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

ANNUAL QUALITY ASSURANCE REPORT (AQAR 2017- 18)

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
NEW DELHI – 110075

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/AQAR2017-18.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: **05-05-2015** DD/MM/YYYY

1.8 AQAR for the year *(for example 2010-11)* **2017-18**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC *((for example AQAR 2010-11submitted to NAAC on 12-10-2011)*
   i. AQAR 2015-16 submitted to NAAC on 30-05-2016
   ii. AQAR 2016-17 submitted to NAAC on 31-05-2017
   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   **08**

2.4 No. of Management representatives   **01**

2.5 No. of Alumni   **03**

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   **26**

2.10 No. of IQAC meetings held   **26**

2.11 No. of meetings with various stakeholders: No. **12**   Faculty & Non-Teaching Staff **11**

Students **02**   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. **12**   International **NIL**   National **NIL**   State **NIL**   Institution Level **11**

(ii) Themes

SEMINARS
1. Suicide Prevention and Quality Life
2. Values – the way to lead Quality Life
3. Understanding the role of Heredity and Environment
4. Role of RMSA and RUSA in bringing Quality and Quantity in Education
5. Professional Ethics of teachers and teachers' accountability
6. Mental Health
7. Reading Comprehension
8. Various policy perspectives for Inclusive Education
9. Motivation for sustaining Quality in Education
10. Role of Supervision in School Management.

WORKSHOP
1. Quality Teaching Workshop emphasizing on Lesson Planning.

2.14 Significant Activities and contributions made by IQAC

1. **Organized** Induction Programs for newly inducted students and faculty
2. **Motivated** for improving Teaching- Learning Pedagogy.
3. **Discussed** quality statements with teaching and non-teaching staff, alumni and stakeholders for creating a benchmark for sustaining quality.
4. **Posted** all its activities and proceedings on social portal.
5. **Persistently monitored and reviewed** the quality programmes.
6. **Revamped** the Career Guidance and Placement Cell.
7. **Guided** would be teachers to qualifying NET/SET/PTET /CTET.
8. **Promoted** basic ICT skill competencies among staff and students.
9. **Contributed** in the Socially Useful Productive Work (SUPW).

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 these objectives.
2	**Monitoring and Evaluating** the performance of the teaching-learning activities.	The slow learning students were identified based on the result analysis carried out during /after each term. They were tutored by teachers to help them pace up with the class. The students were given training to write their curriculum vitae.

15		The students were also assisted to utilize the various ICT resources in their teaching-learning process.	
3	**Motivating** faculty for upgrading.	The faculty members were motivated to enhance their competencies through various orientation programmes.	
4	**Guiding** would be teachers to qualify NET /SET /PSTET /CTET and various other competitive exams like UGC/ IAS/ PCS.	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. The students were also guided to qualify various other competitive exams viz.- UGC/IAS/PCS.	
5	**Motivating** students for quality teaching and life at large.	Various seminars and conferences had been organized for students for the same purpose.	
6	**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, 2017	
	Semester-I & III	
S. NO.	**ACTIVITY OR PARTICULARS**	**DATE / WEEK**
1	Meeting for counselling planning	3rd week of July,2017
2	Workshop on Lesson Planning	4th week of August,2017
3	Counselling of students for Admission	2nd week of July, 2017
4	Orientation about B.Ed. Curriculum	August,2017
5	Fresher's party	2nd week of September, 2017
6	Inter-House Competition	3rd week of September, 2017
7	Teacher's Day Celebration	5th September, 2017
8	Election of student council and investiture ceremony	4th week of September, 2017
9	Extension Lecture	2nd week of September, 2017
10	Seminar for Contemporary India and Education	2nd week of September, 2017
11	Hindi Diwas Celebration	3rd week of September, 2017
12	Celebration of Agarsain Jayanti	3rd week of September, 2017
13	Seminar for Childhood and Growing Up	2nd week of September, 2017
14	Gandhi Jayanti and Shastri ji's Jayanti	1st Oct., 2017
15	Seminar for Understanding Discipline	2nd week of Oct., 2017

16	Balmiki Jayanti	2nd week of Oct., 2017
17	School Observation Programme	5th week of Oct., 2017
18	Diwali Celebrations	2nd week of Oct., 2017
19	House Exams	4th week of Nov. -1st week of Dec., 2017
20	World AIDS Day Celebrations	December 1, 2017
21	Final Exam 1st Semester	2nd - Last week of Dec., 2017
22	Winter Vacations	1- 17 Jan., 2018

Academic Calendar 2018

Semester-II

S. NO.	ACTIVITY OR PARTICULARS	DATE / WEEK
1	Lohri Celebrations	3rd week of January, 2018
2	Extension Lecture	3rd week of January, 2018
3	Republic day Celebrations	25th of January, 2018
4	Sports Day	1st week of February, 2018
5	Basant Panchmi Celebrations	2nd week of February, 2018
6	Seminar for Teaching Learning Techniques	3rd week of February, 2018
7	Workshop for Blue Print	1st week of March, 2018
8	Women's Day Celebrations	March 8, 2018
9	Behan Devki's Birthday Celebrations	March 12, 2018
10	Shaheedi Diwas S. Bhagat Singh	March 23 , 2018
11	Holi Celebrations	4th week of March, 2018
12	Seminar for Art and Drama	4th week of March, 2018
13	Celebrations of Ambedkar Jayanti	2nd week of April, 2018
14	Seminar for ICT	2nd week of April, 2018
15	Baisakhi & Ram Navmi	April 12, 2018
16	Teaching Practice	3rd & 4th week of April, 2018
17	House Exams	1st week of May, 2018
18	Final Exams (2nd Semester)	3rd -5th week of May, 2018
19	Summer Vacations	1st June to mid of the July, 2018

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) [X]

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
10	09	-	01	-

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 | 03 |

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

No. of Faculty	International level	National level	State level
Attended	-	05	-
Presented papers	-	04	-
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.
> ➢ Core Grouping

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/ Assignments, Power Point Presentations and Smart Technology via Interactive Board.

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

-	-	-

2.10 Average percentage of attendance of students

80%

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

B.Ed. 2016- 18

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	First %	Second %	Third %	Pass %
B.Ed (Sem.- I)	77	44.15	88.31	11.68	-	100
B.Ed (Sem.- II)	77	45.45	96.10	2.59	-	100
B.Ed (Sem.- III)	77	RESULT AWAITED				

B.Ed. 2017- 19

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	First %	Second %	Third %	Pass %
B.Ed (Sem.- I)	98	RESULT AWAITED				
B.Ed (Sem.- II)	98	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 is also taken from the students. Suggestions are 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 are held for the proper functioning of the institution.
- Achievements of the student-teachers who excel in various activities are recognised by IQAC.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	01
Orientation programmes	-

Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
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	--	--	--
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:
- There is a provision for Duty Leave.
- Study leave has also been provided to the faculty as and when be needed.
- There is a provision for free Internet and wi-fi access.
- No objection certificates for pursuing research work are being provided to the faculty members.

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	2	--	--
Non-Peer Review Journals	--	--	--
e-Journals	4	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

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

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

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

3.7 No. of books published   i) With ISBN No. [12]   Chapters in Edited Books [01]

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	--	--	--	--	14
Sponsoring agencies	--	--	--	--	College Management

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

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

3.14 No. of linkages created during this year [13]

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 ☐ --

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 | 11 | College forum | 26+7= 33 | any other | 03 |

NCC | -- | **(Extension Activities+ Extension Lectures)**   NSS | -- |

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

- Extension lectures for the students.
- Educational and vocational guidance services for the students.
- Career counselling programme.
- Community/ Social works 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	02	Management fund	06
Laboratories/Lab/Cell	09	02	-	11
Seminar Halls	01	-	-	01
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	15 (Comp.) 25 (Chairs)	Management fund	40
Value of the equipment purchased during the year (Rs. in Lakhs)	-	3,25,820	Management fund	3,25,820
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	4917	20360	162	31270	4752	51630
Reference Books	965		-	-	1000	
e-Books	-	-	-	-	-	-
Journals/e-Journals	20	18917	-	-	20	18917
Digital Database	-	-	-	-	-	-

CD & Video	28	-	-	-	-	-
Others (Book Bank)	960	Free	40	Free	1000	Free
Newspapers	06	-	6 (same)	17786	6	17,786
Periodicals (Journals)	20	18917	-	-	-	18,917

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Department (Library)	Others Language Lab
Existing	25	01	Connect 4mbps	03	0	01	01	01
Added	15	0	0	0	0	0	0	0
Total	40	01	Connect 4mbps	03	0	01	01	01

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 new students and staff to enhance their ICT skills as per the need and availability of the time during the regular classes and allotted time period.
- The institution provides open Wi-Fi and internet access to all.

4.6 Amount spent on maintenance in lakhs:

i) ICT (Computer Expenses)   51,613

ii) Campus Infrastructure and facilities   28,520

iii) Equipments   2,99,460

iv) Others   --

Total: 3,79,593

CRITERION – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC enhances awareness about student support services by consulting with other 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 and campus cleanliness committee etc. 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 and consultation with the above stated committees.
- Effective follow up of weekly and periodical evaluation.
- Additional resources are also mustered to undertake whatsoever needed on situational basis.
- Regular tests and various recall activities are conducted by mentor teachers to ascertain the progress of teaching learning process.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
77+98	--	--	--

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

Men

No	%
-	-

Women

No	%
77+98	100

Last Year (2016-17)							This Year (2017-18)						
General	SC	ST	OBC	BC	Physically Challenged	Total	General	SC	ST	OBC	BC	Physically Challenged	Total
61	12	--	02	02	--	**77**	91	03	--	--	04	--	**98**
Dropout % - 4.93							Dropout % - 2.00						

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

IQAC encourages and motivates 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. is provided on the time and need basis.

No. of students beneficiaries | 77+98= 175 |

5.5 No. of students qualified in these examinations

NET | 03 | SET/SLET | -- | GATE | -- | CAT | -- |

IAS/IPS etc | -- | State PSC | -- | UPSC | -- | Others | 03 |

5.6 Details of student counselling and career guidance

- IQAC with the help of Guidance and Counselling Committee looks into the diversified needs of all students. For this collaboration with various reputed schools of the city has also been sought out.
- 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

| 77 |

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
--	--	--	10+7= 17

5.8 Details of gender sensitization programmes

> IQAC accomplished the following programmes:
> - An "Awareness Talk" on "Women Health and Breast Feeding".
> - Inter-house competitions viz.- mehandi and karwa decoration competitions on the occasion of karwa celebrations.
> - An "Awareness Rally" on "Save the Girl Child".
> - Inter-house competitions viz.- nail art, hairstyles and bindi making competitions on the occasion of Woman's Day celebrations.
> - Celebrating birthday of Founder Principal Behan Devki Devi Ji.

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 | 20 | National level | -- | International level | -- |

No. of students participated in cultural events

State/ University level | 53 | 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 | 08 | National level | -- | International level | -- |

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	13	Rs. 62,500
Financial support from government (Scholarship P.U. Chd.)	--	--
Financial support from other sources (DCDC)	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level [--]   National level [--]   International level [--]

Exhibition: State/ University level [--]   National level [--]   International level [--]

5.12   No. of social initiatives undertaken by the students [03]

5.13 Major grievances of students (if any) redressed:

> As such there is no major grievance. Only the students who opt for Hindi and Punjabi medium confront some problems for preparing themselves as per the on and off changes in B.Ed. curriculum. IQAC provides ample help and guidance as per the need and requirement of the students.

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 are made as per specializations of teachers.
- Necessary changes are made as and when the need be.
- As the institution follows the syllabus and curriculum as prescribed by Panjab University, Chandigarh (on NCTE guidelines) so there is always 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. - 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 are conducted according to teaching plan and formulated methodology.
- Remedial classes are organized for the students according to individual teacher's core-grouping in their respective classes.
- Time to time necessary changes are incorporated as per the suggestions and feedback received in the tutorial groups.
- All the requisite material to the students is tried to being provided in all the three major languages viz. International, National and Regional Language.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- Quality awareness is being created to increase publication of papers and books with ISBN/ISSN.

- Information regarding GOCs/ Summer School/ Winter School/ Refresher Courses is provided to enhance research competencies.

- Support is provided to all without any discrimination to participate in various national/ international seminars, talks and conferences organized by other institutions.

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.
- It has been ensured that no misuse of the Library space and the ICT facility takes place. Rigorous monitoring has been done on the daily basis and at the end of the year stock checking has also been observed.
- College provides 24X7 Internet and Wi-Fi connections along with CCTV surveillance throughout the year.
- Efforts have made persistently to maintain the green and pollution free campus throughout the year.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

Faculty and staff are always 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 ensures maximum recruitments in industry and industry institute interactions are held from time to time as the need be.
- Industry Experts are invited for aspiring students.
- "Alumni Meet" is also organized for exchanging innovative ideas and information.

6.3.9 Admission of Students

The students are 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 are formulated as per NCTE/affiliating University norms by the Federation. At the time of admission, the reservation policy as per rules of Punjab Govt. is also 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 appoints Coordinator to ensure smooth conduct of Examinations.
- University also appoints External Senior Supervisor to monitor the Examinations.
- Surprise visits of University Squad Team also happen in the college from time to time during the examinations.
- Sealed Question Papers are 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 gives opportunity to the senior faculty members for on the spot Evaluation of the answer sheets.
- University also nominates the Principal and senior faculty members 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 also gives the responsibility of convocation of degree to the college.

6.11 Activities and support from the Alumni Association

- The IQAC invites 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.
- If the severe need be, necessary amendments are made according to feedback received from alumni's and corporate personnel.

6.12 Activities and support from the Parent – Teacher Association

> IQAC invites the parents to seek support from them for the best quality practices in the institution. Moreover, after every house exams parents/ guardians are 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 is also being organized from time to time. Besides this, they are 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 Programmes.
> - Awareness Rallies.
> - Conservation of Natural Resources viz. Water Conservation.
> - Eco friendly Holi.
> - Eco friendly Diwali.
> - Discarding the usage of Polythene bags.
> - Plants, trees and lawns are 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 is maintained by each faculty member.
> - Innovative use of Multimedia in Teaching-Learning Process.
> - Lec-Dem Pedagogical Strategies.

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 Programmes to maintain green campus are carried on.
- Students are encouraged to save electricity, water, paper and discard the usage of plastic bags.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]
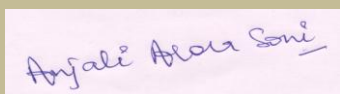
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

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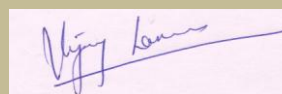
8. **Plans of institution for next year**

- 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