D.D. JAIN COLLEGE OF EDUCATION
BEHIND MINI ROSE GARDEN, KIDWAI NAGAR, LUDHIANA- 141008

ANNUAL QUALITY ASSURANCE REPORT (AQAR 2016-17)

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
BANGALORE – 560072

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution | D. D. JAIN COLLEGE OF EDUCATION

1.2 Address Line 1 | KIDWAI NAGAR

Address Line 2 | BEHIND MINI ROSE GARDEN

City/Town | LUDHIANA

State | PUNJAB

Pin Code | 141008

Institution e-mail address | ddjaincollege@gmail.com

Contact Nos. | 0161-2225987, 5023564

Name of the Head of the Institution: | DR. VIJAY LAXMI

Tel. No. with STD Code: | 0161-2225987, 5023564

Mobile: | 98760-18697

Name of the IQAC Co-ordinator: | MRS. ANJALI ARORA SONI

Mobile: | 98784-10110

IQAC e-mail address: | ddjainiqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | PBCOTE15717

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

   EC(SC)/06/A&A/106 dated 01-05-2015

1.5 Website address:

   www.ddjaineducation.com

Web-link of the AQAR:

   www.ddjaineducation.com/Download/ar.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.93	2015	April 30,2020
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   **05-05-2015**

1.8 AQAR for the year *(for example 2010-11)*   **2016-17**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)
   i.   AQAR 2015-16 submitted to NAAC on 30-05-2016
   ii. AQAR_____N.A._____ (DD/MM/YYYY)
   iii. AQAR_____N.A._____ (DD/MM/YYYY)
   iv. AQAR_____N.A._____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☑   Central ☐   Deemed ☐   Private ☐

Affiliated College   ☑ Yes   ☐ No

Constituent College   ☐ Yes   ☑ No

Autonomous college of UGC   ☐ Yes   ☑ No

Regulatory Agency approved Institution   ☑ Yes   ☐ No

Type of Institution   Co-education ☐   Men ☐   Women ☑

                        Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☐   UGC 12B ☐

Grant-in-aid + Self Financing ☐   Totally Self-financing ✔

1.11 Type of Faculty/Programme

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

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

Others (Specify) ☐

1.12 Name of the Affiliating University *(for the Colleges)*   **PANJAB UNIVERSITY, CHANDIGARH**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NO   UGC-CPE   NO

DST Star Scheme   NO   UGC-CE   NO

UGC-Special Assistance Programme   NO   DST-FIST   NO

UGC-Innovative PG programmes   NO   any other *(Specify)*   NO

UGC-COP Programmes   NO

2. IQAC Composition and Activities

2.1 No. of Teachers   02

2.2 No. of Administrative/Technical staff   01/01

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and community representatives   02

2.7 No. of Employers/ Industrialists   02

2.8 No. of other External Experts   06

2.9 Total No. of members   19

2.10 No. of IQAC meetings held   22

2.11 No. of meetings with various stakeholders: No. | 10 | Faculty & Non-Teaching Staff | 10 |

Students | 01 | Alumni | 01 | Others | -- |

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

If yes, mention the amount | X |

2.13 Seminars and Conferences (only quality related)

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

Total No. | 01 | International | NIL | National | NIL | State | NIL | Institution Level | 01 |

 (ii) Themes   **QUALITY BENCHMARKS IN TEACHER EDUCATION INSTITUTIONS**

2.14 Significant Activities and contributions made by IQAC

> (a) **Strengthening** the Quality of Academics.
> (b) **Monitoring and Evaluating** the performance of the teaching-learning activities.
> (c) **Assisting and Motivating** faculty to complete PhD.
> (d) **Guiding** would be teachers to qualifying NET/SET/PTET /CTET.
> (e) **Promoting** among staff and students the basic skill competencies.
> (f) **Motivating** students and staff for research and providing them assistance for pursuing further in future studies.
> (g) **Contributing and Guiding** students and staff for social awareness.

2.15 Plan of Action by IQAC/Outcome

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

S. No.	Plan of Action	Achievements
1	**Strengthening** the Quality of Academics.	The B.Ed. Programme was conducted with respect to sustain quality in the entire teaching learning process. Parents, alumni, various experts and stakeholders were also involved for sustaining the same. The Seminars, workshops and extension lectures were organized to achieve the above stated are: SSA and RMSA, Creativity, Correlation, Right to Vote, Integrating Skill Development with Education, Values through Education NCFSE-2005, Policy Perspectives to Inclusion, Art and Craft, Awareness about Drug Addiction and Guidance about Employment Opportunities.
2	**Monitoring and Evaluating** the performance of the teaching-learning activities.	Feedback for each subject was collected and analyzed and timely action was taken. Two new elective subjects had been introduced viz. "Gender, School and Society" and "Vocational Education".

3	**Assisting and Motivating** faculty to complete Ph.D.	Two faculty members had completed their Ph.D. and motivated two more members to pursue their course work mandatory for commencing Ph.D.
4	**Guiding** would be teachers to qualifying NET/SET/PSTET /CTET.	All the students were guided to qualify NET/SET/PSTET /CTET. They were provided the guidance in all aspects covering the details about the exams, content pedagogy, study course materials and online assistance.
5	**Promoting** among staff and students the basic skill competencies.	For coping up new trends and innovations, the staff and the students were assisted with the basic skill competencies requisite for better level of understanding teaching, learning and evaluation. For this a National Level Seminar on the theme "Integrating Skill Development with Education" was also organized by the institution.
6	**Motivating** students and staff for research and providing them assistance for pursuing further in future studies.	Various seminars and conferences had been organized for students and faculty members separately. Both were motivated enough for pursuing further studies for their bright future.
7	**Contributing and Guiding** students and staff for social awareness.	For developing sensitivity among the students for the down-trooders and the apathetic society, a number of activities were organized throughout the session including Socially Useful Productive Work (SUPW), visits to the various centres, donations, rallies, etc.

Academic Calendar 2016

(Semester- I & III)

S.NO.	Activity or Particulars	Date/ week
1	Meeting for Counselling	3rd week of July
2	Counselling of students for Admission	4th week of July
3	Orientation of B.Ed. 3rd semester and workshop on lesson planning	1st week of August
4	Orientation of B.Ed. 1st semester	2nd week of August
5	Celebration of Birth Anniversary of Shri Rattan Muni Jain ji	2nd week of August
6	Fresher's party	2nd week of August
7	Celebration of Independence day	3rd week of August
8	Seminar C-1	4th week of August
9	Celebration of Janmashtami	4th week of August
10	Talent Hunt Function	1st week of September
11	Extension Lecture	1st week of September
12	Teacher day Celebration	1st week of September

13	Seminar C-2	2nd week of September
14	Seminar or Extension lecture	2nd week of September
15	Investiture Ceremony	2nd week of September
16	Celebration of Hindi Divas	2nd week of September
17	Plantation Drive	3rd week of September
18	Celebration of Agarsen Jayanti	4th week of September
19	Celebration of Gandhi Jayanti and Shastri Ji Jayanti	4th week of September
20	Youth festival	2nd week of October
21	Extension lecture	3rd week of October
22	Celebration of Karva Chauth and Mehndi competition	3rd week of October
23	Celebration of Guru Nanak birthday	2nd week of November
24	Educational Trip	2nd week of November
25	Pre Internship	1st and 2nd week of November
26	1st terminal Examinations	3rd and 4th week of November
27	Worlds Aids Day	1st week of December
28	Final Exams	2nd week of December

Academic Calendar 2017

(Semester II & IV)

S. No	Activity or Particulars	Date/week
1	Orientation Programme	3rd week of January
2	Lohri celebration	3rd week of January
3	Celebration of Republic day	4th week of January
4	Extension lecture	4th week of January
5	Rally on Right to Vote	4th week of January
6	Celebration of Basant Panchami	1st week of February
7	National Seminar on Integration Skill Development with Education	2nd week of February
8	Skill in Teaching Competition	3rd week of February
9	Extension lecture	4th week of February
10	Seminar on C-9	4th week of February
11	Seminar on C-19	4th week of February

12	Seminar on C-10	1st week of March
13	17th Annual Athletic Meet	2nd week of March
14	Woman day celebration	2nd week of March
15	Holi celebration	2nd week of March
16	Celebration of Behan Devki Devi Ji Birthday	2nd week of March
17	Seminar on C-20	3rd week of March
18	Seminar on C-11	3rd week of March
19	Seminar on C-21	4th week of March
20	Celebration of Shahidi Divas of Bhagat Singh ji	4th week of March
21	Educational Excursion/Trip	4th week of March
22	Community Work	4th week of March
23	Plantation Drive	4th week of March
24	Seminar on C-12	1st week of April
25	Celebration of Ram Navmi and Mahavir Jayanti	1st week of April
26	Celebration of Baisakhi and Ambedkhar Jayanti	2nd week of April
27	Practice Teaching	3rd and 4th week of April
28	House Test	1st week of May
29	Final Exam 2nd and 4th sem	3rd to 5th week of May
30	Summer Vacations	1st June- Mid of July

2.16 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [--]   Syndicate [--]   any other body [Governing Body]

Provide the details of the action taken

> The recommendation of the IQAC was enough for the motivation of the authority to provide ample facilities for the writing of the books as per the needs of the changed curriculum for B.Ed. The authority also patronized our seminars and workshops.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	01	0	01	0
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	1	0	1	0

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

---- Core and Elective Options

(ii) Pattern of programmes:

Pattern	**Number of programmes**
Semester	1(4 semesters)
Trimester	-
Annual	-

1.3 Feedback from stakeholders: Alumni ☑   Parents ☑   Employers ☑   Students ☑
(On all aspects)

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

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

> Yes, there was a minor shuffling in the content areas and course codes by Panjab University, Chandigarh.

1.5 Any new Department/Centre introduced during the year. If yes, give details. | No |

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	11	-	1	-

2.2 No. of permanent faculty with Ph.D. | 3 |

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty | -- | | -- | | 01 |

2.5 Faculty participation in conferences and symposia: **(Record including seminars and workshops)**

No. of Faculty	International level	National level	State level
Attended	17	43	03
Presented papers	15	32	-
Resource Persons	-	-	-

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

> ➢ On-line study course material (SCMs).
> ➢ Enhancement of ICT competencies viz. Planning on-line lessons, use of PowerPoint, teaching with the help of Smart board (Interactive board), etc.
> ➢ On-line submission of the assignments.
> ➢ Brain Storming.
> ➢ Personalized language assistance viz. English, Hindi & Punjabi.
> ➢ Demonstration using LCD Projector in each class.
> ➢ Regular Group Discussions.
> ➢ Multimedia Learning Process.
> ➢ Case Study Method/ Role Model.
> ➢ Real industry based Project.
> ➢ Problem Based Learning.

2.7 Total No. of actual teaching days during this academic year | 215 |

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

> Open Book Examination/ Evaluation, Double Valuation, Photocopy, Question Banks, Core Grouping, Daily Tests, Re-appear Examination/ Evaluation, Online assistance for preparing Questions.

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

03	-	-

2.10 Average percentage of attendance of students

95%

2.11 Course/Programme wise distribution of pass percentage**:**

B.Ed. 2015-17

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed (Sem.- I)	58 (1 Absent)	33%	90%	10%	-	100%
B.Ed (Sem.- II)	57 (1 Pass but RLL, 1 Absent)	54%	96.5%	3.5%	-	100%
B.Ed (Sem.- III)	59	RESULT AWAITED				

B.Ed. 2016-18

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed (Sem.- I)	81	RESULT AWAITED				
B.Ed (Sem.- II)	81	APPEARING				

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

- IQAC in its meeting with faculty members proposed them to convene Annual plan meeting at the onset of the session and concerned expert personnel.
- IQAC with the help of various committees and their in-charges took feedback from the students, alumni, parents and heads of teaching practise schools and analyzed to improve the growth and development of the institution.
- Feedback for the faculty was also taken from the students. Suggestions were given to the faculty to bring quality in teaching-learning process.
- The members of IQAC held meetings with the members of student council to plan instructional strategies to bring transparency.
- Periodical meetings with various committees were held for the proper functioning of the institution.
- Achievements of the student-teachers who excel in various activities were recognised by IQAC.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-

Orientation programmes	-
Faculty exchange programme	02
Staff training conducted by the university	-
Staff training conducted by other institutions	21
Summer / Winter schools, Workshops, etc.	-
Others (Computer and Communication Skill Development Workshop)	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	02	01	01	-
Technical Staff	04	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encouraged and created a feasible healthy climate for all to pursue research. For this:
- Duty leave had been sanctioned.
- Study leave had also been granted to the faculty as per their requirement.
- Facility of free Internet access and Photostat.
- No objection certificates for pursuing research work were given to two more faculty members.
- Among 10 permanent members, 3 members are Ph.D. and 6 of them are pursuing it.

3.2 Details regarding major projects -- No

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

3.3   Details regarding minor projects -- No

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	03	02	--
Non-Peer Review Journals	--	--	--
e-Journals	06	--	--
Conference proceedings	01	--	--

3.5 Details on Impact factor of publications:

Range [--]   Average [--]   h-index [--]   Nos. in SCOPUS [--]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [28]   Chapters in Edited Books [--]

ii) Without ISBN No. [--]

3.8 No. of University Departments receiving funds from

UGC-SAP [--]   CAS [--]   DST-FIST [--]

DPE [--]   DBT Scheme/funds [--]

3.9 For Colleges   Autonomy [--]   CPE [--]   DBT Star Scheme [--]

INSPIRE [--]   CE [--]   Any Other (specify) [--]

3.10 Revenue generated through consultancy [--]

3.11 No. of conferences/seminars/workshops organized by the Institution

Level	International	National	State	University	College
Number	--	01	--	--	09
Sponsoring agencies	--	CDCS, Panjab Uni.,Chandigarh	--	--	College Management

3.12 No. of faculty served as experts, chairpersons or resource persons 05

3.13 No. of collaborations   International 02   National 05   Any other 02

3.14 No. of linkages created during this year 03

3.15 Total budget for research for current year:

From funding agency Nil   From Management of University/College Nil

Total Nil

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF --   SRF --   Project Fellows --   Any other 02

3.21 No. of students Participated in NSS events:

University level --   State level --

National level --   International level --

3.22 No. of students participated in NCC events:

University level --   State level --

National level --   International level --

3.23 No. of Awards won in NSS:

University level --   State level --

National level --   International level --

3.24 No. of Awards won in NCC:

University level	--
State level	--
National level	--
International level	--

3.25 No. of Extension activities organized

University forum	--
College forum	33
any other	05
NCC	--
NSS	--
	(**Extension Lectures**)

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

- Extension lectures were organized for the students.
- Educational and vocational guidance services were organized for the students.
- Career counselling programme.
- Community/ Social works were organized to develop sensitivity among the students.
- Participation in Inter College Competitions.
- Participation in Youth Festival at Zonal and Inter-zonal Level.
- Participation in Inter College Skill- in- Teaching Competitions both at Zonal and Inter-zonal Level.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13278.51 sq.m.	-	-	13278.51 sq.m.
Class rooms	04	-	Management fund	04
Laboratories/Lab/Cell	09	-	-	09
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	--
Value of the equipment purchased during the year (Rs. in Lakhs)	126.82	-	Management fund	126.82
Others	-	-	-	--

4.2 Computerization of administration and library   Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4590	20360	162	31270	4752	51630
Reference Books	1000		-	-	1000	
e-Books	-	-	-	-	-	-
Journals/e-Journals	20	18917	-	-	20	18917
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	860	Free	30	Free	890	Free
Newspapers	-	-		16487	-	16487
Periodicals	-	-		4050	-	4050

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Department (Library)	Others Language Lab
Existing	30	01	Connect 4mbps	03	0	01	0	0
Added	0	0	0	0	0	0	0	0
Total	30	01	Connect 4mbps	03	0	01	0	0

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

- From time to time small training workshops were organized for the students and staff to enhance ICT skills as per the availability of time during the regular classes and time period.
- The institution has internet facility.
- The library, staff-room, administrative room, ET room and clerical room too have internet facility.

4.6 Amount spent on maintenance in lakhs:

i) ICT (Computer Expenses) — 0.39

ii) Campus Infrastructure and facilities — 0.52

iii) Equipments — --

iv) Others — 61.29

Total: — 62.20

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC enhanced awareness about student support services by constituting many committees viz. - Discipline committee, sexual harassment and anti-ragging committee, sports committee, grievance redress committee, college magazine committee, literary committee, maintenance and campus development committee, alumni cell, co-curricular and cultural activity development committee, student council, campus cleanliness committee. These committees with the support of the students take care of diversified needs as and when be needed.

5.2 Efforts made by the institution for tracking the progression

- Regular interaction with the above stated committees was sought out.
- Effective follow up of weekly and periodical evaluation was ensured.
- Additional resources were also mustered to undertake whatsoever needed on situational basis.
- Regular tests and various recall activities were conducted by mentor teachers to ascertain the progress of teaching learning process.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
60+81	--	--	--

(b) No. of students outside the state | --- | (c) No. of international students | --- |

Men

No	%
-	-

Women

No	%
60+81	100

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
45	6	-	9	-	60	65	12	-	4	-	81

Demand ratio - nil   Dropout %   - Nil

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

IQAC encouraged and motivated the students regularly to appear in the various competitive exams as per their eligibility. Every type of assistance right from the procedure of appearing, filling the form, preparing for the exams, availability of study material, etc. was provided as and when the need be.

No. of students beneficiaries | 60+81 |

5.5 No. of students qualified in these examinations

NET 03(appearing)   SET/SLET --   GATE --   CAT --

IAS/IPS etc --   State PSC --   UPSC --   Others 34(appearing)

5.6 Details of student counselling and career guidance

- Guidance and Counselling committee had looked into the diversified needs of our students. Our college has collaboration with various reputed schools of the city.
- IQAC contacted with them and helped students in their placement.
- IQAC also provided personal counselling (student counselling) to look into the diverse socio-economic problems that confronted our students.

No. of students benefitted 60

5.7 Details of campus placement-**The Course is under progress.**

On/In Campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	60 (each time)+15 (alumni)	05	25

5.8 Details of gender sensitization programmes

IQAC celebrated the following:
- Celebrating birthday of Founder Principal Behan Devki Devi Ji.
- Inter-house competitions viz.- nail art, hairstyles, karwa decoration competitions on the occasion of karwa celebrations.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events (including Skill- in- Teaching

Competitions at Zonal and Inter- Zonal Level)
State/ University level 18   National level --   International level --

No. of students participated in cultural events

State/ University level 46   National level --   International level --

5.9.2   No. of medals /awards won by students in Sports, Games and other events (including Skill- in- Teaching Competitions at Zonal and Inter- Zonal Level)

Sports/ other events: State/ University level 10   National level --   International level --

Cultural: State/ University level 18   National level --   International level --

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	11	Rs. 53000
Financial support from government (Scholarship P.U. Chd.)	4	Rs. 160272
Financial support from other sources (DCDC)	X	Rs. 20600
Number of students who received International/ National recognitions	X	X

5.11   Student organised / initiatives

Fairs   : State/ University level | -- | National level | -- | International level | -- |

Exhibition: State/ University level | -- | National level | -- | International level | -- |

5.12   No. of social initiatives undertaken by the students | 03 |

5.13 Major grievances of students (if any) redressed:

As such there was no major grievance. Only the students who had opted for Hindi and Punjabi medium confronted some problems for preparing themselves as per the change in B.Ed. curriculum (syllabus revision). Thus, IQAC provided ample help and guidance by providing them the study material available to them in their respective mediums.

Criterion – VI

6. Governance, Leadership and Management
6.1 State the Vision and Mission of the institution

VISION

The institution strives to become the standard of excellence, fostering quality in intellect, creativity and character in an active way to create student-centred learning community. It will bend upon to be a leader in preparing professionals who'll provide leadership and exemplary educational services to improve the lives of individuals in a changing and complex society.

MISSION

- To impart and create new knowledge and logical thinking.
- To develop skills for information-processing and lifelong learning.
- To initiate and experiment innovations in teacher education.
- To provide opportunities and facilities for the holistic development of the student-teachers.
- To provide intellectually well developed, socially concerned and culturally rich citizens.
- To create awareness in student-teachers about the modern trends in education.
- To prepare the competent and committed teachers and teacher educators.
- To rejuvenate the teaching learning process through ICT.
- To collaborate with various stake holders.

6.2 Does the Institution has a Management Information System   Yes

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

6.3.1   Curriculum Development

- Subject allocations were made as per specializations of teachers.
- Necessary changes were made according to feedback received from alumni's and corporate personnel.
- As the institution follows the syllabus and curriculum as prescribed by Panjab University, Chandigarh (on NCTE guidelines) so there was the least scope for internal curricular designing. When the syllabus got revised for the previous session, all the faculty members participated in workshops actively as Subject Experts.

6.3.2   Teaching and Learning

- On-line study course material (SCM's).
- Enhancement of ICT competencies viz. - planning on-line lessons, use of power-point, teaching with the help of smart board (interactive board), etc.
- On-line submission of the assignments.
- Brain storming.
- Personalized language assistance viz. - English, Hindi and Punjabi.
- Regular lectures were conducted according to teaching plan and formulated methodology.
- Remedial classes were arranged for the students according to individual teacher's core-grouping in their respective classes.
- Time to time necessary changes were also made according to feedback received from students and alumni's.
- Well stacked library and on-line assistance provided all necessary reading materials for both faculties and students.
- Faculty Development Programmes and Quality Improvement Programs were conducted at regular intervals to enhance teaching and learning process.

6.3.3   Examination and Evaluation

- IQAC conducted house examinations before final Panjab University's Examination before each semester. Those students who didn't appear in their house exams or got failed or those whose performance was weak, for all of them re-exams were scheduled before the Final University Exams.
- Regarding Evaluation, CCE pattern was adopted by IQAC and students were assisted in better learning through various techniques as per the need and demand of the situation.

6.3.4 Research and Development

> IQAC encouraged and created a feasible healthy climate for all to pursue research. For this:
> - Duty leave had been sanctioned.
> - Study leave had also been granted to the faculty as per their requirements.
> - Facility of free Internet access and Photostat.
> - No objection certificates for pursuing research work had been given to the faculty members.
> - Among 09 permanent members, 3 members are Ph.D. and rest of all the members are pursuing it.
> - College provided financial support for presenting and publishing research papers.
> - Special duty leaves were also being granted for attending research conferences.
> - Workshops on research methodology were also attended by faculty members from time to time.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> - Our institution has a very good infrastructure, library is semi-automated and ICT facilities are there for both students and teachers.
> - College provided 24X7 Internet and Wi-Fi connections along with CCTV surveillance throughout the year.

6.3.6 Human Resource Management

> The Human Resource of the college had been managed in a democratic way. For the welfare and management of the student resources, there was a student council and mentor-tutors. For the management of other resources, there was a governing body that aimed at the optimized development of all human resources.

6.3.7 Faculty and Staff recruitment

> Faculty and staff had been recruited transparently as per Punjab state Govt. norms & rules and Panjab University's/ NCTE/UGC Guidelines.

6.3.8 Industry Interaction / Collaboration

> - Active Placement Cell ensured maximum recruitments in industry and industry institute interactions held from time to time as the need be.
> - Industry Experts were invited to take workshops for aspiring students.
> - "Alumni Meet" was also organized for exchanging innovative ideas and information.

6.3.9 Admission of Students

The students have been admitted on the basis of merit followed by Central Counselling conducted by Federation of the Self-Financed Colleges of Education (Regd.) Punjab which included representatives from the Association of Self-Financed Colleges of Education, affiliated to Panjab University, (Chandigarh), Panjabi University, (Patiala) and Guru Nanak Dev University (Amritsar). Guidelines for admission to self-finance Colleges of Education had been formulated as per NCTE/affiliating University norms by the Federation. At the time of admission, the reservation policy as per rules of Punjab Govt. had also been adopted.

6.4 Welfare schemes for

Teaching	Provident Fund
Non - teaching	Provident Fund, ESI Facility
Students	Govt. Post Matric Scheme for SC/ST/OBC, prizes, fee concession to the needy students.

6.5 Total corpus fund generated   Nil

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Panjab Uni.,Chd.	Yes	IQAC & Governing Body
Administrative	Yes	Jain & Anil Sood	Yes	Governing Body

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

For UG Programmes   Yes ☐   No ✔

For PG Programmes   Yes ☐   No ☐

As Panjab University holds and declares results of UG Programmes, hence the college has no control over the date of publication of results.

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

- University had appointed Coordinator to ensure smooth conduct of Examinations.
- University had also appointed External Senior Supervisor to monitor the Examinations.
- Surprise visits of University Squad Team were also happened in the college from time to time.
- Question Papers were also sent by University to avoid the leakage of question papers.

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

- University had given opportunity to the senior faculty members for on the spot Evaluation of the Answer sheets.
- University had also nominated the Principal of the college as a Subject- Expert for the Panel Interview, Flying Squad and Member of the Inspection Committee for monitoring the newly appointed Colleges.
- University had also given the responsibility of convocation of degree to the college.

6.11 Activities and support from the Alumni Association

- The IQAC invited the alumni on various functions organized in the college campus to share their experiences and to seek their support for the sustenance of quality in the institution.
- Necessary changes were made according to feedback received from alumni's and corporate personnel.

6.12 Activities and support from the Parent – Teacher Association

IQAC invited the parents to seek support from them for the best quality practices in the institution. Moreover, after every house exams parents/ guardians were invited to monitor the progress of their wards and rooting out the diverse problems as the need be.

6.13 Development programmes for support staff

ICT enrichment clusters for the support staff had also been organized from time to time. Besides this, they were also motivated to participate in various programmes related to life and skill development.

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

- Plantation Drive.
- Awareness Rally.
- Conservation of Natural Resources viz. Water Conservation.
- Eco friendly Holi.
- Eco friendly Diwali.
- Discarding the usage of Polythene bags.
- No Vehicle Day/Lift Day was observed in an attempt to reduce air pollution hazards by toxic fumes emitted from vehicles.
- Wasted Water was reused and provided to the plants and trees in college campus.
- Plants, trees and lawns were maintained regularly.

Criterion – VII

7. Innovations and Best Practices

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

- At stretch working of IQAC to sustain quality in all the programmes of the college.
- Interaction with student-council and alumni.
- Periodical meeting with the mentor-tutors and in-charges of various committees.
- Teachers Diary was used by each faculty member, in which teacher had written all the activities done by him/her as academic, research and extension activities.

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

In this academic year, the decisions taken up in the plan of action regarding teaching and learning and all others were put to practice. Besides, the various need-to-do based things were also accomplished on time.

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

All the best practices of the institution were conducted with due consideration in this academic-session too.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Tree Plantation Drive was organized.
- Students were encouraged to save water and discard the usage of plastic bags.

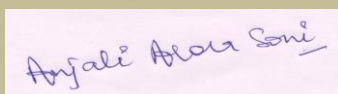7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

The institution will strive hard to commence M.Ed. course and other add-on courses as permissible at the earliest.
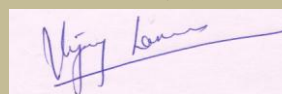
8. Plans of institution for next year

- The institution is planning to establish the NSS unit for next year.
- Organization of more seminars/workshops/symposia/conferences, etc. at the State/National/Inter - National Level.

Name **_Mrs. Anjali Arora Soni_**

_____
Signature of the Coordinator, IQAC

Name **_Dr. (Mrs.) Vijay Laxmi Aggarwal_**

_____
Signature of the Chairperson, IQAC

ANNEXURE I (A)
Plan of Action (POA)/ Academic Calendar 2015 - 17
Semester-I

Sr. No.	Activity or Particulars	Date / Week
1	Meeting for counselling planning	3rd week of july,2015
2	Counselling of students for admission	4th week of july,2015
3	Orientation about B.Ed curriculum	17th August,2015
4	Fresher's party	4th week of August,2015
5	Inter-House Competition	4th week of August,2015
6	Election of student council and investiture ceremony	1st week of September,2015
7	Teacher's Day Celebration	4th September 2015
8	Extension Lecture	2nd week of September,2015
9	Seminar on childhood and growing up	2nd week of September,2015
10	Hindi Divas celebration	3rd week of September,2015
11	Celebration of Agarsain Jayanti	3rd week of September,2015
12	Seminar on Contemporary India and Education	3rd week of September,2015
13	Gandhi Jayanti and Shastri ji's Jayanti	1st Oct., 2015
14	Seminar on Understanding discipline	2nd week of Oct.2015
15	Balmiki Jayanti	2nd week of Oct., 2015
16	School Obsevation	5th week of Oct., 2015
17	Diwali Celebration	2nd week of Nov. 2015
18	House Test	4th week of Nov. -1st week Dec.
19	World AIDS Day celebration	December 1,2015
20	Final Exam 1st semester	2nd - last week of Dec.
21	Winter vacation	1st Jan;2016-17Jan;2016

Plan of Action (POA)/ Academic Calendar 2015 - 17
Semester-II

Sr. No.	Activity or Particulars	Date / Week
1	Lohri Celebrations	3rd week of January,2016
2	Extension Lecture	3rd week of January,2016
3	Republic day Celebration	25th of January,2016
4	Sports Day	1st week of Febuary,2016
5	Basant panchmi Celebration	2nd week of Febuary,2016
6	Seminar on Learning & teaching	3rd week of Febuary,2016
7	Worksop on Blue Print(C-11)	1st week of March,2016
8	Women's Day Celebration	March 8,2016
9	Celebration of Behan Devki Birth	March 12,2016
10	Shaheedi Diwas S.Bhagat Singh	March 23 ,2016
11	Holi Celebration	4th week of March,2016
12	Seminar on Drama and Art	4th week of March,2016
13	Celebration of Ambedkar Jayanti	2nd week of April,2016
14	Seminar on ICT	2nd week of April,2016
15	Baisakhi & Ram Navmi	April 12,2016
16	Practice Teaching	3rd & 4th week of April
17	House Test	1st week of May
18	Final Exam 2nd Semester	3rd -5th week of May
19	Summer Vacation	1st June -July mid

ANNEXURE-II

OUTCOMES ACHIEVED BY IQAC DURING THE SESSION (2015-16)

(Outcomes of both the semesters 1 & 2 of the academic session 2015-17)

S.No.	Event/ Activity	Dated
1	Orientation	17-08-15
2	Fresher's Party	27-08-15
3	Inter House Competitions (Rakhi Making & Rangoli Making)	28-08-15
4	Celebration of Teacher's Days	04-09-15
5	Seminar for C-1 (Creativity- Concept, Identification and Techniques)	07-09-15
6	Extension Lecture on "How to lead a blissful life?"	15-09-15
7	Seminar for C-2 (SSA and RMSA)	16-09-15
8	Symposia for celebrating Gandhi Jayanti and Lal Bahadur Shastri Jayanti	01-10-15
9	Seminar for C-3 (Correlation among different subjects)	21-10-15
10	School Observation Programme for Semester-1	26-10-15 to 14-11-15
11	Vigilance Awareness Week in collaboration with SBP (Declamation and Essay Writing Competition)	28-10-15
12	Inter House Competitions for Karwa Celebrations (Mehndi and Karwa Decoration Competitions)	29-10-15
13	Inter House Competition for Diwali Celebrations- Eco Friendly Diwali (Rangoli making and Candle/ Diya Decoration)	10-11-15
14	First House Examination for Semester- 1 (Practicals)	17-11-15 to 20-11-15
15	First House Examination for Semester-1 (Theory)	21-11-15 to 07-12-15
16	Final Exams (Semester-1)	11-12-15 to 31-12-15
17	Lohri Celebrations	18-01-16
18	Extension Lecture (AIDS and Drugs De- Addiction)	21-01-16
19	Orientation for Semester- II	29-01-16
20	Inter House Competition for the Celebration of Republic Day (Slogan Writing Competitions)	25-01-16

21	Annual Athletic Meet (Sports Day)	03-02-16
22	Workshop on "Art of Living"	06-02-16
23	Celebration of Basant Panchami	13-02-16
24	Seminar for C- 10 (Learning and Teaching)	18-02-16
25	Workshop on "2G, 3G and 4G Technology" (Staff Development Programme)	19-02-16
26	Sent a team to participate in "Prof. Gurbir Sing Sarna Memorial Inter College Competitions"	25-02-16
27	Workshop for C-11 on "Blue Print of Question Paper"	03-03-16
28	Inter House Competitions on International Women Day (Debate, Power Point Presentations and Cooking without Fire Competitions)	08-03-16
29	Seminar for C- 12 (Concept and Scope of ICT in Education)	08-03-16
30	Celebration of Behan Devki Devi Jain's Birth Anniversary	12-03-16
31	Observation of Martyrdom Day (National Martyr Shaheed Bhagat Singh)	19-03-16
32	Celebration of Good Friday	21-03-16
33	Celebration of Holi- Eco Friendly Holi	22-03-16
34	School Observation Programme for Semester-II	04-04-16 to 26-04-16
35	Seminar for C-13 (Theatre and its Components)	07-04-16
36	First House Examination for Semester- II (Practicals)	09-04-16 to 22-04-16
37	Celebrating Dr. B.R. Ambedkar Jayanti (The Writer of Indian Constitution)	11-04-16
38	Symposia for the celebrating Baisakhi and Ramnavmi	12-04-16
39	Felicitation of newly elected Management Committee	21-04-16
40	First House Examination for Semester- II (Theory)	27-04-16 to 04-05-16
41	Remedial Regular Tests (Compulsory for all especially for absentees, failures and weak students)	05-05-16 to 11-05-16
42	Final Exams (Semester-II)	12-05-16 to 31-05-16

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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