science laboratory and the school playground with the group of students.
* Organizing Morning Assembly and performing assigned activities.
* Performing the work of correcting note-books, and making corrections and doing invigilation duty, if so instructed.
* Performing all school activities, administrative, co-curricular, cultural and

academic as per the instructions of the principal, mentor teacher or the concerned teacher.

**2.3.8** **Are the practice teaching sessions / Plans developed in partnership cooperatively involving the school staff and Mentor teachers?**

Yes, the practice teaching sessions are developed in partnership cooperatively involving the college staff and the Mentor teachers. The teaching and observation training is given to students before sending them to school. The college staff visits the school every day. Good rapport is maintained between faculty and the guide teachers.

**2.3.9 How do you prepare the student teachers for managing the diverse needs of students in schools?**

The Teacher Educators keep pace with recent developmental trends in educationand the increasing range of students’ behavioural tendencies and needs by attendingworkshops, seminars, reading journals, surfing internet and transfer thisinformation to student-teachers through orientation and workshops.

* Organizing remedial and enrichment programs by using programmed learning, computer assisted instructions, power point presentation, creative writing skills, smart classroom etc.
* Student-teachers are familiarized with individual differences and trained in theways to handle these differences.
* Student-teachers are trained to use different skills for introducing and developing their lessons.
* The student-teachers utilize education technology in order to build variety, improve efficiency and effectiveness of their teaching for all. They use OHP,computers, LCD and other audio-visual teaching aids for attending to the diverse learning needs.
* Performing special responsibilities like organizing co-curricular activities, sports day, celebration of national and religious festivals, birth anniversariesof great personalities etc.
* Maintenance of attendance registers.

**2.3.10. What are the major initiatives for encouraging student teachers to use / adopt technology in practice teaching?**

* Institution provides the facility of Mutimedia Projector, OHPs, Models, Charts, LCD Projector etc. to the student teachers to train them in the era of new technologies.
* Faculty members and the Student Teachers are actively engaged in using these technologies. Student-teachers are well to use modern technological equipment like computers, OHP, LCD projector etc. to make teaching-learning process more effective.
* In this training, they are taught about how to prepare, handle and use various kinds of teaching aids and modern technological equipment. Student-teachers are encouraged to use various ICTdevices in their practice teaching lesson.

**2.4 Teacher Quality**

**2.4.1. Are the practice teaching plans developed in partnership, cooperativelyinvolving the school staff and mentor teachers? If yes give details.**

Yes, the practice teaching sessions are developed in partnership cooperatively involving the college staff and the Mentor teachers. The teaching and observation training is given to students before sending them to school. The college staff visits the school every day. Good rapport is maintained between faculty and the guide teachers.

**2.4.2** **What is the ratio of student teacher to identify practice teaching school?**

On an average, the ratio of student teachers in identified practice school is about1:12 per group keeping in mind number of teacher educators and availability ofschools.

Nearly 10 to 14 students are supervised and guided by one teacher educator during teaching practice in a school.

The basis for deciding this ratio is the strength of students in the practice

teaching schools, medium of instructions, availability of subject, distance from student-teachers’ residence and availability of Teachers/Faculty members formaking comprehensive observation of the lessons to be delivered by the studentteachers, as well as the smooth management of the process. Secure environmentand availability of the teaching subject remains the prime criterion.

**PRACTICE TEACHING SCHOOLS:**

**2.4.3 Describe the mechanism of giving feedback to the students and how it is used for performance improvements.**

Feedback is provided to the student teachers each day. The teacher educators

record their remarks/observations/suggestions on the lesson taught on the spot

on the lesson plan book itself. It is followed by discussion after the lesson is

over.

* Feedback is given immediately after the period. Mainly verbal instructions are given, keeping in view that the aim of feedback is to suggest and improve.
* Only a few points are written and most of the feedback is explained verbally so that the students are receptive to it and do not over react.
* Teachers of concerned schools also observe the lessons. The school teachersare encouraged to give suggestions for improvement.
* Teacher educators note down remarks on the lesson plan file. Thus, on thespot feedback is provided to the student-teachers.
* More feedback comes in the form of discussion with the peersupervisors/observers which is done soon after the lesson is finished.
* Detailed feedback is also provided in the college collectively on subsequentdays.

**2.4.4** **How does the institution ensure that the student teachers are updated on the policy directions and educational needs of the school?**

* Student-teachers are provided with the latest information about the policy directions and educational needs of the schools, in the first place, by the teacher educators and subject teachers of the school concerned.
* The college passes on latest information published by various government and non- government agencies like NCERT, CBSE, State Board, NCTE, etc. relevant documents are procured or downloaded from internet and are kept in the Library reference section.
* The College has developed rapport with the schools in which teaching practice is carried out. The college and Head of Schools share information during the meetings.
* The resolutions relating to educational change coming from the board, government and the education department, etc. are passed on to the college by these schools.
* In addition to this, changes suggested by NCTE are also given to the student teachers. The information is circulated among the staff members and the relevant content is passed on to the student teachers.
* Any changes in curriculum, reforms in examinations and teaching methods are conveyed to the students in the classrooms as part of curricular transaction.

2**.4.5 How do the students and faculty keep pace with the recent developments in the school subjects and teaching methodologies?**

* The college keeps track of the changes formulated by various agencies concerned (like NCTE, UGC, Punjab University Chandigarh, PSEB, CBSE,etc.) with teacher education. A copy of the latest curriculum is provided to the students at the commencement of academic session.
* Students and faculty keep pace with the recent developments by adopting ABL(Activity based Learning), ALM(Active Learning Method), and ICT methods in the school subjects and teaching methodologies. This is attained by having good rapport with the neighbouring schools, newspapers and by visiting important websites regularly.

**2.4.6 What are the major initiatives of the institutions for ensuring personal and professional / carrier development of the teaching staff (Training, organizing and sponsoring professional development activities and promotional policies etc.)?**

The College takes care of the aspects concerning personal and professionaldevelopment of its teaching staff. Teaching faculties are encouraged to go forhigher studies. They are also encouraged to take examinations for careerenhancement. They are encouraged to attend refresher courses, orientationcourses, seminars and conferences. Faculty membersare encouraged to present their papers in the seminars organized by variouseducational institutions and Universities.

The College deputed its faculty members to attend and presentations in workshops/seminars as per details given here under :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **TITLE** | **NAME OF FACULTY** | **VENUE** | **DATE** |
| **1** | **ETHICAL ISSUES IN RESEARCH** | **MS. MANANPREET KAUR** | **D.A.V COLLEGE OF EDUCATION** | **24.12.2015** |
| **2** | **IMPACT OF ENVIRONMENT ON HEALTH** | **MS. MANANPREET KAUR** | **BHUTTA COLLEGE OF EDUCATION** | **18.03.2016-20.03.2016** |
| **3** | **WOMAN EMPOWERMENT** | **MS. MANANPREET KAUR** | **PUNJABI UNIVERSITY PATIALA** | **12.05.2016** |
| **4** | **PHYSIOLOGICAL AND PSYCHOLOGICAL PROBLEMS OF ADOLESCENTS** | **MRS. PUNITA SACHER** | **G.M.T COLLEGE OF EDUCATION** | **12.022007** |
| **5** | **GUIDANCE AND COUNSELLING IN MODERN ERA** | **MRS. PUNITA SACHER** | **G.M.T COLLEGE OF EDUCATION** | **23.05.2009** |
| **6** | **STRESS FREE LEARNING** | **MRS. PUNITA SACHER** | **RIMT COLLEGE OF EDUCATION** | **09.4.2010** |
| **7** | **COMBATING STRESS IN LIFE** | **MRS. PUNITA SACHER** | **D.D. JAIN COLLEGE OF EDUCATION** | **02.02.2013** |
| **8** | **PLAGARISM IN RESEARCH** | **MRS. PUNITA SACHER** | **D.A.V COLLEGE OF EDUCATION** | **24.12.15** |
| **9** | **WOMEN EMPOWERMENT** | **MRS. PUNITA SACHER** | **PUNJABI UNIVERSITY PATIALA** | **12.05.2016** |
| **10** | **HEALTH FITNESS AND PHYSICAL EDUCATION** | **MRS. PUNITA SACHER** | **BHUTTA COLLEGE OF EDUCATION** | **18.03.16** |
| **11** | **INNOVATIVE PRACTICES IN TEACHING LEARNING** | **MRS. PUNITA SACHER** | **B.C.M COLLEGE OF EDUCATION** | **07.11.2006** |
| **12** | **GRADING SYSTEM** | **MRS. NEELAM** | **B. C. M. COLLEGE OF EDUCATION** | **29.01.2011** |
| **13** | **HIGHER EDUCATION IN INDIA: WHERE WE ARE HEADING** | **MRS. NEELAM** | **DORAHA COLLEGE OF EDUCATION** | **21. 01. 2012** |
| **14** | **VALUES & ETHICS AT CROSS ROADS** | **MRS. NEELAM** | **NANKANA SAHIB COLLEGE OF EDUCATION** | **03. 03.2012** |
| **15** | **COSTING THE EARTH EQUALITY SUSTAINABLE DEVELOPEMENT** | **MRS. NEELAM** | **GURU GOBIND SINGH KHALSA COLLEGE OF EDUCATION** | **13.03.2012** |
| **16** | **FACTOR AND CONSEQUENCES OF STRESS** | **MRS. NEELAM** | **D. D. JAIN COLLEGE OF EDUCATION** | **02.02.2013** |
| **17** | **EMOTIONAL HEALTH** | **MRS. NEELAM** | **G. H. G HARPARKASH COLLEGE OF EDUCATION** | **09.02.2013** |
| **18** | **QUALITY ASSURANCE AND EMPLOYMENT GENERATION IN TEACHER EDUCATION** | **MRS. NEELAM** | **G.H.G KHALSA COLLEGE OF EDUCATION** | **11.02.2013** |
| **19** | **NEED OF CURRICULUM CHANGES IN TEACHER EDUCATION** | **MRS. NEELAM** | **B. C. M. COLLEGE OF EDUCATION** | **08,09.03.2013** |
| **20** | **TEACHER EDUCATION WITH NEW VISIONS FOR QUALITY ASSURANCE** | **MRS. NEELAM** | **MOGA COLLEGE OF EDUCATION** | **21.03.2013** |
| **21** | **WOMAN EMPOWERMENT AND ITS BARRIERS** | **MRS. NEELAM** | **BABE KE COLLEGE OF EDUCATION** | **08.02.2014** |
| **22** | **EDUCATION FOR WOMEN’S EDUCATION** | **MRS. NEELAM** | **GURU NANAK COLLEGE OF EDUCATION** | **07.03.2014** |
| **23** | **TEACHING AS A PROFESSION** | **MRS. NEELAM** | **JAIPUR NATIONAL UNIVERSITY** | **25,26.04.2014** |
| **24** | **VIRTUAL CLASSROOM NEED OF TODAY** | **MRS. NEELAM** | **MOGA COLLEGE OF EDUCATION** | **29.11.14** |
| **25** | **EDUCATION POLICY FOR STRONG NATION** | **MRS. NEELAM** | **AGRAWAL P.G COLLEGE JAIPUR** | **17,18.01.2015** |
| **26** | **ROLE OF COMMUNICATION SKILLS IN TEACHING LEARNING** | **MRS. NEELAM** | **GOBINDGARH COLLEGE OF EDUCATION** | **24.01.15** |
| **27** | **SOME BASICS IN EDUCATIONAL RESEARCH** | **MRS. NEELAM** | **BABE KE COLLEGE OF EDUCATION** | **04.02.12** |
| **28** | **WRITING RESEARCH PROPOSAL WORKSHOP** | **MRS. NEELAM** | **B.C.M COLLEGE OF EDUCATION** | **01.06.11** |
| **29** | **WORKSHOP ON INTERNSHIP PROGRAMME** | **MRS. NEELAM** | **G.H.G KHALSA COLLEGE OF EDUCATION** | **22.01.2016** |
| **30** | **CHANNELIZING THE YOUTH-INDIA IN 2020** | **MR. PARVEEN** | **MAHARISHI DAYANAND COLLEGE OF EDUCATION** | **02.04.2009** |
| **31** | **GATS AND HIGHER EDUCATION** | **MR. PARVEEN** | **S.P.N. COLLEGE** | **21TO23.10.2005** |
| **32** | **NEED FOR SHARING HEALTHY PRACTICES AMONG INSTITUTIONS** | **MR. PARVEEN** | **S.P.N. COLLEGE** | **25.09.05** |
| **33** | **SPECIAL EDUCATION A WAKE UP CALL** | **MR. PARVEEN** | **D.A.V COLLEGE OF EDUCATION** | **20,21.02.2009** |
| **34** | **CONTRIBUTED VALUABLE VIEWS IN THE BUSINESS** | **MR. PARVEEN** | **PUNJAB UNIVERSITY** | **18.09.2012** |
| **35** | **RESEARCH IN TEACHER EDUCATION** | **MS. KARAMJEET KAUR** | **S.D.S. COLLEGE OF EDUCATION** | **17.02.2011** |
| **36** | **CHALLENGES FOR QUALITY TEACHER EDUCATION** | **MS. KARAMJEET KAUR** | **GURU NANAK COLLEGE OF EDUCATION** | **06.02.2013** |
| **37** | **INCLUSIVE EDUCATION** | **MS. KARAMJEET KAUR** | **S.D.S. COLLEGE OF EDUCATION** | **12.02.2013** |
| **38** | **SUSTAINABLE EDUCATION AND WOMEN EMPOWERMENT** | **MS. KARAMJEET KAUR** | **GURU GOBIND SINGH KHALSA COLLEGE OF EDUCATION** | **13.03.2012** |
| **39** | **MICRO TEACHING** | **MS. KARAMJEET KAUR** | **S.D.S. COLLEGE OF EDUCATION** | **22.03.2011** |
| **40** | **ENVIORNMENTAL EDUCATION: PAST AND PRESENT** | **DR. PARVEEN RANI** | **BABE KE COLLEGE OF EDUCATION** | **29.11.2008** |
| **41** | **STRESS- A BIG PROBLEM OF YOUTH** | **DR. PARVEEN RANI** | **SHREE SATYA SAI B.ED COLLELE** | **21.03.2009** |
| **42** | **PEACE EDUCATION :VALUES AND ORIENTATIONJASDEV SINGH SANDHU COLLEGE OF EDUCATION** | **DR. PARVEEN RANI** | **JASDEV SINGH SANDHU COLLEGE OF EDUCATION** | **31.10.2009** |
| **43** | **HOW DO MANAGE STRESS AMONG STUDENTS** | **DR. PARVEEN RANI** | **SURJEET MEMORIAL COLLEGE OF EDUCATION** | **26.02.11** |
| **44** | **LIFE SKILLS AS A KEY TO DEAL WITH ADOLESCENCE** | **DR. PARVEEN RANI** | **RAYAT & BAHARA COLLEGE OF EDUCATION** | **17&18.02.2012** |
| **45** | **DEPLETION EFFECTS AND CAUSES OF OZONE DEPLETION** | **DR. PARVEEN RANI** | **PUNJAB COLLEGE OF EDUCATION** | **12&13.12.2012** |
| **46** | **ROLE OF TEACHERS IN EDUCATION OF CHILDREN WITH SPECIAL NEEDS** | **DR. PARVEEN RANI** | **PUNJAB COLLEGE OF EDUCATION** | **25&26.03.2014** |
| **47** | **INDIAN BANKING A NEW VISION** | **DR. PARVEEN RANI** | **MAHARAJA RANJIT SINGH COLLEGE** | **11.02.2014** |
| **48** | **STUDENT FRIENDLY SCHOOLS – A NEW APPROACH** | **DR. PARVEEN RANI** | **SURJEET MEMORIAL COLLEGE OF EDUCATION** | **15.12.14** |
| **49** | **EDUCATION FOR PEACE AND HARMONY** | **DR. PARVEEN RANI** | **SHREE SATYA SAI B.ED COLLEGE** | **25&26.04.2015** |
| **50** | **EDUCATION FOR 21ST CENTURY** | **DR. PARVEEN RANI** | **MODERN COLLEGE OF EDUCATION** | **06.02.2012** |
| **51** | **GLOBAL TRENDS IN TEACHER EDUCATION** | **DR. PARVEEN RANI** | **LOVELY PROFESSIONAL UNIVERSITY** | **15&16.04.2016** |
| **52** | **RESEARCH METHODOLOGY IN EDUCATION** | **DR. PARVEEN RANI** | **AKAL COLLEGE OF EDUCATION** | **11TO13.04.2016** |
| **53** | **PSYCHOLOGICAL TESTS DEVELOPMENT** | **DR. PARVEEN RANI** | **GURU RAM DAS B.ED COLLEGE** | **20.03.2016** |

**2.4.8 Does the institution have any mechanism to reward and motivate staff members for good performance?**

Yes, the Institution has the mechanism to reward and motivate staff members for good performance. The Institution congratulates them in front of all the teaching staff and students when they give good performance. The institution reward them by giving gifts and also motivate them to do hard work and give good performances in future too. The atmosphere of the college is congenial for the professional growth.

**2.5 Evaluation process and Reforms:**

**2.5.1 How the barriers to student learning are identified, communicated and addressed?(Conducive environment infrastructure, access to technology and teacher quality etc.)**

* + The college is equipped with all with all required resources, both human and physical, as per laid down norms for effective conduct of curricular and co-curricular programmes: a well-developed playground, multipurpose hall with required seating capacity and equipped with Multi- media and LCD Projectors for effective conduct of curricular and co-curricular programmes. Besides, it has computer lab, language lab, educational technology/ICT lab, psychology lab and science labs.
  + Students enjoy the facility of dropping in their suggestions/complaints insuggestion box. Any stake holder can put his/her suggestions/complaints in the box. The suggestions are analysed and worked upon.
  + The feedback from the students is taken at the end of academic year also. On the basis of feedback analysis, conclusions are drawn and decision taken for implementation.
  + Barriers in learning are identified by faculty during their interaction in the class rooms.
* During tutorial periods, group as well as individual problems arediscussed.
* Technology is accessible to all the students.
  + The College has a qualified Principal, teachers and librarian who are competent to identify and address the barriers to student learning.
  + Students are provided with calm, serene and conducive environment. Student learning is identified by tests and they are provided special classes and coaching classes based on their needs.

**2.5.2 Provide details of various assessment/evaluation processes(internal assessment , mid-term assessment , term end evaluation and external evaluation) used for assessing student learning.**

The evaluation process at the college is continuous and comprehensive. Thestudent-teachers are assessed formally as well as informally.

***Formal assessment:***

Formal assessment of the student-teachers is done through the internalexaminations (House Tests) twice in an academic year. In addition to it, college conduct class-tests, writtenand oral. It facilitates learning and its promotion, diagnosis of learning problemsand treatments.

* The Theory part is assessed internally as well as externally throughYear-end Examination.
* Besides, students undertake projects, do survey, maintain practical files, and

make assignments for meeting requirements of internal assessment.

* Each Theory part is assessed internally (20%), and externally (80%) through Year-end Examination.
* Practice teaching is assessed internally (40%) and through External Assessment (60%).
* The Work Experience Programme is likewise assessed internally (40% marks) and externally (60%).
* The examinations of theory papers as well as of practical are conducted under the aegis of Panjab University, Chandigarh.

***Informal assessment:***

* Student-teachers are evaluated through their communication in the classrooms, their involvement in the teaching-learning process, etc.,participation in the co-curricular activities and over all behaviour.
* Assessment is also done through submission of assignments.
* Classroom interaction by teachers in the form of question answer, seminars, discussions, presentations on curriculum subject matter also form basis ofassessment.
* As such, various approaches to evaluation i.e. formative, diagnostic andsummative are used for assessing student learning.

**2.5.3. How are the assessment/evaluation outcomes communicated and used in improving the performance of the students and curriculum transaction?**

***EVALUATION PROCESS***

* The assessment and evaluation outcomes are used in improving performance of the students and curriculum transaction.
* The students found to be poor performers are encouraged and extra classes are conducted to let them overcome their deficiencies.
* As the evaluation approach in the college is comprehensive and continuous involving scholastic as well as non-scholastic dimensions. The students get to know what they are expected to do and how.
* The evaluation outcomes or results are continuously communicated using formal as well as non-formal methods of communication. For example, students’ evaluation outcomes are provided to them through the remarks given to them in terms of marks and observations on their lesson plan files.
* Information regarding their performance in the unit or terminal test is provided to them through the display of marks on the notice board. Results are provided bythe subject teacher concerned to the respective students in the classroom itself where the answer sheets are also shown to the students so that they may come to know the mistakes, if any, committed by them, during the assessment process.
* Students are personally called by the teacher educator to talk about their

performance.

**2.5.4. How is ICT used in assessment and evaluation processes?**

* The ICT is not in direct use for the assessment and evaluation of the students. However the spread sheet is prepared with the help of computer. The teacher educator is also provided with printed material and profile of the students for their use. College is using ICT for compiling assessment and evaluation of students in different areas of performance.
* ICT is used for teaching practice as video feedback teaching practice and through internet for theory doubts, practised on OHP and LCD’s operations. Difficult area is clarified through power point presentation. ICT is also used for sending the assessment to the university and for e-mails to university examination branch.

**2.6 Best Practices in Teaching-Learning and Evaluation Process**

**2.6.1 Detail on any significant innovations in teaching/learning/evaluationintroduced by the institution?**

Significant innovations in teaching/learning/evaluation introduced by the

Institution:

* System and its working are transparent.
* Latest teaching-learning trend are incorporated
* Diversity is honoured in teaching learning processes.
* Faculty empowerment activities are promoted.
* Peer teaching, team teaching and group teaching is promoted
* The skill of role play, dramatization etc. is used to make teaching learningprocess active
* Learning by doing is promoted.
* Internship is organised well.

The College encourages the use of the technology in its day-to-dayfunctions including delivery of lessons. It encourages the faculty members to useICT in their teaching-learning process. The material required to be used areprovided beforehand.

Faculty members use computers for browsing the internet which help them inpreparing their instructions and in providing latest information.

Digital learning material is developed by teachers to improve learning outcome.

Evaluation is done by teachers regularly.

Special presentations are made in seminar hall with the help of LCD.

**2.6.2 How does the institution reflect on the best practice in the delivery of instruction , including use of technology?**

1. Title of the Practice :- Interactive teaching learning and feedback
2. Objective:
3. To inspire and train the teacher educators and teacher trainees in making the teaching interactive.
4. To have a system of feedback to student by teacher educators and peers and feedback to teacher educators by students and authorities.
5. The teacher educators should themselves act as model and teach in an interactive way and should inspire,supervise and persuade teacher trainees to test by interactive methods.
6. **The practice :-** the teacher educators are asked to study the topics in more than one book and in books of higher classes also

**Impact of the practice**

The teacher educators teach in interactive way while using multimedia and new technology. This led to increase in confidence level of the teacher educators and pupil teachers in teaching with interactive methods**.**

**Resources required**

The college has the requisite resources, viz , the expertise , infrastructure like science lab , computer lab , laptops , OHP’s and LCD projector in addition to a large number of teaching aids like charts , models and transparencies.

**CRITERION – III**

**RESEARCH, CONSULTANCY AND EXTENSION**

**3.1 Promotion of Research**

**1. How does the institution motivate its teachers to take up research in education?**

Research is an integral part of B.Ed. and M.Ed programme. The college lays emphasis on the concept of promotion of research and on Action Research amongst the faculty and student teachers.

* The College encourages research in Higher Education in the field of education by providing required cooperation and motivation to attend Seminars, Workshops etc. and undertake research studies.
* Visits to other institutions/ Universities are encouraged for consulting Resource Persons/ Experts for undertaking research work/ creative study.
* The College, at times, sponsors faculty members for Paper Presentation in Seminars and grant them duty leave for which there is a standing provision in the College.
* Theses and Dissertations of the research work done by the students are kept in the library.
* National, International and Online Journals, related to Research are available in the Library for Reference. Internet facility is available in the college.
* Any Research progress of faculty is always appreciated at appropriate platforms/ occasions.
* Teacher educators are encouraged to guide Ph.D, and M.Phil students.
* Teacher Educators who completed their research work at Ph.D level.

|  |  |  |
| --- | --- | --- |
| S.No | Title | Name of Faculty |
| 1 | Agricultural Marketing in the arid Rajasthan | Dr.Parveen Rani |
| 2 | Influence of self actualization decision making on guidance needs of senior secondary students | Ms. Neelam |
| 3 | Total Quality Management in Secondary Teacher Training Institute of Punjab | Ms. Pankaj |

2. What are the thrust areas of research prioritized by the institution?

The Baba Kundan Rural College of Education runs only B.Ed Course. The following research themes have been identified by the Institution for undertaking research study by the faculty:

* Inclusive Education
* Special education
* Quality education
* Value education
* Gender Discrimination
* Active Learning Methods
* Self-Efficacy
* Personality & Intelligence
* Models of Teaching
* Development of Instructional Material

Details of teacher educators of the institution engaged in research and the nature of research carried out

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Title | Year of submission | Type of Research | Faculty Member |
| 1 | A study of Mental Health of adolescents in relation to adjustment | 2011-12 | Supervision  (completed) | Pankaj Girhotra |
| 2 | The study of value conflicts of adolescents in relation to family environment | 2011-12 | Supervision  (completed) | PankajGirhotra |
| 3 | Frustration in adolescents in relation to their home environment | 2011 | Supervision  (completed) | RajniBala |
| 4 | Consumerism in advertisement | 2012 | Supervision  (completed) | SahilHora |
| 5 | Computer Programming | 2012 | Supervision  (completed) | SahilHora |
| 6 | Quest: Student Management System |  | Supervision  (completed) | Mr.Devender Singh |
| 7 | Educational Interests of Under-Graduate students in relation to their Socio-economic Status | 2012 | Supervision  (completed) | Mr.PankajGirhotra |
| 8 | A study of teacher’s burnout in relation to their emotional maturity | 2011 | Supervision  (completed) | Dr.RajniBala |
| 9 | Construction and Standardization of an achievement test of Social Science for Ninth grade students | 2011 | Supervision  (completed) | DR. RajniBala |
| 10 | The areas of major contact between the public and Health service | 2010 | Supervision  (completed) | SahilHora |
| 11 | Construction and validation of modules to development of communication skills among pre service teachers | 2014 | Supervision  (completed) |  |
| 12 | A study of teacher Effectiveness of Government and Private Secondary school teachers in relation to their occupational stress | 2012 | Supervision  (completed) | PankajGirhotra |
| 13 | Image of Universities in Punjab through beliefs and strengths: an Assessment | 2011 | Supervision  (completed) | SahilHora |
| 14 | A study of academic achievement in relation to emotional intelligence and mental health of adolescents | 2009 | Supervision  (completed) | Dr.GurvinderKaur |
| 15 | Self Confidence as related to Frustration | 2009 | Supervision  (completed) | Dr.GurvinderKaur |

**3. Does the institution encourage Action Research? Specify details on some of the major outcomes and the impact?**

Yes, Action Research is encouraged among the B.Ed students as well as among teacher educators. Pupil Teachers perform Action Researches during their Teaching Practice. For conducting Action Research, student teachers take up certain problem areas. Action Research done by students is assessed by teachers. Student Teachers try, for example, to study the causes of indiscipline, absenteeism, maladjustment, language problems and other problems of immediate concern. Students use self-constructed tools for data collection.

**4. Give details of the conferences / Seminar/ Workshop attended and organised by the faculty members in the last Five years.**

The College deputed its faculty members to attend and make presentations in seminars/conferences as per the detail given here under:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **TITLE** | **NAME OF FACULTY** | **VENUE** | **DATE** |
| **1** | **ETHICAL ISSUES IN RESEARCH** | **MS. MANANPREET KAUR** | **D.A.V COLLEGE OF EDUCATION** | **24.12.2015** |
| **2** | **IMPACT OF ENVIRONMENT ON HEALTH** | **MS. MANANPREET KAUR** | **BHUTTA COLLEGE OF EDUCATION** | **18.03.2016-20.03.2016** |
| **3** | **WOMAN EMPOWERMENT** | **MS. MANANPREET KAUR** | **PUNJABI UNIVERSITY PATIALA** | **12.05.2016** |
| **4** | **PHYSIOLOGICAL AND PSYCHOLOGICAL PROBLEMS OF ADOLESCENTS** | **MRS. PUNITA SACHER** | **G.M.T COLLEGE OF EDUCATION** | **12.02.2007** |
| **5** | **GUIDANCE AND COUNSELLING IN MODERN ERA** | **MRS. PUNITA SACHER** | **G.M.T COLLEGE OF EDUCATION** | **23.05.2009** |
| **6** | **STRESS FREE LEARNING** | **MRS. PUNITA SACHER** | **RIMT COLLEGE OF EDUCATION** | **09.4.2010** |
| **7** | **COMBATING STRESS IN LIFE** | **MRS. PUNITA SACHER** | **D.D. JAIN COLLEGE OF EDUCATION** | **02.02.2013** |
| **8** | **PLAGARISM IN RESEARCH** | **MRS. PUNITA SACHER** | **D.A.V COLLEGE OF EDUCATION** | **24.12.15** |
| **9** | **WOMEN EMPOWERMENT** | **MRS. PUNITA SACHER** | **PUNJABI UNIVERSITY PATIALA** | **12.05.2016** |
| **10** | **HEALTH FITNESS AND PHYSICAL EDUCATION** | **MRS. PUNITA SACHER** | **BHUTTA COLLEGE OF EDUCATION** | **18.03.16** |
| **11** | **INNOVATIVE PRACTICES IN TEACHING LEARNING** | **MRS. PUNITA SACHER** | **B.C.M COLLEGE OF EDUCATION** | **07.11.2006** |
| **12** | **GRADING SYSTEM** | **MRS. NEELAM** | **B. C. M. COLLEGE OF EDUCATION** | **29.01.2011** |
| **13** | **HIGHER EDUCATION IN INDIA: WHERE WE ARE HEADING** | **MRS. NEELAM** | **DORAHA COLLEGE OF EDUCATION** | **21. 01. 2012** |
| **14** | **VALUES & ETHICS AT CROSS ROADS** | **MRS. NEELAM** | **NANKANA SAHIB COLLEGE OF EDUCATION** | **03. 03.2012** |
| **15** | **COSTING THE EARTH EQUALITY SUSTAINABLE DEVELOPEMENT** | **MRS. NEELAM** | **GURU GOBIND SINGH KHALSA COLLEGE OF EDUCATION** | **13.03.2012** |
| **16** | **FACTOR AND CONSEQUENCES OF STRESS** | **MRS. NEELAM** | **D. D. JAIN COLLEGE OF EDUCATION** | **02.02.2013** |
| **17** | **EMOTIONAL HEALTH** | **MRS. NEELAM** | **G. H. G HARPARKASH COLLEGE OF EDUCATION** | **09.02.2013** |
| **18** | **QUALITY ASSURANCE AND EMPLOYMENT GENERATION IN TEACHER EDUCATION** | **MRS. NEELAM** | **G.H.G KHALSA COLLEGE OF EDUCATION** | **11.02.2013** |
| **19** | **NEED OF CURRICULUM CHANGES IN TEACHER EDUCATION** | **MRS. NEELAM** | **B. C. M. COLLEGE OF EDUCATION** | **08,09.03.2013** |
| **20** | **TEACHER EDUCATION WITH NEW VISIONS FOR QUALITY ASSURANCE** | **MRS. NEELAM** | **MOGA COLLEGE OF EDUCATION** | **21.03.2013** |
| **21** | **WOMAN EMPOWERMENT AND ITS BARRIERS** | **MRS. NEELAM** | **BABE KE COLLEGE OF EDUCATION** | **08.02.2014** |
| **22** | **EDUCATION FOR WOMEN’S EDUCATION** | **MRS. NEELAM** | **GURU NANAK COLLEGE OF EDUCATION** | **07.03.2014** |
| **23** | **TEACHING AS A PROFESSION** | **MRS. NEELAM** | **JAIPUR NATIONAL UNIVERSITY** | **25,26.04.2014** |
| **24** | **VIRTUAL CLASSROOM NEED OF TODAY** | **MRS. NEELAM** | **MOGA COLLEGE OF EDUCATION** | **29.11.14** |
| **25** | **EDUCATION POLICY FOR STRONG NATION** | **MRS. NEELAM** | **AGRAWAL P.G COLLEGE JAIPUR** | **17,18.01.2015** |
| **26** | **ROLE OF COMMUNICATION SKILLS IN TEACHING LEARNING** | **MRS. NEELAM** | **GOBINDGARH COLLEGE OF EDUCATION** | **24.01.15** |
| **27** | **SOME BASICS IN EDUCATIONAL RESEARCH** | **MRS. NEELAM** | **BABE KE COLLEGE OF EDUCATION** | **04.02.12** |
| **28** | **WRITING RESEARCH PROPOSAL WORKSHOP** | **MRS. NEELAM** | **B.C.M COLLEGE OF EDUCATION** | **01.06.11** |
| **29** | **WORKSHOP ON INTERNSHIP PROGRAMME** | **MRS. NEELAM** | **G.H.G KHALSA COLLEGE OF EDUCATION** | **22.01.2016** |
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| **38** | **SUSTAINABLE EDUCATION AND WOMEN EMPOWERMENT** | **MS. KARAMJEET KAUR** | **GURU GOBIND SINGH KHALSA COLLEGE OF EDUCATION** | **13.03.2012** |
| **39** | **MICRO TEACHING** | **MS. KARAMJEET KAUR** | **S.D.S. COLLEGE OF EDUCATION** | **22.03.2011** |
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| **53** | **PSYCHOLOGICAL TESTS DEVELOPMENT** | **DR. PARVEEN RANI** | **GURU RAM DAS B.ED COLLEGE** | **20.03.2016** |

**3.2 Research and Publication Output**

**1. Give details of instructional and other materials developed including teaching aids and/or used by the institution for enhancing the quality of teaching during the last three years.**

The College tries its level best to move ahead in enhancing the quality of teaching.

* Psychology Lab, Language Lab, Science Lab, Math lab, Fine arts room, Computer lab, etc. are used by students for practicals.
* Equipments, instruments, specimens and models are issued to the students for use during teaching practice.
* Audio- Visual aids of all the subjects are shown and used by the students.
* In ET (Educational Technology) Laboratory, old to latest charts, models and Teaching Aids are displayed.
* Charts, models and teaching aids are prepared in SUPW room.
* Language Lab, Computer Lab, ET Lab, Method Lab, ICT Lab and Library are used by students to improve their learning.
* Fitness Centre (Gymnasium) is used both by the students and the faculty for physical fitness.
* Over Head Projectors (OHPs) are used by teacher educators for showing transparencies as well as the students to prepare transparencies for their seminars and assignments related to curriculum.
* CDs, DVDs, pen drives and power point presentations (PPTs) are used to enhance knowledge and teaching skills of the pupil teachers.
* The college has facility of latest Teaching Learning Technology: LCD Projectors, Multimedia Projector, Educational CDs, Laptops etc.
* Students prepare material in the forms of charts, models etc. as teaching aids for each of their two teaching subjects. Models may be static or dynamic.
* Lesson Plans are developed with the help of Computers by the teachers.
* Student teachers are motivated to deliver their lessons through Power Point Presentation.
* Computer lab is under wi-fi and the College campus is under the process of getting wi-fi.
* In addition to this, student teachers develop materials like audio visual material and Teaching Aids under the supervision of teacher educators concerned.
* The college extends required help to students for preparing Teaching Aids and participation in Teaching Aids Competitions

**2. Give details on facilities available with the institution for developing instructional materials.**

The College has the following facilities for developing instructional materials.

* College has a well equipped library.
* Provision for working on the computer is in place. There is well equipped computer lab. In the college, 25 (in total) computers and 4 laptops are available to the students and faculty members.
* Educational Technology lab with all equipments is there. Internet, Multimedia Projector, OHPs etc. are available for use.
* Teachers have access to computers, Printers, Scanner, OHP & Internet Facility.
* College has a SUPW room where students and teachers prepare Teaching aids.
* The college has Language Lab and Method Labs also.
* College has well equipped Science Lab with equipment for doing practicals of Secondary and Senior Secondary Levels.
* Students often carry the equipments for use of Experimental Demonstration in allotted schools.
* Faculty members guide the student teachers and help them in preparing Projects and Teaching Aids.

**3. Did the Institution develop any ICT/ Technology related instructional**

**materials during the last five years? Give details.**

* Yes, College has prepared CDs of different lessons for B.Ed. class and different School classes.
* Transparencies and CDs on various topics of curriculum are also prepared by concerned subject incharges.
* Every year transparencies are also prepared by the students in various teaching subjects.

**4. Give details on various training programs and/or workshops on material development (both instructional and other materials)**

**a. Organised by the institution-** Workshop on Micro teaching skills for Teacher Educators was organised in the college for updating the knowledge regarding micro teaching skills.

**b. Attended by the staff- The list is as under**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Name of faculty | Name of Institution | Title | Date |
| 1 | Mrs.KaramjeetKaur | S.D.S College of Education for Women, Moga | State Level Workshop on Microteaching | 22/03/2011 |
| 2 | Dr.Parveen Rani | Akal college of education | Research methodology in education | 11TO13.04.2016 |
| 3 | Dr.Parveen Rani | Guru ram das B.ED college | Psychological tests development | 20.03.2016 |
| 4 | Ms.Neelam | BABE KE COLLEGE OF EDUCATION | SOME BASICS IN EDUCATIONAL RESEARCH | 04.02.12 |
| 5 | Ms.Neelam | B.C.M COLLEGE OF EDUCATION | WRITING RESEARCH PROPOSAL WORKSHOP | 01.06.11 |
| 6 | Ms.Neelam | G.H.G KHALSA COLLEGE OF EDUCATION | WORKSHOP ON INTERNSHIP PROGRAMME | 22.01.2016 |

**c. Training provided to the staff-**

College organizes workshop for the development of material and training purpose from time to time.

**5. List the journals in which the faculty members have published papers in the last five years.**

**Details of publications by the faculty**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Journal** | **Author** | **Topic** |
| **1** | **Latest Trends in Teacher Education ISBN 9789383911349** | **Dr. Parveen Rani** | **Reforms in Teacher Education** |
| **2** | **Journal of Research & Education in Indian Medicine** | **Dr. Anu Singh** | **Combined effects of Suryanamaskar and Ujjayi Pranayama on HRV & resting Heart Rate** |
|  |  |  |  |

**6. Give details of the awards, honors and patents received by the faculty members in last five years.**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name of Faculty** | **Award/Honour** |
| **1** | **Dr. Parveen Rani** | **Best Teacher Award by Desh Bhagat Institute of Education** |
| **2** | **Dr. Anu Singh** | **Gold Medal For holding First position in the Punjab state B.Ed** |
| **3** | **Mr. Sahil** | **Certificate of Honour by Zindagi Live Foundation** |
| **4** | **Ms. Sapna** | **Certificate of Honour for Outstanding Achievement in the field of Social Work by Northern Forum of Rural NGOs of Punjab** |

**7. Give details of the Minor/Major Research projects completed by staff members of the institution in last five years.**

**The list of Various Research Projects completed by the faculty is as under**

**The faculty members are involved in supervising the research projects completed by the students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Title | Year of submission | Type of Research | Faculty Member |
| 1 | A study of Mental Health of adolescents in relation to adjustment | 2011-12 | Supervision  (completed) | PankajGirhotra |
| 2 | The study of value conflicts of adolescents in relation to family environment | 2011-12 | Supervision  (completed) | PankajGirhotra |
| 3 | Frustration in adolescents in relation to their home environment | 2011 | Supervision  (completed) | RajniBala |
| 4 | Consumerism in advertisement | 2012 | Supervision  (completed) | SahilHora |
| 5 | Computer Programming | 2012 | Supervision  (completed) | SahilHora |
| 6 | Quest: Student Management System |  | Supervision  (completed) | Mr.Devender Singh |
| 7 | Educational Interests of Under-Graduate students in relation to their Socio-economic Status | 2012 | Supervision  (completed) | Mr.PankajGirhotra |
| 8 | A study of teacher’s burnout in relation to their emotional maturity | 2011 | Supervision  (completed) | Dr.RajniBala |
| 9 | Construction and Standardization of an achievement test of Social Science for Ninth grade students | 2011 | Supervision  (completed) | DR. RajniBala |
| 10 | The areas of major contact between the public and Health service | 2010 | Supervision  (completed) | SahilHora |
| 11 | Construction and validation of modules to development of communication skills among pre service teachers | 2014 | Supervision  (completed) |  |
| 12 | A study of teacher Effectiveness of Government and Private Secondary school teachers in relation to their occupational stress | 2012 | Supervision  (completed) | PankajGirhotra |
| 13 | Image of Universities in Punjab through beliefs and strengths: an Assessment | 2011 | Supervision  (completed) | SahilHora |
| 14 | A study of academic achievement in relation to emotional intelligence and mental health of adolescents | 2009 | Supervision  (completed) | Dr.GurvinderKaur |
| 15 | Self Confidence as related to Frustration | 2009 | Supervision  (completed) | Dr.GurvinderKaur |

**3.3 Consultancy**

**1. Did the Institution provide consultancy services in last five years? If yes, give details.**

Yes, the institution provides consultancy services to several schools, teacher training institutions and other educational institutions. Orientation programmes are given to staff members of some schools before the classes begin. The principle of the college is every year invited by many schools to give orientation programme for the staff members. The principal of this college is invited to give talks in various topics by different schools and other institutions. School administrators and teachers are given guidance on evaluation practices, methodology of teaching and instructional material.

3.3.2 **Are the faculty /staff members of the institute competent to undertake consultancy .If yes ,list the areas competency of staff members and steps initiated by the institution to publicize the available expertise**.

Yes, the staff members of our college are competent to undertake consultancy. The areas of competency of staff members are :

* Active learning methods.
* Continuous and comprehensive evaluation.
* Micro teaching
* Practice teaching
* Educational and Vocational guidance
* Communication Skills
* Orientation Programme

**3.3.3 How much revenue has been generated though consultancy in the last five years? How is revenue generated shared among the concerned staff members and the Institution?**

The consultancy service is free of cost and the College does not charge any amount for this service. The college bears the entire expenditure of consultancy services and its preparation hence no revenue generated. Consultancy fee is not charged by the institution for the consultancy provided.

**3.3.4 How does the Institution use the revenue generated through consultancy?**

NOT APPLICABLE

No revenue is generated. Consultancy is offered free of cost.

**3.4 EXTENSION ACTIVITIES**

**3.4.1 How has the local community benefitted from the institution? Contribution of the institution through various extension activities, outreach programme partnering with NGO's and Go's?**

* The college carries out extension activities and organise various Medical, Blood Donation and polio Eradication programme.
* The institution trains 100 students of the community ever year as teachers, most of whom serve the community as teacher.
* The college held an N.S.S Camps through which the students make the villagers aware against the evils of the drugs, smoking and alcoholism. Slogan against female foeticide, drugs and dowry are written by NSS volunteers of the college. Rally against these and other social evils is held by NSS volunteers of the college.
* The college students organize cultural programmes in the practising schools against the social evils.
* The college organizes Blood donation camp where students and staff are encouraged to donate blood to help the Society on whole.
* College donates Teaching Aids to Practice Teaching Schools. Every Year Teaching Practice is organized in ten schools. Lessons are delivered by Pupil Teachers with the use of Power Point Presentations and Teaching Aids. Teaching aids of all the subjects used in the schools while teaching are given to the practice schools.
* Various camps like Campus Beautification camps are organized in the college frequently.
* The College runs outreach programmes like holding exhibitions/competitions of teaching aids prepared by the students and

distribution of the same to different schools, Cleanliness drives, AIDS

Awareness programmes.

* The institute provides lots of opportunities to the local community by organizing programmes in respect to extension activities as rallies, plantation and cleanliness activities etc.
* Student teachers actively participate in Pulse Polio programs and Social Surveys Programmes.

**3.4.2 How has the institution benefitted from the community?(Community participation in institutional development , institution community networking, institution school networking etc.)**

* The community interacts with college through alumni. Community members are invited as guests on occasions and events.
* The Community lends active support while students carry on their extension activities in the surrounding localities.
* People from different fields of specialization like doctors ,lawyers, bank managers, women activists etc. from the community are invited to deliver talks and extension lecturers in the College.
* We have close relation with the schools where we send our teacher trainees for practice .Similarly we are closely related with the B.Ed colleges of Ludhiana city.
* During Teaching Practice programmes, exposure to school community is

given to students who share various experiences which could help a lot in enhancing their efficiency and utility.

* The College School networking definitely helps in future for the placements of the college students after completion of B.Ed. programme. Students are offered jobs through School networking as school principals and teachers are invited to college to act as chief guests and judges.

**3.4.3 What are the future plans and major activities the institution would like totake up for providing community orientation to students?**

The College plans to take more initiatives for providing Community Orientation to students:

* Promoting Planting of saplings
* Adopting a village for NSS Programme
* More Medical Camps
* Campaigns against Social evils
* Campaigns against Female foeticide
* Blood Donation Camps not just in college but in surrounding areas to get healthy blood
* Participation in Pulse Polio Camps
* Socio Economic Surveys of more villages/slum areas

**3.4.4 Is there any project completed by the institution relating to the community**

**development in the last five years? If yes, give details.**

Institution organises rallies, workshops, Medical Camp, Social Survey etc.

Plantation Drives are a regular feature of the College

**3.4.5 How does the institution develop social and citizenship value and skills among its students?**

College celebrates different festivals and organizes functions on National andInternational Days. Parents, Teachers and students get together on different occasions to inculcate social and citizenship values and develop social skills among students. Day celebrations are conducted to inculcate value system among the students.

Social and Citizenship values are developed through various ways:

* Morning assembly is a regular feature of College.
* Thought of the day and talks by students and teachers on topics of Social and religious importance are delivered.
* Social values taught through curriculum.
* Through talks by the seniors and faculty members.
* Celebrating festivals like Teachers Day, Birthday of ShaheedBhagat Singh, World AIDS Day, Red Cross Day, Women’s Day, Birthday of Guru Nanak Devji, Human Rights Day.
* The Curricular and co curricular activities are also instrumental in inculcating required values.

**3.5 Collaborations**

**1. Name the National Level organizations, if any, with which the institution has established linkages in the last five years: detail of the benefits resulted out of such linkages.**

UGC and NCTE provide useful information regarding the upliftment of standards of teacher education through their circulars. We receive Journals and informative material from the National Associations.

**3.5.2 Name the International level organizations if any with which the institution has established any linkage in the last five years. Detail the benefits resulted out of such linkages.**

No

**3.5.3 How did the linkage if any contribute to the following?**

a. Curriculum Development.

b. Teaching.

c. Training.

d. Practice Teaching.

e. Research.

f. Consultancy.

g. Extension.

h. Publication.

i. Student Placement.

**Not Applicable**

**3.5.4 What are the linkages of the institution with the school sector? (Institute-school-community networking)**

* The College has excellent rapport with the schools wherein students are sent for Teaching Practice. College remains in touch with all the Schools.
* School Teachers are invited to perform Judgement Duties in various Competitions.
* School Principals are invited as Chief Guests of College functions.
* Internship in reputed schools provides students with adequate exposure to get jobs of their satisfaction. Every year students are absorbed by the schools, where the students undergo internship.

**3.5.5 Are the faculty actively engaged in schools and with teachers and other school personnel to design, evaluate and deliver practice teaching? If yes, give details.**

Yes, our faculty is actively associated with schools. Before the commencement of school based Practice Teaching, the faculty and the student teachers interact with the school personnel to chalk out the activities to be carried out during Practice Teaching. At the time of Practice Teaching, our faculty remains present in the respective schools to supervise the performance of student teachers. The teachers of respective school provide feedback to our students on their performance.

Overall Teaching Practice Incharge is Ms.PunitaSacher

* Faculty members are actively engaged in schools in designing Time Table, Conducting Examinations, organising Co-curricular activities etc.
* Remedial Teaching for the slow learners is provided by student trainees under the guidance of faculty members assigned to the respective schools.
* Principals of schools are updated about the innovative practices adopted in Teaching Learning Process.

3.5.6 How does the faculty collaborate with school and other college or University faculty?

The College is actively collaborating with various schools, other institutions and University faculty for augmenting Teaching Learning activities

* Faculty members regularly attend workshops, seminars organized by other colleges.
* Paper presentations are done by Teachers.
* They interact with Teachers of different Govt., Aided, Public and Pvt. Schools during Practice Teaching.
* Social interaction takes place with other school teachers during internship period and annual meets.
* College has very good relations with neighbour institutions. The college works in coordination with them for some activities. The college also arranges lectures of faculties from different institutes and Universities.

**3.6 Best Practices in Research , Consultancy and Extension**

**3.6.1. What are the major measures adopted by the institution to enhance the Quality of Research, Consultancy and Extension activities during the last five years?**

The college endeavours to improve quality of research, consultancy and extension activities and adopt new measures for the purpose.

* The College encourages its faculty members to engage in research.
* The College encourages faculty members to write papers and articles for presentations and Publications.
* The college ensures participation of faculty in education and research related seminars, conferences, workshops etc.
* The College motivates faculty members to register for research work degree by making adjustments in Teaching Schedule
* Students are also encouraged to do research projects as per the requirement of the syllabus.
* Seminars have become regular feature in B.Ed.
* Environment Awareness Rallies are a regular feature of the college.
* Various Blood Donation Camps and Medical Check-ups are organized every year.
* Alumni through their lecturers and feedbacks always give meaningful suggestions for the improvement of institution.

**3.6.2. What are the significant innovations/good practices in Research, Consultancy and Extension activities of the institution?**

The College as a whole does its best effort to create an environment conducive to inspire the faculty to do research work and provide a facilitating environment for doing and continuing research, attending and organizing seminars and presenting papers in the seminars

Some of the good practices in research and extension are as follows:

* College encourages its faculty members to undertake research work.
* Faculty members of the College guide Ph. Scholars, M. Ed and M. Phil students.
* The Students of the institute are encouraged to do projects within and outside the institution for their exposure.
* The College organised AIDS Awareness Programme, Plantation Drives, in association with NGOs.
* College runs out-reach programmes like holding exhibitions of Teaching Aids prepared by the students and distributing

**CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 PHYSICAL FACILITIES**

The institution has Physical Infrastructure as per NCTE Norms.It is enough not only to run but also enhance the education programme efficiently.Building and some infrastructure is above NCTE norms.

4.1.1 **Does the institution have the physical infrastructure as per NCTE norms? If yes, specify the facilities and the amount invested for developing the infrastructure. Enclose the master plan of the building.**

The college is spread over 02 ACRES (total area) out of which total built up area comprises 4180 sq meter.

Facilities and amount invested for developing the infrastructure are indicatedbelow.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Description** | **No. of rooms** |
|  | Reception Room | 1 |
|  | Principals Office | 1 |
|  | Office | 1 |
|  | Multipurpose Hall | 1 |
|  | Games Room | 1 |
|  | Male Toilets | 5 |
|  | Male Common Room | 1 |
|  | SUPW Room | 1 |
|  | Prayer Hall | 1 |
|  | Store Room | 1 |
|  | Staff Room | 1 |
|  | Director’s Room | 1 |
|  | Girls Toilet | 5 |
|  | Girls Common room | 1 |
|  | Music Room | 1 |
|  | Library | 1 |
|  | Reading Hall | 1 |
|  | Examination Room | 1 |
|  | Computer Lab | 1 |
|  | Class Room | 6 |
|  | Science Lab | 1 |
|  | Psychology Lab | 1 |
|  | Language Lab | 1 |
|  | E.T.Room | 1 |
|  | Sports Room | 1 |

Total Built up Area: 4180 Sq. Mt.

College has a total area of 02 ACRES out of which nearly 4180 Sq. Mt. is covered with permanent construction.

**4.1.2 How does the institution plan to meet the need for augmenting the infrastructure to keep pace with the academic growth?**

To meet the need for augmenting the infrastructure to keep pace with the academic growth, an immediate need is prioritized. Budget is sanctioned to implement the plan the Governing Body. Rooms are added or removed to update the infrastructure. If the need arises to go for M.Ed Course, more rooms could be provided.

The infrastructural facilities available in the Institution are as follows:

* Well equipped, spacious, airy and bright classrooms as well as laboratories.
* College office is equipped with computer and laser printer, scanner and internet facility
* 24 hours free internet facility is available in the library, reading room as well as in the office
* Availability of photocopier machine in the library
* Every year renovation and repainting work is done as the need arises
* Every year the college purchases library books and other infrastructure as per the needs of the college. The decisions for augmenting the infrastructure are taken by the IQAC and the College Council

4.1.3 List the infrastructure facilities available for co-curricular activities and extracurricular activities including games and sports. Available infrastructure facilities for co-curricular activities and extracurricular activities are enlisted below The college possess sufficient infrastructure required for co-curricular and extra-curricular activities.

1. Playgrounds a) Volley Ball -1

b) Kho-Kho -1

c) Kabaddi -1

d) Hockey - 1

e) Football -1

1. Multipurpose Hall -1
2. Assembly Court -1
3. Prayer Hall -1

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4.1.4 Give details on the physical infrastructure shared with other programmes of the institution or other institutions of the parent society or university.

The college has other sister concerns and a school.

The college shares only the playgrounds with other schools and sister concerns.

4.1.5 Give details on the facilities available with the institution to ensure the health and hygiene of the staff and students (rest rooms for women, wash room facilities for men and women, canteen, health, centre etc).

* Institute provide washrooms for both staff and students separately at every floor.
* Common rooms for both boys and girls are also there.
* Hygienic drinking water is provided to students and staff.
* Institute has arranged hygienic canteen which supplies good refreshment for the needy.
* First aid facility is available for the needy.

4.1.6 Is there any hostel facility for students ? If yes, give details on capacity, no. of rooms, occupancy details, recreational facilities etc. Yes, there is separate hostel facility for girls and boys.

No. of rooms in hostel = 4

No. of seats for boys = 4

No. of seats for girls = 4

4.2 Maintenance of infrastructure

4.2.1 What is the budget allocation and utilization in the last three years for the maintenance of the following ? Give justification for the allocation and unspent balance if any.

Budget allocation and utilization for the maintenance of the following is as below :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **2013-2014** | | **2014-2015** | | **2015-2016** | |
| Building | Allocated | Utilized | Allocated | Utilized | Allocated | Utilized |
| Laboratories | 65,600 | 65,600 | 87,600 | 87,600 | 87,785 | 87,785 |
| Furniture | 33,147 | 33,147 | 29,832 | 29,832 | 46,849 | 46,849 |
| Equipments | 40,556 | 40,556 | 36,500 | 36,500 | 32,850 | 32,850 |
| Computers | 49,530 | 49,530 | 65,500 | 65,500 | 65,420 | 65,420 |
| Library | 35,850 | 35,850 | 43,840 | 43,840 | 46,516 | 46,516 |
| Transport / Vehicle | 45,591 | 45,591 | 1,779 | 1,779 | 35,450 | 35,450 |
| Total |  |  |  |  |  |  |

* + 1. How does the institution plans and ensures that the available infrastructure is optimally utilized.

The optimal utilization of instructional in infrastructure is ensured by the college that facilitates smooth and regular functioning of the college.

* The infrastructure remains in continuous and effective use.
* The college maintained a generator for ensuring uninterruptedsupply of electricity.
* College organizes different functions, celebrates important days and Intra and Inter college competitions, youth festivals to utilize the resources.
* Morning Assembly is a regular feature of the college.
* Seminar hall is optimally used to conduct seminars association meetings, workshops, cultural programs etc.
* Computer lab is maximally used for net access and other computer related jobs by both staff and students.
  + 1. How does the institution consider the environmental issues associated with the infrastructure?

The college is having environment society which is composed of Principal and two teachers. The society organizes tree plantation, lectures and rallies to make the people aware and to keep the environment clean. It creates awareness about 4Rs (Reuse, Recycle, Renovate and Restore).

The college has NSS Units which organize different programmes on environment. Some activities are :

* Environment Awareness Programmes.
* Environment Awareness rallies.
* Planting saplings.
* Organising Competitions during teaching practice in schools (Poster Making, Collage, best out of waste and lectures by prominent personalities).
* The college maintenance and cleanliness of green belt is given utmost importance.
* To keep the environment pollution free the college persuades the students not to use polybags.
* Smoking is totally banned in the college..
* However, utilization of infrastructure like computers, LCD projects and OHPs sometimes requires the running of generator when there is cut in electric power supply. To take care of environment in the unity, the generator is kept at a distance and its services and maintenance is done regularly to keep the pollution level low.
* College is situated in a pollution free environment.
* Energy sewing devices are installed e.g. LED bulbs.
* The college has planted number of trees around the building. It always tries to keep the lawn green. Flower beds are filled with plants and seasonal flowers
* Cleaniness drive is taken out in slum areas, various schools, college campus, college hostels, Environment Parks etc. Distribution of dustbins, pots and plants.

4.3 Library as a learning resource

The Library provides varied and up to date resources that support its mission and fulfill the needs of its users. Resources are provided in a variety of formats, including print or hard copy, online, electronic images or text and other media.

The College library has the quantity of resources as prescribed by government, NCTE and affiliating University. The collection of the college library answers the standard requirements, for maintaining the quality of the resources.

4.3.1 Does the institution have a qualified librarian and sufficient technical staff to support the library (materials collection and media / computer services) ?

The college has well qualified and efficient librarian along with one assistant to support the library.

|  |  |
| --- | --- |
| Name of Librarian | Qualification |
| Mr. Amit | B Lib, M Lib |

One computer with internet facility and one photocopier machine has been provided to the library for technical support.

1.

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* + 1. **What are the library resources available to the staff and students ? (Number of books – volumes and titles, journals – national and international, magazines, audio visual teaching learning resources, software, internet access etc.**

The college library is computerized. The college librarian was provided opportunity to visit big libraries to provide better facilities to staff and students.

2. The library has extended appropriate working hours.

3. The qualifications of librarian is as per NCTE Norms.

4. The library has separate infrastructure facilities such as reading hall and magazine/journal display racks.

5. The generator facility is extended to library.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of Item** | **Number** |
|  | Books | 11,037 |
|  | Reference Books | 1000 |
|  | Magazines | 25 |
|  | Journals | 10 |
|  | Newspapers | 05 |
|  | E Books | 10 |
|  | E Journals | 02 |
|  | CDs | 50 |
|  | M.Ed. Dissertations | 15 |
|  | Almirahs | 30 |
|  | Chairs | 50 |
|  | Tables | 10 |
|  | Magazine Racks | 05 |
|  | Librarian Chair | 04 |
|  | Rack | 05 |
|  | Computer | 01 |
|  | Photostat Machine | 01 |
|  | Catalogue Cabinet | 0 |
|  | Double Side Newspaper Stand | 01 |
|  | International Magazines | 0 |

**4.3.3 Does the institution have in place, a mechanism to systematically view the various library resources for adequate access, relevance etc. and to make acquisition decisions ? If yes, give details including the composition and functioning of library committee.**

1. Institution has constituted a library committee. It deals with planning for the development of the library and purchasing books.

2. The library committee consists of principal, librarian, two teachers and 2 student representatives from the current year.

3. The committee gives suggestions for the enlistment of the library and for removing problems, if any.

The committee members are as follows

|  |  |  |
| --- | --- | --- |
| **Name** | **Qualification** | **Designation** |
| Dr.Parveen Rani | B.Ed, M.Ed, PhD | Principal |
| Mr.Amit | B lib, M Lib | Librarian |
| Ms.Neelam | B.Ed, M.ed MA | Lecturer |
| Ms.KaramjeetKaur | B.Ed, M.Ed MA | Lecturer |
|  | Student | Student |
|  | Student | Student |

Functions:

1. A library committee selects and recommend the books for Library and the books are purchased for library after getting approval of the principal.

2. Checks the documents of library.

3. Helps in functioning of the library.

4. Procures feedback on functioning of library.

5. Gets books recommended from other teachers and students.

**4.3.4 Is your library computerized ? If yes, give details**

Yes, our library is computerized. Library books are issued and returned by the use of computer. All the books has been entered into the computer. Software is prepared to store Accession No. of Books, individual book ID, its location, author and title etc. The location of the book hence is identified easily.

4.3.5 Does the institution library have computer, internet and reprographic facilities ? If yes, give details on the access to the staff and students and the frequency of use.

* The college library is partially automated.
* It has computer and internet facility.
* The library has appropriate working hours.
* The generator facility is extended to library.
* Library is well maintained, neat and clean.
* Students can get 02 books from library for 07 days.
* Teachers can get 04number of books, journals from library.
* Access to the staff: Teachers and students use computer and internet to access various kind of information regarding teaching subjects, Teaching Learning Process, Teaching Strategies, Teaching Techniques, innovations in the field of classroom interactions, teaching aids role of electronic media in research and recent researches related to educational development.
* College has a Book Bank. All the needy students have been issued 2 books for full academic session.

**4.3.5 Does the institution make use of inflibnet/delnet/IUC facilities ? If yes, give details.**

Institution has not yet made use of inflibnet/delnet/IUC facilities. Certainly it will be used in future.

4.3.6 Give details on the working days of the library ? (Days the library is open in an academic year, hours the library remains open per day etc)

The college library opens from 9:00 am to 3:30 pm on every working day from Monday to Saturday except the Sundays and other declared holidays.

Opening Hours: 9:00 am to 3:30 pm

4.3.7 How do the staff and students come to know of the new arrivals?

* The college has a mechanism in place to keep the staff and students informed of new arrivals. All information related to new arrivals in the library is displayed on Notice Board. The librarian intimates about new arrivals to the faculty in charge of Library period.
* All the new arrivals are displayed on the separate display rack and visible show case almirahs.
* The latest arrival lists is also displayed on library notice board.

4.3.8 Does the institution library has a book bank ? If yes, how is the book bank facility utilized by the students ?

* + Yes, the Institution has a Book Bank facility
  + This facility is provided to economically backward students on receipt of their requisite forms.
  + Due notice of Book Bank is published on all the notice boards at the time of admission.
  + Books regarding the syllabus are issued to the needy students for whole semester and collected at the end of the semester.
  + In case of loss or any damage to the book, the student has to replace a new book as per the rules and regulations.

4.3.9 What are the special facilities offered by the library to the visually and physically challenged persons ?

* Proper help is provided by the assistant librarian to retrieve the books from Almiras and racks.
* Preference is given to such category persons / students in issue and return of books / materials.

4.4 ICT as Learning Resource

4.4.1 Give details of ICT facilities available in the institution (computer lab, hardware, software, internet connectivity, access, audio visual, other media and materials) and how the institutions ensure the optimum use of the facility.

* Institution has computer Lab with internet Wi-Fi connectivity, staff and students uses computer lab, audio visual, other media in teaching learning process. Students are encouraged to make use of Computers and audio visual aids for the preparing Lesson plan for their examination.
* There are 13 computer systems and 4 laptops available for student teachers. Student teachers are encouraged to prepare less on plans by taking the help of computers.
* There is an audio-visual room in the college. Seminars are conducted with power point presentations. Apart from power point presentations, OHPs and Multimedia Projectors are also used for teaching learning process. Internet connectivity is available during the working hours.
* CDs are available in the library, which contains the topics related to the syllabus. The students can get them issued and make a copy for future use. This also helps to reduce the wastage of paper.

4.4.2 Is there a provision in the curriculum for imparting computer skills to all students. If yes give details on the major skills included.

* There is a provision in curriculum for imparting computer education and skills to all students as a compulsory subject (Theory and Practical).
* Computer lab is used to prepare and present power point presentations by students of B.Ed. and also internet surfing is used for learning and understanding of curriculum.
* The students are encouraged to make use of CDs available in the library, which contains the topics related to the syllabus. They can get them issued and make a copy for future use. This also helps to inculcate the habit of using their computer skills as well as to reduce the wastage of paper as well.

**4.4.3 How and to what extent does the institution incorporate and make use of thenew technologies / ICT in curriculum transactional processes ?**

* New technologies are used by teachers for teaching in the class. Institution has its AV room. OHPs are very frequently used by staff and students.
* The institution organises workshopto teach how to prepare and use Power point presentations and uses of technological equipment/ practices.
* Usage of variety of media to retrieve information.
* Usage of computer based services to write, analyze, present and communicate information.
* Usage of the information technologies to create, to share and to store knowledge.
* Teachers and students demonstrate well developed skills with technology.
* Teachers develop new instructional material for students.
* Teachers facilitate the construction of learning material by students.
* Teachers implement the curriculum integrated with technology.
* Using computer based services to search for and find relevant information in a range of contexts.

**4.4.4 What are major areas and initiatives for which student teachers use / adopt technology in practice teaching ? (Developing lesson plans, classroom transactions, evaluation, preparation of teaching aids).**

The student teachers are motivated, encouraged and trained for making use of the modern technology for practice teaching.

Many of them prepare lesson plans on power point for teaching in the school.

* **For class room transaction :** The student teaches prepare power point presentation to deliver seminars.
* **For preparing teaching aids :**The student teaches prepare slides related to the curriculum, which is to be transacted in the classroom. They use technology of information and communication for making different kinds of teaching aids. The student teachers prepare teaching models in the college to be included in the practice teaching.
* **For Developing Lesson Plans:** Most of the students’ teachers adopt ICT in their practice teaching. The student teachers prepare two lesson plans in their respective teaching methodology during real classroom teaching. Many of them prepare lesson plans on power point for teaching in the school. The student teachers take help of the Educational Technology Lab for using ICT technology for preparing their practice teaching lessons.

**4.5 Other Facilities**

4.5.1 How is the instructional infrastructure optimally used? Does the institution share its facilities with others e.g. serve as information technology resource in education to the institution (beyond the program); to other institutions and to the community.

The college ensures that the instructional infrastructural facilities are optimally used.

* Computer lab is used by staff as well as students to get access to internet and visit important websites concerned with the important topics in the syllabus as well as recent updates on the college and the University website.
* Library and its books are optimally used by the students and the staff too. Each student can get two books issued at a time for two weeks. Students can also get CDs of topics issued, so that they can have their own copies for future use.
* Play grounds are used by school and our other sister concerns.
* Audio-visual Room is optimally used to conduct seminars, workshops, Extension lectures etc.
* Computer lab is maximally used for net access and other computer related jobs by both staff and students.

4.5.2 What are the various audio-visual facilities / materials (CDs, audio and video cassettes and other materials related to the program) available with the institution? How are the student teachers encouraged to optimally use them for learning including practice teaching ?

* + We have computers, OHP, Multimedia Projector, Cassette and CD player, audio visual resource centre.
  + The students are encouraged to use all these facilities in their daily routine as well as for the presentations of the lessons from time to time.
  + Students are allowed to carry their laptops to their practice schools for power point presentations.
* The students are encouraged to make use of CDs available in the library, which contains the topics related to the syllabus. They can get them issued and make a copy for future use. This also helps to inculcate the habit of using their computer skills as well as to reduce the wastage of paper as well.

4.5.3 What are the various general and methods laboratories available with the institution? How does the institution enhance the facilities and ensure maintenance of the equipment and other faculties.

The college has spacious and well equipped, general and method laboratories to make teaching training program more effective. These laboratories are as follows.

1. Psychology lab

2. Science Lab

3. Maths Lab

4. Physical education room

5. Educational Technology lab

6. SUPW room

7. Language Lab

8. A.V. Room

The college enhances the facilities in laboratories and resource centers according to the requirement of the prescribed curriculum. Apparatus are added and budget is set for enhancement and maintenance.

**4.5.4 Give details on the facilities like multipurpose hall, workshop, music and sports, transport etc available with the institution**.

**Facilities in the institution**

**Multipurpose Hall –**

* It is well built , fully equipped, well lighted and spacious enough with a maximum seating capacity of 100 and has appropriate seating arrangement.
* Equipped with sound system .

**Workshop (SUPW) –**

* It is equipped with paintings, craft material, spade, buckets, axes, rope, weeding instruments ,hand made toys etc.

**Sports Room –**

* Table Tennis, Chess, Carrom Board and other different card games for indoor activities
* Nets for hockey, volleyball, football, badminton as well as crickets kits etc, hockeys, volleyball, football etc are available for outdoor activities .

**Transport –**

* Two wheelers are available, four wheelers and buses are hired for different purposes.

**4.5.5 Are the classrooms quipped for the use of latest technologies for teaching ? If yes, give details. If no, indicate the institutions future plans to modernize the class rooms.**

* Classrooms are equipped with OHPs and multimedia projector.
* cassette and CD Player are in the ET Lab and they are used in the class rooms as and when required by the teacher.
* Moreover LCD projectors are to be used in future.

**4.6 Best Practices in Infrastructure and Learning Resources**

**4.6.1 How does the faculty seek to model and reflect on the best practice in the diversity of instruction, including the use of technology ?**

The faculty seeks to modernize their approach in the classrooms. Perceiving the changing needs of the education teachers are also putting in their best efforts to modernize teaching.

* Teachers act as a model for the students as they use technology in their teaching learning process and motivate students to use the same.
* Multisensory approach is followed to engage students in learning at multiple levels
* This helps a lot to induce diversity in instructions as well as to cater to the varying needs of incorporating the use of various technologies in classroom teaching like audio-visual aids, OHPs, PPt Presentations, Multimedia Projector etc.

4.6.2 List innovative practices related to the use of ICT, which contributed to quality enhancement.

Effective and innovative teaching aids are used for quality enhancement.

* Slides are used for demonstration
* Teachers as well as students make maximum use of multimedia projector
* Educational TV Programmes
* Lessons are prepared with the help of audio-visual aids, to develop interest and to break the monotony of classroom teaching
* Video CDs and DVDs
* Technologies like e-mail, internet etc. are frequently used
* OHP and transparency sheets are used
* Charts, models and Power point presentations are used during classroom teaching

4.6.3 What innovations / best practices in ‘Infrastructure and Learning Resources’ are in vague or adapted / adopted by the institution?

The following are the innovative learning resources and infrastructure adopted by the institution.

* Computerized library
* Well equipped language lab.
* Well-equipped labs method labs such as Science, Psychology, Math lab etc.
* Internet access during the working hours.
* Seminar hall
* Audio Visual room
* Constant enhancement of classrooms and labs
* Library is added with more books and journals every year

With all its best efforts the college is leaving no stone unturned to provide quality education to its students so as to make them responsible citizens of this country.

**CRITERION V**

**STUDENT SUPPORT AND PROGRESS**

5.1.1 How does his institution assess the student’s preparedness for the programme and ensure that they recieve appropriate academic and professional advice through out the commencement of their professional educational programme to completion?

* Our institution prepares the students for new academic achievement through various activities. After admission an orientations programme is organized by our college. Principal and some senior faculty members provide basic information to students. Written information is displayed on the notice board.
* Under this Orientation Programme, the students are made familiar with the Academic Calendar, Syllabus, Course Books, library resources, computer lab resources & subject labs etc.
* The students are introduced to the teachers and are encouraged to share their past academic achievements, if any,
* The subject teacher first access their knowledge about the particular subject, then identifies the problem area and finally ensures to abolish those problems by inculcating the appropriate and desired modification in the teaching programme.
* Tutors inform the students about the latest books and competitions. All through the course easy access to staff and Principal ,enhance the student’s growth and development.
* Various activities like seminars, talent hunt programme, celebration of important days, youth festival, exhibitions, athletic meet etc. are organized by the college.
* Simulation teaching, micro technology discussion lesson help in inculcating various teaching skill among the students.
* Various functional labs are operative in the college to give practical inputs to the students.

5.1.2 How does the institution ensure that college campus environment promotes motivation, satisfaction development and performance improvement of students?

* **Motivation:-**
  + The institutions motivate the students to participate in inter and intra institutional curricular activities and co-curricular activities.
* The students are issued certificate, prizes, medals and trophies for participation and holding positions for the respective activities.
* **Satisfaction:-**
* A mentor system (tutorial group) is functional where 15 students are assigned one faculty member who takes care of their personal and academic issues and inculcates values and tries to explore their hidden talent and encourage them.
* **Co-curricular activities:** These activities provide opportunities to the students to explore their abilities. Faculty members and Principal from time to time motivate the students to participate in these activities.
* **Harmonious Development:-**

For the development of various aspects to their personality many programme organized as following:-

* ***Physical Development*:-**

Sports meet and physical education period in the time table. Yoga is an optional activity.

* ***Moral Development:-***

Morning assembly and guest lectures on values and logic practices.

* ***Social Development:-***

Organization of various activities as skits, mimicry etc. and music programmes and celebrations of important festivals like lohri, Diwali etc.

* ***Intellectual Development:-***

Holding Quiz, debates, creative writing competitions etc. help to improve the intellectual ability of the participants

* **Performance improvement of Students:-**

For Teaching : Micro, Mega and Real Teaching.

For Academic : Class test, Seminars, assignments, projects and house examinations etc.

**5.1.3 Give the gender wise dropout list after admission in the past five years, list possible reason for the drop out. Describe the mechanism adopted by the institutions for controlling the drop-out?**

**Table depicting details of dropouts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Session | Admitted Students | Dropouts | Gender | Reasons for Dropout |
| 1 | 2009-10 | 100 | 1 | Girl | Girls either got married or got jobs. Boys got placed either in teaching or in non teaching fields |
| 2 | 2010-11 | 100 | 1 | Girl |
| 3 | 2011-12 | 100 | NIL | NIL |
| 4 | 2012-13 | 100 | 1 | Girl |
| 5 | 2014-15 | 100 | 3 | Girl |

The reason of the drop out the students:-

1. Some got married.
2. Some student’s families were unable to support their education financially.
3. Some student’s has some personal issues.

The mechanism adopted by the institutions for controlling the drop out:-

1. The institute calls for parents meeting and guidance for proper direction.
2. The staff members personally meet the students. Teachers ask their problem and always try to solve their problem.

5.1.4 What additional services are provided to students for enabling them to compete for the jobs and progress to higher education? How many students appeared/qualified in SLET, NET, Central/State govt. services throughout competitive examination in the past two years?

Our College provides various facilities to the students for preparation for their higher studies and competitive examination such as:-

* The institutions organizes spoken English classes, computer classes, carrier & guidance class, remedial coaching, computer lab facility and sufficient time to read the journals in the library.
* The Placement Cell is functional.
* Seminars and extension lectures are arranged to improve their proficiency in employment skills, preparation of resume and how to appear in an interview.
* Competitive Magazines are provided to the students in the library

**5.1.5 What percentage of students on an average goes to Further study, choose teaching as a carrier? Give detail last 3 Years.**

* Almost all the students choose teaching as a profession
* About 30% students go for further studies in different post graduate departments of Universities/Colleges, rest 70% choose teaching as their carrier.

|  |  |  |
| --- | --- | --- |
| Session | Higher Studies | Teaching Job |
| 2011-12 | 61% | 25% |
| 2012-13 | 67% | 30% |
| 2014-15 | 68% | 27% |

**5.1.6 Does the Institution provide training assess to library and other education related electronic information, audio/video resources, computer hardware and software related and other resources available to the student teachers after graduating from the institution? If yes give details on the same.**

* The College has Alumni Association of old students and passouts.
* They frequently visit the College and are free to use Library, computer, internet and other facilities.
* The College gives sufficient time to read in library and continue their studies.

**5.1.7 Does the institutions provide placement service? If yes give detail on the services provided for the last 2 years and number of students who have benefited.**

Yes, the college provides placement services to the students. There is Guidance and Placement Cell which provides the following services to the student teachers:

* Resumes of the students are sent to the Principals of the different local schools for consideration for placement.
* Advertisements of different schools, colleges, Govt. Departments are displayed on notice board especially meant for providing placement services to students.
* The students are encouraged to take part in various competitions organized by different colleges to develop skills for competency among the student teachers.

**5.1.8 What are the difficulties faced by placement cell, how does the institution overcome these difficulties?**

Guidance and placement cell of the institution face the following problems:-

* Non Availability of the Job in Govt. Sector.
* Low salary structure in the private school.
* Problem of over burden in the private school.
* Students are not interested in joining as a school with low salary.
* It is difficult to inform all the students about the various vacancies on the phone or through post, one they pass out from the college.

To overcome these problems the college generally provides vocational guidance and counseling to the students and motivate them from time to time to join even low salary jobs for the professional growth and advise them to wait and work until they find better opportunity. Now college has obtained mail address of students to inform the students regarding the latest vacancies.

**5.1.9 Does the institution have arrangements with practice teaching schools for the placement of student teacher?**

* Yes it is a common practice of the institution to arrange for the placement of student teacher.
* Resumes of students are sent to the principal of practice teaching school for their placement.
* At time the principal place request to the institute or call pupil teachers who had concluded his / her practice teaching efficiently in the same school.

**5.1.10 What are the resources (Financial, Human and ICT) provided by the institution to the placement cell?**

* Two Computers, Laptop with internet connection and a printer cum scanner are provided to the guidance and placement cell. Guidance and placement cell incharge looks after the cell.
* Human resources are provided by the management members and teaching faculty.
* The teachers do their best efforts to guide the students according to their abilities and interests
* They search for advertisements of recruitments in different areas of teaching profession and make the students aware by pasting the advertisements on the notice boards

**5.2 Student Support**

**5.2.1 How are the curricular (teaching learning processes), co – curricular and extra curricular programs planned, (developing academic calendar, communications across the Institution, feedback) evaluated and revised to achieve the objectives and effective implementation of the curriculum**?

The college ensures participation of students in various curricular and co- curricular activities by providing facilities and opportunity leading to harmonious development of the students.

College has different committees which meet at different occasions, chalk out programs and organize the functions. The college principal along with committee incharge evaluates, revise and implement programmes to achieve the objectives.

Talent Hunt, Bulletin board competitions, Art & craft competitions, youth festivals, skills in teaching, day celebrations, poem recitation, quiz, literary competitions, athletic meet, etc are organized by the college. All the students participate in these competitions according to their interest and ability. In the area of academics, every year almost all the students of all college get first division in the final exam.

Keeping in view the priorities, academic calendar in every session is prepared by our collage council. For effective implementation of various curricular and co-curricular programs the following steps are taken: -

* Orientation program is organized at the beginning of the academic session for pupil teachers. In this program students are informed about various curricular, Co- curricular and extra-curricular activities which are to be conducted during the session to inculcate different types of skills required by pupil teacher.
* Inputs are given to use the new technology to the students.
* Seminars, puzzles, debates, literacy activities, dance , music, quiz competition, mehndietc are organized to assess the skills / potential of the students.
* Students are guided for preparing power point presentations.
* Students are guided and encouraged to use ICT like LCD Projectors for presenting the paper in class seminars.
* Morning assembly is conducted on weekly basis.
* Presentation of poem and articles to encourage their creativity.
* Language lab is used to develop communication skills in the students.

1. **How is the circular planning done differently for physically challenged students ?**

**Emphasis is laid on Mainstreaming and not seclusion of such students**

* Students with special need like blind and physically handicapped are adjusted in the ground floor.
* Tutors, Staff members, fellow students, helpers etc. are sensitized to the presence of such students among them (if any), so that they are able to help them during their stay in the College. They can also help the student to handle his/her walking aid into and out of the classroom and to place it at proper place for future use.
* Tutors-Incharge is available to address their grievances.
* Provision of Curricular and co-curricular activities on the ground floor.
* Provision of physical aids like wheelchair, crutches, canes etc. is made in the College so as to make them feel independent and secure.
* Students with special needs are given extra time to write their lesson plan and assignments.

1. Does the institution have mentoring arrangements. If yes how is it organized?

Yes, our institution has mentoring arrangements. In each session students are divided into tutorial groups. Teachers in charge of the tutorial groups act as a mentor. Teachers in charge provide proper guidance to B.Ed students in different area and encourage them to participate in various curricular and co- curricular activities. They also help these students in solving their personal and academic problems throughout the year. However teaching subject teacher also provide proper guidance to the students for preparation of micro, macro and discussion lesson plans and also in delivering these lessons in the simulated and real class room situations.

1. **What are the various provisions in the institution, which support and enhance the effectiveness of the faculty in teaching and mentioning of students?**

The institution provides various equipments to the faculty to enhance their efficacy. These are:-

* Provision of Internet
* Audio – Visual Aids like OHP, LCD projector, Interactive board etc.
* Provision for attending various Faculty Development Programmes like seminars, refresher courses, workshops, computer literacy programmes etc.
* Teachers of the College also attend orientation courses organized by the academic staff or college of different University, if organized.

1. **Dos the institution have its website ? If yes, what is the information posted on the site and how often is it updated?**

Yes, the College has its website, [***www.babakundancollegeofeducation.com***](http://www.babakundancollegeofeducation.com)

The information such as management details, governing bodies, faculty profile, admission details, syllabus, circulars, infrastructure and courses offered are posted on the site. It is updated yearly once and as and when necessity arises.



1. Does the institution have a remedial programme for academically low achievers? If yes, give details.

* Remedial teaching is provided to low achievers during holidays.
* Measures taken for the same are Coaching Classes, Special classes, additional tests, mark list being sent to parents.
* Tutorial classes are held once a week to focus on the problems faced in academic and non-academic areas.
* Peer group help in the improvement of slow learners.

1. What specific teaching strategies re adopted for teaching (a) Advanced

Learners and (b) Slow Learners?

1. **Advanced learners:-**

* Challenging assignments are given.
* Team project are given
* Encouraged to take part in co-curricular activities, often as team leaders.
* Guided for the use of ICT and for preparing power point presentations.
* Motivated to prepare topics and present it in the seminar.
* Provided with the internet facility.

**b) Slow Learners**

* Remedial Teaching is provided during holidays.
* Teachers recommend books and topics for preparation and teach in mother tongue, if required to the students.
* Mentor teachers motivate them to join advance learners in their projects and to work together.
* Interaction classes are conducted.
* Demonstration classes are conducted
* They are motivated to activity participate in all curricular and extra-curricular activities.

1. What are the various guidance and counseling services available to the students? Give details.

* The principal and members of the faculty provide academic and personal guidance formally and informally as and when required by the pupil teachers.
* Experts are called for extension lectures from time to time.
* The college has well established Guidance and Placement Cell to guide the sudents as and when required.

**At time of admission: -** Guidance is provided to students regarding: -

* Subject combination
* Availability of hostel facility.
* Library rules.
* Deposit of fee
* Transport availability.

**During the inaugural session: -**

* Rules and regulation of the college
* Library rules
* Leave rules
* Selection of optional paper, craft etc.
* Scheme of examination and criteria for internal
* Co – Curricular activities
* Scheme of house test, assignments and project work etc.

**During the session: -**

* Tutorial period is allotted once a week. The incharge provides academic, personal and vocational, all types of guidance to the students.
* Projectors and presentation of the lesson plans
* Various function, seminars, workshops, extension lectures etc. are organized by the college to create awareness, enhance effectives and development of self- confidence.

1. What is the grievance redressal mechanism adopted by the institution for the students? What are the major grievances redressed in the last two years?

* The college has constituted a Grievance Redressal Cell. Students who approach the Cell with their grievances are counseled accordingly.
* Suggestion Box is kept in the college which is checked frequently by the Grievances Cell comprising Principal, Council and hostel wardens.
* Feedback Performa is also available for the students to fill
* Students are open to share their grievances and extend their suggestions about faculty and institution.
* So far the students are highly satisfied with the amenities
* The management in consultation with the Principal and student representatives analyses the grievances and take appropriate action.

An anti-ragging Committee was constituted in the College bsed on the suggestions dropped in the suggestion boxes.

1. How is the progress of the candidate at different stage of program mentioned and advised?

* The College adopts continuous process of evaluation and faculty members keep the record of each and every student.
* Testing the students is a regular feature of the college which includes details of the students according to their class response, performance in various curricular and co–curricular activities organized during the session. Reformatory action is taken if required.
* Evaluation of assignments, written test and oral test performance is the base to check the performance of the students. Regular evaluation and suggestion during teaching practice is also done.
* Seminars, Skill in Teaching, Teaching Aid Preparation, Fine Art Competition, and Bulletin Board Competitions are a regular feature.
* Students are encouraged by the faculty members to participate in these programs according to their ability and capability.

11. How does the institution ensure the students competency to begin practice teaching and what is the follow up support in the field provided to the students during practice teaching in school?

The institution ensures the students' competency to begin practice teaching by

following steps:

**Micro Teaching**

The subject teacher incharge makes the students aware of micro-teaching skills and five skills per subject are practiced out of the following:

* Skill of Introducing the Lesson
* Skill of Explanation
* Skill of Questioning
* Skill of Reinforcement
* Skill of Stimulus Variation
* Skill of Black Board Writing
* Skill of Explanation with Illustrations
* Skill of Assigning the Home Work

Each and every student practices these skills in classes and feedback is provided by the subject teachers side by side. A schedule is prepared according to which the program of micro-teaching runs in the college.

**Macro Teaching**

After practicing different skills, subject teachers demonstrate two lessons to the students. They guide the student teachers for making the macro lesson plans and train them to deliver macro lessons including two discussion lessons which require the integration of different teaching skills.

**Teaching Practice**

In real class room situations, each Pupil Teacher is required to deliver 40 lesson plans. Besides teaching in the classroom situation the student-teachers are also required to observe 15 lessons delivered by peer student-teachers. At least fifty percent lessons would be supervised fully by the teacher educators and feedback given to the students orally as well as comments in writing on their mega/macro lesson files. Record of lesson planning, teaching and supervision is maintained.

5.3 **Student activities**

1. Does the institution have an Alumni association ? If yes

a. List the current office bearers  
b. Give the year of the last election  
c. List alumni association activities of last 2 years  
d. Give details of the top ten alumni occupying permanent position  
e. Give details on the contribution alumni to the growth and development of the institution.

Yes, the Institution has an Alumni Association

1. **List of the current office bearers.**

* President:SahilHora
* Secretary:Neelam
* Treasurer:Sapna
* Members:Karamjeet, Parveen, Pankaj, Kirti

**2. Last meeting of the executive committee of alumni association was held on** 15/8/2014

Following activities are conducted by the alumni association: -

1. Students who get first two positions in B.ED in the university examination are awarded gold medal and set of books.
2. Alumni who get through the net, CTET, PSTET etc. Guide and motivated the students who are willing to appear in these competitions.
3. Association is always ready to help needy students
4. Act as Judge in various events and functions
5. Executive members are also give suggestions regarding curriculum, facilities to be provided to the students in the college campus / hostels and also in development of infrastructure.

Top 10 Alumni occupying prominent positions:

|  |  |  |
| --- | --- | --- |
| S.No | Name | Designation |
| 1 | Ms. Bhavna Joshi | Principal |
| 2 | Sahil Mahajan | Teacher |
| 3 | Ravneet Dhanoa | Teacher |
| 4 | Neeraj Sharma | Teacher |
| 5 | Simrandeer Singh | Teacher |
| 6 | Lakbir Singh | Government Teacher |
| 7 | Vikas Bembi | Teacher |
| 8 | Paramjeet Kaur | Teacher |
| 9 | Komal Aggarwal | Teacher |
| 10 | Amit | Teacher |

2. How does the institution encourage students participate in extracurricular activities including sports and games? Give details of the achievement of students during the last two years.

The institution provides platform to the students to participate In various competitions of institution, inter college & inter university level.

The Institution encourages the students to participate in these activities by organizing different competitions at College level.

* Prizes, certificates, medals etc. are given for their participation and commendable performance in academic, sports, community service and curricular activities.
* College provides all the necessary equipment, counseling and guidance to nurture their talent.
* The college provides extra time for practice to the students and faculty members go an extra mile in helping the participating students in completion of syllabus.
* Academic calendar is prepared including celebration of the important days; inter house completions, art and craft competition, cultural activities, competitive talent hunt, athletic meet etc. These activities help the students in showing their hidden talent.

3 . How does the institution involve and encourage student to publish material like catalogues, wall magazines, college magazine and other material. List the major competition / materials brought out by the students during the previous academic session.

The college provides many opportunities to involve the students in various activities for presentation and publication of their materials.

The college annually publishes the magazine for students called ***The Baba Kundan Times***. It

is an ideal platform for students to realize their creative potential and writing skills. All the sections of magazine English, Punjabi, Hindi, science and computer science have teachers as well as student editors to share due responsibility of editing the magazine. The student editorial board of the magazine comprises of-

* Editor - Ranjeet kaur
* Editor – Aarti
* Editor – Sukhjinder kaur
* Editor - Rajpreet kaur
* Editor - Taranpreet Kaur

Students are encouraged to present their papers in various seminars.

* Besides all the various competition best out of waste material, food presentation, drawing and painting, Quiz, rangoli, clay modeling, poster making and slogan writing competitions etc. are organized to provide opportunity to students to exhibit their talents.
* Students present thought of the day, news, and their views on current, moral values and social evils in the morning assembly.

4. Does the institution have a student council or any other similar body? Give detail on-constitution, major activities and funding.

* Yes the institution has a student council body. The students elect their representative. They focus the problems, anxieties and interests of the students to the knowledge of Tutor-in-charge and the Principal.
* Conducts Association Meetings
* It is totally responsible for conducting and organizing various programmes, throughout the year, which provide a platform for students and the community for exhibiting their talent.
* The funds for these activities are organized by the Management.

5) Give the details of the various bodies and their activities (Academic and administrative), which have student representation in it.

The institution provides an opportunity to all the students for being part of almost every activity. The various committees, which has students as representatives are :

* Alumni association
* Student Council
* Library committee
* Hostel Committee
* In respect to cultural activities these bodies has to manage whole programme and also to entertain all the audience.
* I respect to sports activities, these bodies have to manage and conduct all the games like indoor games, outdoor games, and also make out the conclusion regarding that.
* I respect to discipline activity, these bodies have to see all the arrangements and give the suggestions and make all in the disciplined manner.

6.) Does the institution have a mechanism seek and use data and feedback from its graduates and from employers to improve the preparation of the programme and the growth and development of the institution?

Yes the institution has a mechanism to seek and use data and feedback from its graduates. The college gets feedback from the students about the overall assessment of academic programme and facilities are provided in the following manners.

* Suggestions are invited from the students through “suggestion box” kept in the college .
* Suggestions are also invited from the students in the hostels.

1. **Best practices in students support and progression**

The college has made efforts to provide student support system for the growth of the student teachers and to make them professionally capable to undertake teaching as a profession.

The following are the few distinct programs in this direction:

* Sports students are given first preference.
* The old students of the college are enrolled as members of the Alumni Association. Their growth with regard to the higher studies and career is recorded.
* Financial Assistance to economically disadvantaged students and cash prizes for bright students.
* Personal and career Guidance is provided by the Placement and Guidance Cell.
* Workshops on the techniques of using the ICT in class like Power poit presentations, OHPs, internet etc.
* Feedback on teacher is also considered for improving the qualities of teacher.
* Journals are procured for library.
* Conduct of Bridge courses and talent search for the freshers.
* Encouraging the students to take part in inter-collegiate cultural events.
* Advanced learners are encouraged to take up the competitive exams.
* Establishment of tutorial system for the benefit of students on academic and personal counseling.
* Parents are informed about the student’s progression.
* Counseling is given to parents and students.
* Parents Teacher Meeting in conducted in a year.
* Staff members meet every month.
* Emergency meeting is held during inspections and celebration.
* Students are involved in student’s association, library committee, sports committee and discipline committee.
* Almost all functions of our country are celebrated showing the integrity of our nation.
* Remedial Teaching for the slow learners
* Use of Language Lab to enhance the language proficiency of the students
* Book bank provides books to the needy students for the whole session.
* 7 day NSS camps are held to integrate the students with the problems of

the society.

* One day NSS camps are a regular feature of the college.

**CRITERION - VI**

GOVERNANCE AND LEADERSHIP

**6.1 Institutional Vision and Leadership**

**6.1.1. What are the institution’s stated purpose, vision, mission and values? How are they made known to the various stakeholders?**

**A. VISION**

* To produce 'The Recognized Leaders' for excellence in all areas of student education.
* To develop a program which is complete in itself, keeping in view the diverse settings.
* To increase commitment for creating an atmosphere for educational excellence and equity to learners, in particular those from rural areas.
* To strengthen and intensify culture of 'Earn While You Learn' among pupil teachers.
* To promote the spirit of teamwork and collaboration among faculty members so that they help the colleagues from diverse areas of specialization across the campus as well as the state.
* To keep pace with the global world, our college is trying its level best to well equip our students with the latest technology in Teaching Learning Process.

**B. MISSION**

The Mission of our college is to produce high quality teachers who have the necessary knowledge, skills, knowhow and interest for effective teaching as well as regard for human and national values.

* We do not just want to excel in education but put that study into practice through teaching, research and service to all the areas as we aim to:-
* study and help in solving critical educational issues
* test new and developing ideas and approaches in Teaching- Learning Process
* Educate professionals who can facilitate human development in schools, homes, communities and work place and prepare students to face the challenges of life amidst complex and challenging society.
* To carry out our mission, we value:-
* Adaptation and Excellence in all that we do
* diversity of people and their perspectives
* relationships, accountability, collaboration and advocacy
* new ideas, discoveries, discussions and dissemination of knowledge
* innovation in teaching, technology and leadership

**C. Values**

Teaching the students not to forget the treasure of Indian values and traditions in this modern society is a tough task but the college is trying to retain traditional values by providing that kind of cultural environment in the organization which has openness of today along with freedom to value the good traditions.

* Imbibing good pragmatic values in the personality of our student teachers is core consideration of the College.
* The college emphasizes education with rich moral and sound values making them good citizens.
* The college strives to develop professionalism, communication skills, leadership qualities, sound judgment, decision-making etc. in its students and teachers.

**6.1.2 Does the mission include the institution’s goals and objectives in terms of addressing the needs of the society, the students it seeks to serve, the school sector, education institution’s traditions and value orientations?**

Yes, the mission does include goals and objectives of the college.

We aim at:-

* Making the pupil teachers understand the philosophical, psychological, economical and sociological bases of education.
* Being a teacher training institute the college has framed those objectives which can bring behavioural change in the teacher trainees.
* They are given knowledge, skills, technical knowhow keeping in mind that they adapt well with society and school sector following good traditions and values. They are counselled to (if required with skilful and effective teaching) bring change in society for the betterment of human and national values.
* The college is committed to produce socially useful human resources. It is the primary aim of the college and it functions accordingly for the same.
* Imparting education at the college to financially poor students. They are being supported economically and academically.
* Students render community service as a part of curriculum by engaging themselves in NSS Camps, Plantation Drives and Blood donation Camps etc.
* While preparing student teachers in the college, expectations of schools, their needs and aspirations are taken into consideration.
* Social message, service in the college, respecting the cultural and regional diversity, democratic values etc. are in-built in co-curricular and extracurricular activities.
* The college aims at giving to society broadminded teachers having global vision.
* The college aims at holistic development of its students and seeks to equip them with knowledge, latest technology, skills, values and potentialities to compete, meet the school based society requirements and serve the schools with determination and commitment.
* College gets its alumni placed and maintains relations.
* To produce high quality teachers who have the necessary knowledge, skills, knowhow and interest for effective teaching as well as regard for human and national values.
* To provide individualized care, effective pedagogy and experience enriched curricular implementation to ensure the best academic practices.
* To train pupil teachers in all teaching skills, efficient use of ICT and handling of equipment to understand recent trends in teacher education which reflect the society at the National and International level.
* To provide equal opportunities to all the Pupil Teachers in curricular, co- curricular activities without any discrimination on the basis of caste, religion, language and gender.
* To provide reservation to all the disadvantaged groups as per Govt. Rules and ensure an equitable learning environment in particular to those from rural areas and to enhance academic achievement at every level. A book bank has been constituted in the college library which issues curriculum books to the poor students for the whole session.
* The less privileged students are given special care by tutoring them individually out of the classrooms.
* To provide training to meet the emerging needs of the education system in an effective manner so that it ensures the employability of the pupil teachers.
* To ensure that the students who undertake B.Ed. course develop optimistic attitude towards getting the employment or self- employment program, even if they are unable to get Govt. jobs.
* To provide the knowledge about the environment and its preservation to the masses and pupil teachers through seminars, competitions and campaigns etc.
* To provide up to date knowledge, latest trends in use of ICT to emerge into the global trends and demands.
* To develop a sustained, comprehensive and coherent program of research in support of student learning across linguistically and culturally diverse settings.
* To engage in collaborative planning in consultation with the stakeholders of society to implement transformative processes, enhance efficiency and to meet the needs of the students.
* Alumni/IQAC have been formed which meet regularly and give suggestions for college development and placements.
* Consideration to ecology and environment by plantation drives, lectures on environmental conservation and day celebrations for environmental conservation are carried out.

**6.1.3 Enumerate the top management’s commitment, leadership role and involvement for effective and efficient transaction of teaching and learning processes (functioning and composition of various committees and Board of management, BOG etc.).**

**I) The Governing Body/ The Board of Management:**

* **The structure of the Governing Body is as follows**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Designation** | **Name** | **Qualification** |
| **1** | **President** | **Dr.RajinderParkash** | **MBBS, FCGP, FRSP London** |
| **2** | **Vice- President** | **Dr. Rajeev Hora** | **MBBS, MS** |
| **3** | **Secretary** | **Dr. Subhash Chander** | **BDS** |
| **4** | **Treasurer** | **Dr. Ashish** | **BDS, MBA** |
| **5** | **Member** | **Dr. Swarnlata** | **MBBS, DGO MRSP London** |

* **Functions of the Governing Body:**
* ***Infrastructural Development:***

The top management extends its support for the development of the College by providing required fund.

* ***Staffing:***

Management of the Institution is responsible to appoint the suitable staff to implement the programme

* ***Direction and Motivation*:**

Staff requires constant direction and motivation to accomplish the set plan. This direction is provided by the Governing Body with the help of:

* Regular meetings with the staff.
* Obtaining feedback and taking corrective actions to modify the action plan accordingly.
* The management motivates the staff to keep up the good work by appreciating them for their good work
* Giving monetary rewards in the form of bonus, gifts etc.
* by providing them facilities to improve their academic achievements
* motivating them to attend workshops, seminars, conferences by providing the provision of duty leave for the same
* **The College Council**

The college has a Council with principal as the President and Five senior faculty members along with two student representative from the current session.

Structure of the College council is as follows:

|  |  |  |
| --- | --- | --- |
| S.No | Name | Designation |
| 1 | Dr.Parveen Rani | President |
| 2 | Ms.Neelam | Lecturer |
| 3 | Ms.Sapna | Lecturer |
| 4 | SahilHora | Lecturer |
| 5 | MananpreetKaur | Lecturer |
| 6 | Taranpreet Kaur | Student |
| 7 | Amrinder Kaur | Student |

**Functions of the College Council:**

* **CONSTITUTING VARIOUS COMMITTEES AND CLUBS :**

The College Council is responsible for constituting different Committees and clubs in the College and making changes in them as and when required to ensure smooth functioning of the college.

The various Committees in the college are:

* IQAC
* Library Committee
* Guidance & Placement Cell
* Admissions Committee
* Examinations Committee
* Grievance Redressal Committee
* Magazine Committee
* Co-curricular & Cultural Activity Committee
* Science Club
* Environment Club
* Alumni association, etc.
* **SKILL DEVELOPMENT, AWARENESS AND DEVELOPMENT OF SENSE OF SOCIAL RESPONSIBILITY**

It is the prime most aim of the College to produce worthy citizens so that

they contribute to the society and Indian Democratic system. We strive to

produce citizens who are socially aware about the sensitive issues related

to the downfall of society and unity of India.

* **PRESERVATION OF ENVIRONMENT**

The college has also been making a notable contribution for preserving Environment. Tree Plantation drive is a regular feature of the college. Cleanliness drive is carried out in the slum areas from time to time. They are told the importance of planting trees and preserving them.

* **SPIRITUAL DEVELOPMENT AND SOCIAL HARMONY**

The College organises extension lectures for the spiritual development of the students and the society against the social evils like female foeticide, drug addiction, AIDS Awareness etc.

**Composition and Functioning of various Committees**

* **IQAC**

**College has Internal Quality Assurance Cell to ensure efficient functioning of the various parts of the Academic Management. Following are the recent members of the committee:**

**Chairperson** : Dr.Parveen Rani

Principal

Baba Kundan College of Education, Ludhiana

**Co-ordinator**  : PunitaSachhar

Asstt. Professor

Baba Kundan College of Education, Ludhiana

**Members** : PankajBattish

MananPreetKaur

KaramjitKaur

Neelam

**Community State Holders** : Dr.Ratesh

I.S.I Hospital, Faridabad

Dr. Sham Nagpal

Professor

**External Experts** : Mrs.ShikhaSoni

GMT College of Education

SukhbirKaur

Principal

Mastuana College of education

* **Library Committee**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name** | **Designation** |
| **1** | **Mr.Amit** | **Librarian** |
| **2** | **Ms.Neelam** | **Lecturer** |
| **3** | **Ms.Pankaj** | **Lecturer** |
| **4** | **Amrinder, Taranpreet** | **Student Representatives** |

**Functions of the Library Committee**

**1. The library committee selects and recommends the books for Library and the books are purchased for library.**

**2. Checks the documents of library.**

**3. Helps in functioning of the library.**

**4. Arranges Library facility in the college routine.**

**5. Procures feedback on functioning of library**

* **Guidance and Counselling Cell:**

**The Guidance and Counselling Cell is headed by a senior faculty Mr Sahil. It organizes variousguidance services like orientation programme for the freshers at the start of every new academic session. It organizes pre-practice teaching guidance and counselling services to the student teachers on practice– teaching.**

* **Examination Committee:**

**It is headed by Ms.KaramjeetKaur.The function of this committee is to take decision on activities related to examinations. The committee meets at different times in a year. Meetings are held prior to the commencement of the Academic Session for distribution of duties and responsibilities among the faculty members and prepare Internal Assessment.**

* **Admission Committee:**

**The committee is composed of convenor and two members from the faculty. The function of this committee is to facilitate and supervise the process of admission. Meetings of the committee are held before the process of admission and after the admission process.**

* **Grievance Redressal Committee:**

**The Grievance Redressal Committee settles the grievances of the students. The committee meets twice in a year and as and when required.**

* **Magazine Committee:**

**The Magazine Committee is composed of Editors from the faculty and student community. The function of this committee is to take decisions on the matters concerning publications by students. The committee meets in the beginning of the session around September and selects editors.**

* **Maintenance and Campus Development Committee:**

**The Committee is composed of a convenor and two members from the faculty. The function of the committee is to take decisions related to the development of the campus and ensure proper maintenance of entire physical infrastructure of the college.**

* **Placement Cell:**

**The placement of the students is looked after by Ms.Sapna. She provides the placement services through counselling and maintaining record.**

* **Co-Curricular and Cultural Activity Committee:**

**The CCA is composed of convenor and two members each from the faculty and student community. The function of this committee is to plan, co-ordinate and organize co-curricular activities. The convenor and members of the committee are selected and meetings are held after the commencement of the session to decide about overall co-curricular activities to be held throughout the year.**

* **Women Development Cell:**

**The College is women friendly as almost 70% of the students are women. Women Development Cell conducts various programmes such as lectures on female foeticide, gender equity, and women empowerment programme for the students.**

* **NSS Advisory Committee:**

**The committee is composed of Principal and two senior faculty members as NSS Programme Officers.**

* **Environmental Society:**

The society is composed of Principal and two teachers. The society organises tree plantation, lectures and rallies to make the people aware and to keep the environment clean. It creates awareness about 4Rs (Reuse, Recycle, Renovate and Restore).

* **Fine Art Society:**

The society is composed of Principal and one faculty member who is the subject expert.

**6.1.4 How does the management and head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?**

**The Principal takes the following measures:**

* For the proper working of the administration and college activities, responsibilities are divided among the teaching and non teaching departments. The Principal distributes work load to each member of the staff keeping in view their strengths/weaknesses and potentialities.

Responsibilities and duties are assigned equally through:

* Staff Meetings
* Staff Notices
* Staff Circulars and Orders
* Duty list is circulated in the beginning of the session assigning the major andminor duties, which is duly discussed in meetings with the faculty and counciletc. Responsibilities are assigned to the committees according to the occasionand function to be held. Each committee has a coordinator who monitors thework and ensures its timely initiation and completion. They then report theproceedings to the head of the institute.
* Each faculty member is equally involved in extra curricular activities according to his/her potential and interest. Each of them is assigned duty and given charge to look in to specific areas of the college like discipline, Morning Assembly, Examinations, Co-curricular Activities, Property etc.

**6.1.5. How does the management/head of the institution ensure that valid**

**information (from feedback and personal contacts etc.) is available for the**

**management to review the activities of the institution?**

The management of the Institution concentrates on all activities of the Institution. The activities of the Institution are reviewed by the management with the Principal periodically. Necessary guidance and valuable suggestions are given for effective functioning of the Institution. The feedback of the students are considered for development.

The Principal keeps an eye on the performance of all the faculty members, non teaching staff and students and takes following measures to get feedback of the college activities and performance of the policies and plans:

* Through Feedback Performa
* Through community links
* Through personal contacts
* Office records
* Meetings with staff and students
* Recess time is kept to discuss and review the activities of the institute.
* Tutorial periods are also helpful in getting the first hand feedback from the students and they are free to interact with their tutorial in charges.
* The students are free to approach the faculty members and the Principal regarding their problems and suggestions. Suggestion box also has been put up and the students are encouraged to give suggestions for

**6.1.6. How does the institution identify and address the barriers (if any) in achieving the vision/mission and goals?**

The College Principal and faculty members try to perceive/visualize problems in advance and provide preventive/ reformative solutions. The missing links and obstacles are identified and addressed to the concerned incharge

Immediate action is stressed to be taken by the Principal.

* These barriers are identified through:
* Personal Attention on the part of the Head and members of various committees
* Feedback Performa
* Suggestion box
* The identified barriers are addressed through the following steps:
* The college staff is involved and given responsibilities according to their potential.
* Decentralization of the working with the aim to seek everybody’s involvement in the smooth functioning and continuous improvement for the institute.

**6.1.7 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?**

* The faculty members are involved and assigned the responsibilities of various committees according to their potentiality, their teaching subjects and interest. Their ideas and suggestions are given due weightage.
* The Principal encourages the involvement of the faculty members for improvement of college by providing them democratic environment to implement their innovative ideas. Their suggestions are sought from time to time. The Principal calls the meetings from time to time to interact with faculty to ascertain the constructive ways to bring improvement. The staff members are encouraged to interact with one another as well as with the students to carry out the functions and activities more efficiently.
* Good and Efficient work is rewarded with due praise.
* The faculty members are given full freedom to plan and execute curricular & co-curricular activities
* The staff members are encouraged to qualify themselves and update their knowledge by participating in various programmes like seminars, workshops, conferences etc. On duty and full expenditure is sponsored by the management.

**6.1.8 Describe the leadership role of the head of the institution in governance and management of the curriculum, administration, allocation and utilization of resources for the preparation of students.**

* The Principal of the college closely governs the curriculum by getting fully involved in all the activities besides administration. Each curriculum document is personally seen by her. She ensures that all the resources are properly utilised. Suitable guidelines are provided to conduct the examinations, organization of co-curricular activities, syllabus coverage and use of resources etc.
* The Principal also makes recommendations for the constitution of various committees. Annual Academic Calendar is planned and prepared in consultation with council members. Various duties and responsibilities are respectively assigned to the faculty members.
* The Principal as the head of the Institute leads the students and staff towards the vision of the college. She fulfils this role through constant consultation and interaction with the staff council, administrative staff and those involved in policy decisions. She motivates and inspires the faculty and supports both the staff and the students.
* She acts as a bridge between the management, staff members and the students. She conveys the messages from the management to the staff members and vice-versa (particularly grievances).

**6.2. ORGANIZATIONAL ARRANGEMENTS**

**6.2.1. List the different committees constituted by the institution for management of different institutional activities? Give details of the meetings held and the decisions made, regarding academic management, finance, infrastructure, faculty, research, extension, linkages and examinations during the last year.**

The college has constituted various committees for ensuring smooth functioning of the college and its activities. The details of these activities are as under:-

* **IQAC**

**College has Internal Quality Assurance Cell to ensure efficient functioning of the various parts of the Academic Management. Following are the recent members of the committee:**

**Chairperson** : Dr.Parveen Rani

Principal

Baba Kundan College of Education, Ludhiana

**Co-ordinator**  : PunitaSachhar

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Dr. Sham Nagpal

Professor

**External Experts** : Mrs.ShikhaSoni

GMT College of Education

SukhbirKaur

Principal

Mastuana College of education

**Organizational Structure of Academic and Administrative Bodies:**

**Principal: Dr.Parveen Rani**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Faculty** | **Administrative duty** | **In-charge** |
| **1** | **Dr. Parveen Rani** | **Internal Qualtity assurance** | **IQAC** |
| **2** | **Ms. Neelam** | **Co-ordinating** | **Co-ordinator** |
| **3** | **Mr. Amit** | **Administering Library Functions** | **Library** |
| **4** | **Ms. Karamjeet** | **Completing data regarding exam** | **Examination** |
| **5** | **Mr. Sahil** | **Counselling the students** | **Counselling cell** |
| **6** | **Ms. Sapna** | **Guidance of students regarding placement** | **Placement Cell** |
| **7** | **Ms. Punita Sacher** | **Arrangements regarding teaching practise** | **Teaching Practise** |

* **Library Committee**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name** | **Designation** |
|  | **Mr.Amit** | **Librarian** |
|  | **Ms.Neelam** | **Lecturer** |
|  | **Ms.Pankaj** | **Lecturer** |
|  | **Taranpreet , Yadwinder** | **Student Representatives** |

**Functions of the Library Committee**

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**2. Checks the documents of library.**

**3. Helps in functioning of the library.**

**4. Arranges Library facility in the college routine.**

**5. Procures feedback on functioning of library**

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**The placement of the students is looked after by Ms.sapna. She provides the placement services through counselling and maintaining record.**

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**The CCA is composed of convenor and two members each from the faculty and student community. The function of this committee is to plan, co-ordinate and organize co-curricular activities. The convenor and members of the committee are selected and meetings are held after the commencement of the session to decide about overall co-curricular activities to be held throughout the year.**

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**6.2.2. Give the Organizational Structure of Academic and Administrative**

**Bodies of the institutions**

* **Organizational Structure of Academic and Administrative Bodies:**

**Principal: Dr.Parveen Rani**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Faculty** | **Administrative duty** | **In-charge** |
| **1** | **Dr. Parveen Rani** | **Internal Qualtity assurance** | **IQAC** |
| **2** | **Ms. Neelam** | **Co-ordinating** | **Co-ordinator** |
| **3** | **Mr. Amit** | **Administering Library Functions** | **Library** |
| **4** | **Ms. Karamjeet** | **Completing data regarding exam** | **Examination** |
| **5** | **Mr. Sahil** | **Counselling the students** | **Counselling cell** |
| **6** | **Ms. Sapna** | **Guidance of students regarding placement** | **Placement Cell** |
| **7** | **Ms. Punita Sacher** | **Arrangements regarding teaching practise** | **Teaching Practise** |

* **The College Council**

The college has a Council with principal as the President and Five senior faculty members along with two student representative from the current session.

Structure of the College council is as follows:

|  |  |  |
| --- | --- | --- |
| S.No | Name | Designation |
| 1 | Dr.Parveen Rani | President |
| 2 | Ms.Neelam | Lecturer |
| 3 | Ms.Sapna | Lecturer |
| 4 | SahilHora | Lecturer |
| 5 | MananpreetKaur | Lecturer |
| 6 | Yaadwinder | Student |
| 7 | Taranpreet Kaur | Student |

**6.2.3. To what extent is the administration decentralized? Give the structure**

**and detail of its functioning?**

* The administration works in a decentralized manner. The committee enjoys the powers assigned by the competent authority and functions as an autonomous unit.
* The president is the head of the Management. The treasurer is responsible to keep account and keep audit report. The secretary and Principal and the management members take care of the infrastructure and maintenance, financial support and creation of assets. Participatory Approach of administration is implemented.
* Everyone obeys the orders, understands their responsibilities and paves way in the smooth functioning of the college.

**6.2.4How does the institution collaborate with other sections/departments and school personnel to improve and plan the quality of educational provisions?**

Our college has collaborations with affiliating university (Punjab University), Teaching Practice schools, other fellow institutions in the region, various institutions of society etc. The College keeps regular correspondence with all these sections. It is helpful for the successful execution of various educational plans and policies. The collaboration is carried out through the following ways:

* Personal Visits and
* Postal Correspondence
* Circulars and notice
* Institution has a healthy interaction, tele-talk and exchange of faculty members to enhance the quality of education. College conducts seminars, workshops, group discussions in which there is a chance for stdents and staff members to share their knowledge.
* During Teaching Practice, the Institute collaborates with various schools. Exchange of faculties as guest lectures improves the co-ordination.
* The principal pays visits to the practice teaching schools and is also invited to deliver guest lectures there.
* The teachers accompany the trainees to the practice teaching school. Usually 10-14 students are grouped under one teacher, depending on the availability of staff.

6**.2.5. Does the institution use the various data and information obtained from the feedback in decision-making and performance improvement? If yes, give details.**

* The college uses the data obtained by feedback (taken from feedback forms
* and tutorial classes) to bring in improvement in performance of the Institute.
* Corrective actions are taken to reform the existing system and bring in
* improvement and efficiency.
* The principal discusses the problems with staff council and if need be, necessary action is taken at individual or staff level.
* The concerned party is again called and the decision is reviewed.

**6.2.6. What are the institution's initiatives in promoting co-operation, sharing of knowledge, innovations and empowerment of faculty? (Skill sharing across departments' creating/providing conducive environment).**

To share the skills and to provide conducive environment in various departments of the education system and concerned departments, college organises following activities:

* Seminars
* Workshops on Technology
* Extension Lectures at college level
* Inter College Competitions
* Art and craft Competition
* Training sessions (Pre Teaching Practice and Pre Skill in teaching Exams)

**6.3 Strategy Development and Deployment**

**6.3.1. Has the institution an MIS in place, to select, collect, align and integrate data and information on academic and administrative aspects of the institution?**

* Yes, all the data regarding admissions, examinations, tution fee, meetings of different committees, minutes of meetings, teaching practice schedule, topics covered by power point presentations, seminars, syllabus coverage, students attendance record, internal and external assessment records etc. is collected and integrated in computers of the office by competent staff
* During the process of collection, alignment, integration and analysis of these data, proper formats prescribed by the University are followed so that the same can be communicated to the University too in case it demands
* The strategy followed by the college is quite specific and action oriented. In order to achieve the goals, the college has designed specific short term and long term plans. The time bound strategic plans developed by the college are effectively implemented.
* The college maintains an IQAC that collects, aligns and integrates information on academic and administrative aspects of the college. The college has good practice of holding meetings for decision making.

6**.2.2 How does the institution allocate resources (Human and Financial) for accomplishing and sustaining the changes resulting from the action plans?**

The allocations are made on the basis of past experience, duly felt needs (present and emerging), proposals and suggestions received from different committees in relation to curricular requirements.

Advertisements are given in National Newspapers to recruit human resources as per guidelines of the Punjab Govt./ NCTE/UGC/ Punjab University, Chandigarh.

Financial Resource is drawn out of tution fee and management sponsors.

**6.3.4. Describe the procedure of developing academic plan. How are the**

**practice teaching school teachers, faculty and administrators involved in**

**the planning process**?

In the beginning of the session, an academic calendar is prepared by the college council in consultation with the Principal keeping in view the ordinances by Punjab University, Chandigarh. The following points are kept in consideration while its preparation:

* Required number of teaching days
* Availability of schools for teaching practice
* Teaching Practice days
* Sports and cultural activities
* Extension lectures
* Gazetted holidays
* Mid term vacations
* Academic Plans are also developed after examining the requirements of curriculum prescribed by Punjab University, Chandigarh. The academic plan is initially given shape, although in parts, by various committees.
* Each committee forwards its recommendations in its respective field. During teaching practice, the school teachers of the subject specialization are also involved to seek input and feedback about pupil teachers' teaching. Their observations about the performance of pupil teachers are also taken into consideration. The feedback is duly communicated to Teaching Practice in-charge. The detailed school based activity is planned in consultation with the concerned school Principal and faculty.
* The procedure of developing academic plans includes staff meetings, assignment of duties to various committees, nomination of incharges and conveners for preparing academic calendar along with the plan of action by College Council headed by the Principal.
* The Principal develops the Academic Plan in consultation with the management. This plan is intimidated to the staff and students. Academic plan is planned well in advance even before the closing of the present academic year. The report and feedback gathered from the practice teaching schools are also considered. Faculty is given full freedom to discuss on all issues and similarly the administrative staff members are given opportunities to interact with everybody. Audit is made now and then

**6.3.5 How are the objectives communicated and deployed at all levels to assure Individual employee's contribution for institutional development?**

* Objectives are communicated at all levels by conducting meetings regularly and closely monitoring the level of implementation after the meetings.
* Every Individual has responsibility and he/she is accountable for institutional development. Contributions of ideas by any individual is welcomed in this regard. Opinions are accepted in board meetings and suggestions are made in staff meetings.
* The involvement and contribution of the individual employee is assured through motivation, inspiration and by following a policy of presenting challenges and providing opportunities. All the employees are involved directly or indirectly for institutional planning to extend their best contribution towards the progress of the Institute. Besides, the employees are continuously monitored
* Institutional website is also updated from time to time and the faculty is encouraged to visit the page regularly.

**6.3.6 How and with what frequency are the vision, mission and implementation plans monitored, evaluated and revised?**

Details of activities aimed at realizing the vision, translating the mission into reality and implementation plans are monitored regularly .The report of the developments is communicated to the immediate superiors. Then, meetings with the Principal, teacher in-charge of activities and, if need be, with the coordinators of various committees are conducted.

* Every year, the college conducts a self- retrospection through the feedback and suggestions from the stakeholders. All the plans and programmes are monitored and evaluated side by side. Discussions regarding the important matters at college level are done and programmes are revised by organizing meetings.
* The head of the institute ensures that the classes are regularly attended by the students. Absentee list is filled everyday and the students are fined accordingly. The students who have been absent continuously are given warning.
* The head of the institute monitors all the activities as per the calendar, makes random checks to ensure engagement of classes and timely completion of activities.
* For providing information to the students and faculty, circulars and notices are taken out from time to time.
* The problems are discussed at the individual and college level in the staff meetings with the head of the institution.
* To achieve the objectives the individual employees are motivated and at the same time monitored by the head of the institute. The responsibilities are given keeping in mind the strengths of the faculty members.

**6.3.7 How does the institution plan and deploy the new technology?**

The Principal regularly emphasises the deployment of new technology in the campus.

* Facilities are provided to the staff and students for using information technology in the Teaching Learning Process and official work.
* In this regard, experts are consulted for seeking guidance and quality inputs. The suggestions are welcomed in this trend.
* Plans are devised at the beginning of the academic session. Inputs and suggestions from within the college and expert advice form the bases for devising the plans and strategies.
* Latest equipment like multi media projectors, camera, hardware and software are purchased and added to the existing infrastructure.

**6.4 Human Resource Management**

6**.4.1 How do you identify the faculty development needs and career progression of the staff?**

* All faculty members fulfil the minimum eligibility criteria needed. For example, they have been exposed well to ‘Action Research’, Continuous and Comprehensive Evaluation etc. It is also ascertained that the faculty members are well conversant with the emerging trends, use of IT etc.
* Finally, it also sees if the faculty is fully in tune with the vision-mission- values-objectives of the college, and if yes, is it well-equipped to translate them into action.
* The following methods are utilized for the identification of faculty development needs:
* Self-Appraisal Forms
* Peer appraisal forms
* Principal’s Comments
* Management review
* Observation of the willingness of the faculty to improve in their profession
* Students feedback
* The Principal arranges development programmes for the staff members. Principal also recommend staff members to attend workshops and seminars that are fully sponsored by the management.

**6.4.2 What are the mechanisms in place for performance assessment (teaching, research, service) of faculty and staff (Self-appraisal method, comprehensive evaluations by students and peers)? Does the institution use the evaluations to improve teaching, research and service of the faculty and other staff?**

The College has mechanisms in place for performance assessment and evaluation to improve teaching, research and service of the faculty and other staff. The college analyses and appropriately uses the assessment and evaluation and the annual appraisal outcome of both teaching and non-teaching staff.

The college has a suggestion box for volunteering suggestions on the performance of the faculty from any stakeholder.

Students’ feedback is a regular practice and they are free to communicate to the principal and the management.

Students are given opportunity to express their views about different academic and co-curricular programmes organized by the college during the academic session.

Comprehensive evaluation by students and peers is also incorporated in the assessment. The college procures written feedback from the students at the end of the academic year.

The possible solutions to the suggestions are implemented for the betterment of the faculty and other staff. Feedback from students and stakeholders (Feedback Performa), performance of students (tests, exams, seminars, and discussions),Action Research, individual observation on the part of Principal and parents' opinion are used for performance assessment and improvement in teaching, research and service improvement of faculty and other staff.

**6.4.3 What are the welfare measures for the staff and faculty? (Mention only those which affect and improve staff well-being, satisfaction and motivation).**

The faculty members are constantly motivated and given full freedom to teach and work in their zone of comfort. There is no interference from any quarter. They are provided with all kinds of cooperation and facilities required from time to time. The achievements and progress of staff members in any field are appreciated at college functions. These kinds of appreciations reinforce them to do better. Their suggestions are always welcomed and implemented.

Some of the welfare measures provided by the college are:

* Wards of staff are given fee concession in education
* Sponsorship and on duty leave is allotted for all the staff members who present papers in seminars, or attend workshops or conferences.
* Maternity leave for women employees
* Marriage leave for 10 days with salary to all the employees

6**.4.4 Has the institution conducted any staff development programme for skill upgradation and training of the teaching and non-teaching staff? If yes, give details.**

* Staff development programmes are conducted every year by the Principal and the resource person in the beginning of the year.
* Faculty members are encouraged to improve their qualification. The college deputes faculty to various workshops conducted at university or college level.
* They are also encouraged to present papers and publications in this regard. Use of ICT is welcomed by the institute for enhancement of teaching learning process.
* Teachers are also encouraged to participate in:
* Refresher Courses
* Orientation Programmes
* Seminars/conferences/workshops
* Use of Educational Technology
* Extension Lectures.

6.4.5. What are the strategies and implementation plans of the institution to recruit and retain diverse faculty and other staff who have the desired qualifications, knowledge and skills (Recruitment policy, salary structure, service conditions) and how does the institution align these with the requirements of the statutory and regulatory bodies (NCTE,UGC, University etc.)?

* Institution follows the norms of the Panjab University, Chandigarh. There is a selection committee which is constituted by the University, consisting of the President, Vice-president, Principal, and two subject experts.
* An advertisement is made in the state level newspaper. Having selected from this committee, the college proposes to send their names for approval from the University.
* The university scans all the documents provided by the candidates
* The selected candidates are appointed by the management with service terms and conditions.
* The workload and the salary is decided as per the Panjab University norms & guidelines.

**6.4.6What are the criteria for employing part-time/ Ad hoc faculty? How are the part time/ ad hoc faculty members different from the regular faculty? (e.g. salary structure, workload, specialisations)**

* The College encourages the appointment of guest faculty having research and teaching experience along with the minimum eligibility criteria set by statutory and regulatory bodies like NCTE/ UGC/ Punjab Govt/ Punjab University, Chandigarh. It is done as under:
* The vacancy arises due to the resignation/ retirement by any staff member.
* The recruitment of the post of guest faculty is done by giving advertisement in the leading dailies for wider circulation and publicity.
* All applications received for various posts are shortlisted by a duly constituted Screening Committee.
* The short listed candidates are called for personal presentation for interview before a duly constituted Selection Committee as per norms of the Punjab University, Chandigarh.
* The salary structure is as per guidelines of the Punjab Govt.

**6.4.7. What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (e.g. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc., and supporting membership and active involvement in local, state, national and international professional associations).**

* The College has a policy and standing provision for ensuring professional development of the faculty.
* The college enables its faculty to attend seminars, symposia and workshops organized by different organizations, associations and agencies.
* Faculty members are also encouraged to go for higher studies. They are encouraged to work on their Ph.D./M.Phil in their particular area of interest.
* As a matter of policy, the college encourages its faculty members to do professional augmentation.

**6.4.8. What are the physical facilities provided to faculty? (Well-maintained and functional office, instructional and other space to carryout their work effectively).**

* The College is well equipped with infrastructure facilities. There is a well furnished staff room for all faculty members.
* Method rooms are made available for carrying out their professional work.
* Proper space is also provided to keep their belongings.
* Classrooms and labs are well ventilated, bright and fully furnished.
* In addition to this, all laboratories and equipment are at the disposal of the faculty during their free time. Fully furnished and well equipped rooms and laboratories are provided to the faculty members for their smooth working.
* Fully furnished Library with internet facility is provided to the staff as well as students for their use
* Computer lab is well furnished and connected with internet too

**6.4.9. What are the major mechanisms in place for faculty and other stakeholders to seek information and/or make complaints?**

The major mechanisms in place for faculty and other stakeholders to seek information and/or make complaints, are as follows:

* Access to meet the management directly:
* All types of complaints, verbal or written, can be presented directly to the management during the office hours
* Queries are welcomed through posts:
* Written complaints are duly responded by the concerned personnel addressed and the record is kept in the office regarding the communication on the issue.
* Space is created on website:
* Complaints can be lodged over the webpage and prompt actions are taken accordingly to solve the issue.
* Suggestion Box:
* If the complainant does not want to disclose his/her identity, then suggestions can be dropped in the drop box, which are hung at prominent places in the college campus. Due actions are taken in time.

**6.4.10 Detail on the workload policies and practices that encourage faculty to be engaged in a wide range of professional and administrative activities including teaching, research, assessment, mentoring, working with schools and community engagement.**

* Work load of teaching as well as non teaching activities is equitably distributed among the staff. The College follows the workload policy of the Panjab University, Chandigarh. The workload policy of the college is grounded in the principle of equity and judiciousness.
* The workload is assigned by taking into consideration the capability, potentiality and interest of individual faculty members with reference to the functional needs of the college. Each member bears and shares the workload.
* Staff members are involved in other curricular works too. Staff members visit the teaching practice schools. Tutor in charge gives the required guidance and counselling to the students under the care.

**6.4.11. Does the institution have any mechanism to reward and motivate staff members? If yes, give details.**

* Yes, the College has mechanism to reward and motivate staff members. Besides, any achievement or progress of the staff member of the college is always appreciated at the college functions.
* The achievement is also announced in the morning assembly and put on the notice board of the college.
* A staff member who participates in maximum number of seminars is appreciated among the college during morning assembly and annual function.
* Hardworking Class IV employees are honoured during functions.

**6.5 Financial Management and Resource Mobilization**

**6.5.1. Does the institution get financial support from the government? If yes, mention the grants received in the last three years under different heads. If no, give details of the source of revenue and income generated.**

* No grants are received from the Government.
* The Institute is a self-financing private institute.
* Tuition fee are the only source of financial support.
* No donations are collected

**6.5.2 What is the quantum of resources mobilized through donations? Give information for the last three years.**

**NO DONATIONS are taken so not applicable**

**6.5.3 Is the Operational Budget of the institution adequate to cover the day-to- day expenses? If no, how is the deficit met?**

The operational budget is not adequate. Yet, expenditure is done on the priority wise. Other expenditure is waited for the next academic year

**6.5.4 What are the budgetary resources to fulfill the missions and offer quality programs? (Budget allocations over the past five years, depicted through income expenditure statements, future planning, resources allocated during the current year and excess/deficit)**

* **Income expenditure statements and Resources allocated:**

The Income expenditure statements of the past five years and the resources allocated during the current financial year are annexed –

* Future Planning :

Future planning depends on the availability of resources. The college proposes to invest as under:

* Enhancing the quality level of existing infrastructure and learning resources
* Taking up the faculty empowerment programmes more aggressively

**6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and information on the outcome of last two audits. (Major pending audit paras, objections raised and dropped).**

* The college accounts are regularly audited.
* The income & expenditure are recorded by the accountant
* Receipts and payment vouchers are submitted to the accountant and maintained by him
* The internal audit is done annually by CA & external audit is done by the auditor.
* The reports of the last 2 years is annexed

**6.5.6 Has the institution computerized its finance management systems? If yes, give details.**

The college has installed the software Tally for financial management which is fully operational. Records are regularly updated.

**6.6 Best practices in Governance and Leadership**

**6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?**

The following best practices are adopted in our college under Governance and Leadership, based on democratic principles:

* **Decentralization of administrative functions:**

The organisational arrangements have been well established with the duties well specified to each section so as to decentralize the administrative functions

* **Planning:**

The College council prepares a college calendar every year keeping in view number of working days and vacations thus planning the college activities so that maximum students can participate. Organization of different academic and co curricular activities as per calendar help to use proper time in hand.

* **Accountability:**

Principal and five teachers are members of college Council which takes policy decisions about college.

* **Transparent Governance:**

Maintaining transparency in all aspects of the College’s functioning through a process of broad-based consultation and involvement of stakeholders in implementation.

* **Participatory Approach:**

Each Committee is working regularly with sincerity considering all the aspects for smooth running of the college

* **Emphasis on Information Technology:**
* There is an overall encouragement towards computerization of the office functions for collecting, integrating, analysing & corresponding important data and information.
* Free internet accessibility in the office helps the staff in various office functions
* **Felicitation:**

Annual organization of a special programme to felicitate faculty and meritorious students, etc.(Annual convocation)

* **Conducive Environment:**

The academic atmosphere is well maintained by observing the schedule worked out by the college

* **Joint goal:**

Overall the college set up is working for the achievement of set missions and vision and to compete at various levels

* **Regular Monitoring and re-evaluation:**

The academic as well as the administrative functioning is regularly monitored and re-evaluated at regular intervals to check the outcomes and incorporate appropriate changes if needed.

**CRITERION VII**

**INNOVATIVE PRACTICES**

**7.1 INTERNAL QUALITY ASSURANCE SYSTEM**

Baba Kundan Rural College of Education, Ludhiana has adopted quality management strategies in all academic and administrative aspects. It is aimed at promoting an ambience of creativity, innovation and improving quality.

**7.1.1 Has the institution established Internal Quality Assurance Cell (IQAC)? If yes, give its year of establishment, composition and major activities undertaken.**

Yes, the college formulated and established Internal Quality Assurance Cell (IQAC) in the year 2014 so as to respond to the changing educational, social demands. Its composition for the session 2015-16 is as under:

**IQAC/IQAS**

**Chairperson** : Dr.Parveen Rani

Principal

Baba Kundan College of Education, Ludhiana

**Co-ordinator**  : PunitaSachhar

Asstt. Professor

Baba Kundan College of Education, Ludhiana

**Members** : PankajBattish

MananPreetKaur

KaramjitKaur

Neelam

**Community State Holders** : Dr.Ratesh

I.S.I Hospital, Faridabad

Dr. Sham Nagpal

Professor

**External Experts** : Mrs.ShikhaSoni

GMT College of Education

SukhbirKaur

Principal

Mastuana College of education

The members of the committee meet regularly and proceedings of the meetings are recorded. The cell makes reassessment of different aspects of the functioning of the college and monitorsS their functioning. It gives suggestions from time to time i.e. from beginning to the end of the course. This cell also examines and addresses the suggestions received through different modes such as verbal, communicated through suggestion box and carried channels. Its major activities include :

1. Development and application of quality benchmark/parameters for the various academic and administrative activities of the college.
2. Facilitating the creation of a learner- centric environment conductive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process dissemination of information on the various quality parameters.
3. Organisation of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
4. Documentation of the various programme activities of the college, leading to quality improvement.
5. Development of quality culture.
6. Making the use of compulsory computer education through higher education institute/society in teacher training lesson plans.
7. Making the use of a latest technology in teacher training lesson plans.
8. Effective teaching practice increasing teaching practice of 40 days.
9. Improving placement records. Supervision of research work and participation of faculty members in conferences/seminar.
10. Ensuring maximum participation of the students in various curricular and co-curricular activities in the institute, active participation of the student in activities. Planting trees in the college campus and hostels for clean and green environment
11. Organizing educational trip to create awareness about global education.
12. Extension lecturers by eminent personalities for promoting awareness and social sensitivity among students.
13. Organizing blood donation camp, one day camps and NSS camp for inculcating zeal for social work among students.
14. Giving students free access to work on computers.
15. Encouraging students to prepare teaching aids with new technology working with LCD, transparency etc. is promoted. Educational technology room and language lab is made available to the students.
16. Encouraging students to prepare teaching aids with new technology working with LCD, transparency etc. is promoted. Educational technology room and language lab is made available to the students.
17. Improvement in library services is kept in mind.
18. Proper feedback mechanism is working in the college. Advice and suggestions given by the students, teachers, experts, the Alumni and other stakeholders are considered for bringing improvement in the college on quality- related institutional process.
19. Computerization of administration in the process of admission and examination result, Issuance of certificates.
20. Extension lectures and alumni financial support from parent teacher association is sometimes taken for the upkeep and development of the college.
21. Encouraging students to participate in various academic, cultural and sports competitions.
22. Gen Set wasbought and is maintained by the College council.
23. Financial aid/concession is given to the financially week students.

**7.1.2 Describe the mechanism used by the institution to evaluate the achievement of goals and objectives**

The college has a mechanism to evaluate the achievement of goals and objectives. The process is carried through feedbacks and other such data. It examines and evaluates the following to see the extent and degree to which the goals are achieved:

* Data bank
* Faculty appraisal by principal
* Self appraisal by faculties
* Students' achievement records
* Participation and performance of students in inter-college/university activities
* Appraisal of placement
* Feedback from students with regard to teaching and methodology

**III How does the institution ensure the quality of its academic programmes?**

The college is sensitive to the quality of education as well as to changing educational, social and market demands. The college and IQAC which assesses the performance of the programmes approved by it. The quality is reflected in the implementation of the academic programmes and quantum of target achieved. The college takes utmost care in planning and implementation of the academic programmes. To sustain the quality of its academic programmes, the stake holder's feedback and previous year's results are the benchmark for further improvement. The college makes all efforts to

* Ensure adherence to academic calendar with the help of schedule for all activities.
* Monitor performance of students in internal examinations and takes steps to ensure high performance during annual examinations.
* Monitor attendance of students and also keeps the students informed on monthly basis. This helps students to be regular to achieve 75% attendance laid down by university.
* Maintain and ensure stock verification.
* Watch frequency in the use of OHP, T.V., Video, Cassettes and other IT based material etc.
* College arranges the latest technology to provide good experience to student.
* Organization of workshops for preparing teaching aids, transparencies and PPTs for teaching.
* Arrangement of best library for ie. ( 11037 )text books in reference section, (15) encyclopaedias, (10) subject journals and (18) other journals, magazines, newspapers for student's academic growth.

**7.1.4 How does the institution ensure the quality of administrative and financial management process?**

The Governing Body appoints the head of the Institute as the Principal. The Principal got every right to manage the Institution. Every decision what the Principal takes, is for the betterment of the Institution on the whole. The principal of the college watches the working of the administrative staff meticulously. The office-in-charge maintains daily and direct check on working of the non-teaching staff. It is ensured that there is sufficient staff and the financial consultant for finance and accounts. The consultant ensures maintenance of relevant records in proper order. The following practices are into the system to ensure the quality of its administrative and financial management processes. In addition to this the principal gets.

* Feedback from the faculty and employees.
* Transparency in matters related to finance and administration.
* Internal Audit system.
* Annual auditing through Chartered Accountant.
* Feedback from students.
* All financial books like cash books, journals, ledger written property and balance sheet prepared every year.
* In touch with Grievance cell/complaint/suggestion box.
* To know it any complaint regarding the non-teaching staff comes up, it is discussed in the committee and the suggestion is passed on to the principal for implementation.

**7.1.5 How does the institution identify and share good practices with various constituents of the institution?**

The college sustains some of the good practices in the day to day working and throughout the academic year. Some of such good practices following are given below.

* Frequent and mutual interaction facilities to identify good practices.
* The college has established good rapport with other colleges/schools. The college faculty has been constant interacting with the staff of other colleges/schools and exchange ideas with them proving beneficial.
* Discussions are held formally during workshop/seminar sessions.
* Faculty development programmes are organized where in paper presentations is done on common topics; lectures are organized and resource persons are invited.
* Active participation of students in activities of Health club, science club and Literacy society, environmental society etc.
* Planting trees in college campus, hostel and the surroundings for clean and green environment.

**7.2 INCLUSIVE PRACTICES**

The college caters to inclusive practices and promotes them for better stakeholder relationships and social justice. It promotes value based education for inculcating social responsibilities and good citizenry amongst its student community. The teachers teach in Punjabi, English and Hindi to increase the understanding of students thus helping the students from neighbouring states. Poor and needy students are helped by organizing scholarship for them.

**7.2.1 How does the institution sensitize teachers to issues of inclusion and the focus given to these in the national policies and the school curriculum?**

* The college sensitizes teachers to issues of inclusion and the focus given to these in the policies and the school curriculum through discussions, lectures and seminars.
* During the Teaching Learning Process, special attention is paid to the students hailing from other states, different cultural milieu and the ones coming from deprived sections of the society. The reservation policy of the Govt. is followed.
* Value education is incorporated in our teacher education system according to NPE 1986. Lifelong learning is encouraged by engaging the students to utilize the library resource to the maximum.
* Quality education is ensured to develop the essential skills in pupils to lead a successful life and also make them morally conscious.
* Self-esteem is encouraged.
* Good environment with all physical facilities is provided. So classroom interaction is made to the convenience and satisfaction.

**7.2.2 What is the provision in the academic plan for students to learn about inclusion and exceptional as well as gender difference and their impact on learning?**

* The college has provision for students to learn about inclusion and exceptionalities.
* College sensitizes the students during the orientation programmes.
* Ragging is banned in the college
* Morning assembly prayer and lectures on moral values help in acceptance and inclusion.
* The college is a co-education institution. The girl's students feel secure and safe.
* Remedial / special classes are organized for needy students.
* Regular tutorial periods help in the inclusion.
* Provision for counselling and discussion is done to tackle the problems of various disparities during tutorial period.
* College works as for the liason between society and college.The psychology of students, their educational needs, varied community resources as aids, interpersonal relations, adaptability, freeing of prejudices, humanist rules, integrated values, discipline and code of conduct through experts’advice helps in sensitizing the issue of inclusion.
* They are also sensitized on the issues related to gender-based disparities, prevailing misconceptions and their over all impact on growth of humans and society.

**7.2.3 Detail on various provisions made and activities envisioned in the curriculum to create learning environments that foster positive social interaction, active engagement in learning and self-motivation**

The college strives to promote value based education, social justice, social responsibilities and good citizenry amongst its student community. Some up the activities that are undertake for creating learning environment that may foster positive social interaction, active engagement in learning and self-motivation amongst the student teachers are-

* B.Ed. curriculum pays good attention to social interaction, active engagement in learning and self-motivation.
* Internship period i.e. teaching practice provides opportunity for pupil teacher to interact with school community from all social strata.
* Class seminars provide ample opportunities for self learning as we as self-expression.
* Tutorial groups promote fellow feeling, sound relationships and understanding.
* Assignment/problem based learning and computer assisted learning foster motivation.
* Participation in inter colleges competitions inculcates healthy competition inculcates healthy competition sportsman spirit amongst
* All the students are motivated to participate in all the activities.
* Students stay together and work together during NSS camps which develop dignity of labour and sound relations.
* Positive social interaction is created through various activities conducted by NSS, Environmental Society, Library Committee etc.

**7.2.4 How does the institution ensure that student teachers develop proficiency for working with children from diverse backgrounds and exceptionalities?**

The institutions follows many activities to develop the proficiency for student teachers for working with children.

* The college has devised ways and practices for ensuring that the pupil teachers develop proficiency and competencies for working with children from diverse backgrounds and exceptionalities. The approach is based on teaching, preaching and practice pupil teachers are engaged talks, debates and lecturers on value education, equity, equality and social justice.
* Teachers themselves play as role models by creating good learning environment in the college.
* They are engaged in thematic co-curricular activities that promote social values. Equal opportunities for students in social activities from exposure to them to the real society they are to face in future.
* During the course of simulated teaching and practice teaching. They are encouraged to practice competencies for creating cordial atmosphere among the peer groups.
* Students are taught to come down to the level of children in classroom interaction.

**7.2.5 How does the institution address to the special needs of the physically challenged and differently baled students enrolled in the institution**

For such students following provisions are put into practice:

* + Provision of locomotive devices such as wheel chair, crutches, canes etc is provided for the physically challenged students.
  + Teachers, non-teaching staff as well as he fellow students are sensitized to the issue of presence of such student among them, so that they can render help whenever required
  + Seating arrangement in theory and practical classes can be modified so as to accommodate the differently abled students, such as classes are conducted on the ground floor, they are given central place in the classroom or close to the door for easy travel etc.
* Facility of washroom on the ground floor.
  + Extra time is provided to meet the educational needs.

**7.2.6 How does the institution handle and respond to gender sensitive issues (Activities of women cell and other similar bodies dealing with gender sensitive issues)?**

In the institution there is no gender difference between male and female. The institution treats both as same. There are many activities in which women's are participated they are–

* The college has constituted a Women Cell which is actively working. The cell is headed Ms.Pankaj. Any girl student of our college can place her complaint to the Women Cell.
* The Cell is authorized to arrange lectures on the women-related problems. It works in educating women about their rights and privileges. It arranges gender-related sensitizing discourses for the staff and students.
* Female students enjoy a respectable position in the college as the college environment is safe and cordial. Till now, no complaints have ever been received by the office on gender related matter.
* The college has Girls Common Room.
* Tutorial sessions are arranged and the female faculty members make efforts to develop rapport with the girl students so that they feel free to talk about their problems, if any.
* In sports we make separate team of women as women's team.
* In selection of class captain we make female captain.
* In cultural activities also we support them.

**7.3 STAKEHOLDER RELATIONSHIPS**

**7.3.1 How does the institution ensure the access to the information on organizational performance (academic and administrative) on the stakeholders?**

There are various ways through which the stakeholder can get access to the information of the organizational performance. Few of them are listed below:

1. **College magazine :** As college magazine is distributed to all the students which contain all the information about the organization which can be easily brought to the notice of the parents. The magazine contains information about the following:
   * Vision and mission at the college
   * List of teaching and non-teaching staff courses available.
   * General rules and regulations
   * Tentative dates for admission, examinations, teaching practice etc.
   * Details of co-curricular activities
   * Achievements of staff members & students
   * Library rules & regulations
   * The current batch.

* passing out batch
* Academic calendar and so on

1. **Parents meet :**The parents are allowed to share problems, feedback, suggestions, complaints, advice with the management to add a contribution to the organization. This face to face interaction of the parents help the management to curve a better for their students.
2. **Suggestion/complain Box :**Suggestion boxes are hung at prominent places in the college campus, such as in the library, canteen, corridor etc.. By doing this the stakeholders can easily get access or connect to the problems, complains of the teaching and non-teaching staff, students etc.
3. **Interaction within the institution :** One of the important stakeholder of the institution is the teaching and non-teaching who look after the overall performance of the organization. There should be a face to face interaction of the teaching and non-teaching staff separately with the top management.

**7.3.2**  **How does the institution share and use the information/data on success and failure of various processes, satisfaction and dissatisfaction of students and stakeholders for bringing qualitative improvement?**

**Online Portal:** The institution has online portal which consist various information about academic, admin and other details. The website: [www.babakundancollegeofeducation.com](http://www.babakundancollegeofeducation.com) is constantly revised to keep the viewers updated about the recent advances(if any)

**Registered Posts:** Important information/data is sent via registered post, as it helps the office to keep the record of the communication.

**Messages :**The Institution has a provision of sendingbulk messages to the aspirants about the available courses, fees structure, contact details and etc.

**Email :** The office staff finds it easy to send information/data via email. For this purpose the email IDs of staff, teachers, Alumni members, stake-holders are procured. Also any information or data, as demanded by the various departments of the University is sent via both email as well as registered post

**Special events :** Institution often share valuable information at occasion like, foundation day, Republic day, Independence day, Christmas celebration etc.

**Print media :** Institution often share the important information or data by printing them on local newspapers, magazines etc. Pamphlets are often printed to spread the information.

**Bulletin board :** Institution has bulletin board which contain information about the Institution

**7.3.3 What are the feedback mechanism in institutions to collect, collate data from students, professional community, almuns and other stakeholders on programme quality? How does the institution use the information for quality improvement?**

Institution uses multiple ways to collect feedback from students; professionals, alumni, community and other stakeholders.

* **Questionnaire :** Questions are distributed among the students, teachers respectively to college information about the programme quality
* **Face to face interaction :** Aggrieved party can easily access the top management so that the problems can be collected and solved as soon as possible.
* **Meetings :** Meetings are arranged to collect and collate the problems, suggestion, advice of the stakeholders. Whenever the management is about to introduce any new curriculum, rules or processor he/she should have a proper vision or he/she can have a demo of that and collect respective feedback.
* The College promotes creativity, innovation and improvement in quality. For this purpose, feedback is procured from the following channels on annualbasis-
* Complaints/suggestions as filed and dropped in the Suggestion/ Complaint Box
* Feed back from Principals of schools about the pupil teachers during Teaching Practice.
* Feedback from alumni
* Discussions during IQAC and other meetings.
* Suggestions from the council.
* Counselling appraisal of faculty by the Principal.
* Formative evaluation of students by faculty.
* Grading of files, assignments at the end of the academic session.
* Record of participation/performance of students in Inter College activities.
* Internal Assessment records of the students.
* The feedback is analyzed and feedback-report is prepared. The concerned committees prepare resolutions based on the suggestions/ complaints received, and the same is passed on to the Principal for appraisal and further action. The process has led to some improvement in the classroom environment, teaching, infrastructure, and in some cases, attitude of the faculty.

**OTHER FEATURES OF SIGNIFICANCE**

* College contributes towards the environmental issues in collaborations with other academic agencies/NGOs.
* College helps the community by organising different camps and activities and educates the society about social evils.
* The college caters to the needs of disadvantage groups of students by providing scholarship and fee concession. Women cell addresses gender related issues.
* The college monitors the growth of disadvantaged students.
* It has excellent rapport with parents.
* Students have good relations with faculty.
* Environment is learner-friendly.
* College magazine to highlight social issues and also to provide platform to students to express their views and feelings