



Yearly Status Report - 2013-2014

Part A

Data of the Institution

1. Name of the Institution	GURU TEG BAHADUR KHALSA COLLEGE OF EDUCATION DASUYA DISTT HOSHIARPUR
Name of the head of the Institution	Dr.Gita Verma
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01883287967
Mobile no.	9888373050
Registered Email	gtbkce_dasuya@yahoo.co.in
Alternate Email	dr.gitaverma@gmail.com
Address	GURUTEG BAHADUR KHALSA COLLEGE OF EDUCATION DASUYA, DISTT HOSHIARPUR PIN CODE 144205
City/Town	DASUYA
State/UT	Punjab

Pincode	144205																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Semi-urban																		
Financial Status	Self financed																		
Name of the IQAC co-ordinator/Director	Sandeep Kaur Boski																		
Phone no/Alternate Phone no.	01883287967																		
Mobile no.	9417197044																		
Registered Email	gtbkce_dasuya@yahoo.co.in																		
Alternate Email	sandeepboski@yahoo.co.in																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://www.gtbkce.com																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://gtbkce.com/aca-aca-calendar-2013-14.html																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.31</td> <td>2013</td> <td>25-Oct-2013</td> <td>24-Oct-2018</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.31	2013	25-Oct-2013	24-Oct-2018
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.31	2013	25-Oct-2013	24-Oct-2018														
6. Date of Establishment of IQAC	03-Sep-2010																		
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by IQAC	Date & Duration			Number of participants/ beneficiaries															

Wall Magazine and Cultural Heritage Function	15-Nov-2013 1	93
Slum Area Visit was organised	14-Jan-2014 1	96
Hindi Diwas Celebration	14-Sep-2013 1	94
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2014 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Maximum achievements in Youth Festival and Skill in Teaching cum Teaching Aid Preparation Competition.

Slum Area Visit being conducted to aware the students regarding weaker section of society and help the needy persons.

Extension lecture on developing skills in English grammar.

Wall Magazine and Cultural Heritage function was planned

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Environment Day Celebration	World Environment day was celebrated on June 5, 2013.
Independence Day Celebration	Independence Day was observed on August 14, 2013
Hindi Diwas was planned	Hindi Diwas was celebrated on September 14, 2013.
Extension lecture on developing skills in English grammar	Extension Lecture was conducted in the month of October, 2013.
Wall Magazine and Cultural Heritage function was planned	Wall Magazine was conducted in the month of November, 2013.
Martyrdom Day of Guru Teg Bahadur Ji	Martyrdom Day was observed on November 24, 2017
A social rally was planned by IQAC	Rally was organized in the month of December, 2013
Slum Area Visit was organised	Slum Area visit was conducted by IQAC on January 14, 2014.
IQAC emphasised the importance of teaching aids and planned to workshop on teaching aid.	Workshop on Teaching Aid preparation was conducted in January, 2014.
For Parent Teacher interaction Matri-Pitri Diwas was planned	Matri pitri diwas was conducted in the month of February 2014
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

04-Oct-2013

16. Whether institutional data submitted to AISHE:

No

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Institution follows the curriculum prescribed by Panjab University, Chandigarh. Three academic bodies at the University level develop the curriculum. Bodies include Board of Studies, Faculty of Education and Academic Council. These are the highest bodies of the university to take decision regarding curricular aspects, its implementation, to decide the academic calendar for the university and affiliated colleges. The head of institution, Dr. Gita Verma, is the member of the Academic Council of Panjab University, Chandigarh. At the time of major revision in curriculum of B.Ed, the Dean, Faculty of Education, Panjab University, Chandigarh actively involves in the education process.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	General	22/07/2013

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	School Internship Programme	100
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Feedback is essential for the improvement of any system. The institution seeks feedback from students, alumni, parents, and teachers. For this, the stakeholders were given prescribed proforma for filling up which include suggestions regarding the essential aspects of development process. The view of heads of practice teaching schools are also taken where students attended two phases of teaching practice regarding the B.Ed curriculum. The analysis of feedback is important as it helps to enumerate various shortcomings and for the betterment of the curricular process. The feedback proforma are further analysed and discussed with members of college advisory committee in periodic meetings.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	General	100	180	100
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2013	100	0	9	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
9	2	2	1	1	0

[View File of ICT Tools and resources](#)

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students are divided into three houses i.e. Vivekanad House, Tagore House and Gandhi House which provide the students a common platform for self expression and harmonious development. To establish a healthy rapport among teacher and students there are Tutorial groups in the college. Apart from this during the Teaching Practice students are assigned mentor teachers who provide the remedy to the difficulties of the students and guide them in the whole course.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
100	9	1:11

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	9	7	0	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2013	NIL	Nil	NIL

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	General	Year 2012-13	29/05/2013	15/07/2013

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

For internal assessment, overall behavior along with academic and practical performances is judged and it is sent in form of marks to the University at the end of session. Mid term assessment in form of first house test, second house test, and special test conducted internally in the college. The awards given by the teachers are compiled by examination committee and fed to the computer for easy access internal assessment is also prepared on computer and then data is communicated to the university at last final result is also entered in the computers. Term end evaluations are in form of university annual theory examination. External evaluations are in form of Practical of components and skill in teaching at last of the session.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Yes, tentative academic calendar is prepared on the basis of University calendar of previous year. We always prepare our academic calendar in the month of March on the basis of Panjab University calendar. Small changes are done for House tests. Web Link of Tentative academic calendar is attached in the Part A.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://gtbkce.com/data-NAAC/Programme-Outcomes-2013-14.pdf#toolbar=0>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1	BEd	General	99	99	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://gtbkce.com/data-NAAC/SSS-Report-2013-14.pdf#toolbar=0>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	NIL	0	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	0
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	3	0	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness about Traffic Rules	Red Ribbon Club	9	90
Republic Day Celebration	Red Ribbon Club	9	96

Visit to Slum Area	Red Ribbon Club	8	96
Visit to Verka Milk plant	Red Ribbon Club	9	95
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
PU Zonal Youth Festival	Award	Panjab University, Chandigarh	0
PU Inter-Zonal Youth Festival	Award	Panjab University, Chandigarh	0
Zonal Model Making and/Skill-In-Teaching	Award	Panjab University, Chandigarh	2
Inter-Zonal Model Making and/Skill-In-Teaching	Award	Panjab University, Chandigarh	2
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awareness about Traffic Rules	Red Ribbon Club	Slogan Writing	9	90
Visit to Slum Area	Red Ribbon Club	Awareness through Declamation	8	96
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Internship Programme	Teaching Practice - First Phase	5 Senior Secondary Schools	11/11/2013	30/11/2013	100
Internship Programme	Teaching Practice - Second Phase	5 Senior Secondary Schools	01/05/2014	20/05/2014	100
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1300000	1333537

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Others	Newly Added
Others	Newly Added
Others	Newly Added
Others	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Nil	0	Nil

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3795	828522	60	21161	3855	849683
Reference Books	344	104960	13	1560	357	106520
Others(s pecify)	741	73111	72	8317	813	81428

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	16	1	1	1	1	1	1	300	0
Added	0	0	0	0	0	0	0	0	0
Total	16	1	1	1	1	1	1	300	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

300 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
LCD OHP	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
600000	631861	300000	336500

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>Institution has a well-documented and checked mechanism for maximum usage of infrastructural facilities. Few of the main features of the policy includes:-</p> <ol style="list-style-type: none"> 1. Proper maintenance of the infrastructural facilities like the computer lab, laptops, LCD projectors, electricity, generator, water coolers etc. 2. It follows the precautionary measures via regular checks of working of different equipment. 3. Emphasis on the stock entry on receipts of goods and maintenance of all the records. 4. Internal finance audit is conducted under financial economical policies. 5. At the end of the financial year annual stock checking is done by the institution. 6. IQAC meetings are conducted regularly time to time as per the requirement of B.Ed. curriculum 7. Academic and CCA calendar is prepared under the able guidance of Head and Faculty <p style="text-align: center;">http://gtbkce.com/data-NAAC/Procedure-And-Policies-2013-14.pdf#toolbar=0</p>
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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial Support from institution	2	50000
Financial Support from Other Sources			
a) National	Post Matric Scholarship Scheme for SC/BC/OBC Students	38	2036100
b) International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	15/11/2013	8	Institution
Language Lab	09/10/2013	85	Institution
Bridge Courses (Orientation Programme)	10/09/2013	97	Institution
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2014	Teacher Eligibility Test (CTET/PSTET) B.Ed.	45	25	3	2
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of	Number of	Number of	Name of	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
Dashmesh Public School, B.S.T. Public School, Daffodil Public School, G.T.B.Khalsa Public School	25	2	Dashmesh Public School, B.S.T. Public School, Daffodil Public School, G.T.B.Khalsa Public School, DAV Public School, Sant Argun Public School, Sant Baba Meehan Singh Public School	21	2
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2014	2	B.Ed.	Education	JCDAV College	M.Sc.
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Null	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Environment Day	Institution	92
Independence Day	Institution	95
Orientation Day	Institution	97
Teachers Day	Institution	93
Path Sri Sukhmani Sahib	Institution	99
Talent Hunt	Institution	21
Hindi Diwas	Institution	86
Gandhi Jayanti	Institution	89
Extension Lecture	Institution	95
Youth Festival	Institution	56

[View File](#)

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	Nil	NIL
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Institute has a student council whose members are elected by the students for a period of one academic year. The student council represents students of the Institute, work with the administration and the IQAC. It arranges meeting with the IQAC as protocol to discuss different issues related to students and the IQAC accordingly discuss the matters with the authority to deal with the issues as per necessity .The council observes different occasions in the Institute such as Teachers day, Welcome party, Farewell party, other student related issues, meeting regarding different occasions of national and international significance. It also organises the Annual day function where and the council keeps records of matters related to student welfare, safety, security, grievance etc. The student council maintains healthy rapport between the student community and the Institute administration which is visible in the outstanding performance of the students both in scholastic as well as non scholastic areas. Separate committees function under the guidance of teaching staff. Overall, the students take the responsibility and initiatives for the successful completion of the programs organised by the Institution.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Our institution has an effective alumni association. Annual meetings are organised for the betterment of the students and institution. In the alumni association of our institution, old alumni designated on the higher posts of teachers, heads, administrators or living abroad give effective suggestions as a result of which the IQAC works for the building development and ensuring quality measures for the students.

5.4.2 – No. of enrolled Alumni:

109

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meet aims to foster a sense of togetherness among alumni while supporting a sense of association back to the institution feeling. The alumni meet of the college was held every year. During the Alumni Meet, the alumni in-charge welcomes the alumni .The alumni established and renew friendships and acquaintances in this meet. From the professional point of view, the well settled alumni shared their precious views about their educational career, rich experiences during their college life and suggested the students of the college

to develop their all skills by participation in different co-curricular activities of the college. A cultural programme was also organized in which the alumni showed their performances by singing songs, poetry etc. In the end, all the alumni shared their positive gestures by a common point of donating books to the institution in the future. In the end the Principal gave a vote of thanks all alumni.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college administration is decentralised in the following ways: (a) The college management committee functions as the executive head of the college. On the next step there is principal as administrator who is accountable before the management committee. The principal in turn has framed various committees comprised of faculty members for different operations of the institution. Under the mechanism the administration of the college runs smoothly. There is proper transfer of decision making authority, responsibility and tasks from higher to lower streams as the effective cells and committees are operating in the institution as Visitor Handing Committee, Youth Festival Handing Committee, Canteen and Hostel Committee, Tour and Picnic Committee, Academic Council, House Examination and Assessment Committee, Library Committee, University and NCTE Correspondence Committee, Anti Ragging Committee, Guidance Cell, Student Placement Committee, Admission Committee etc. working smoothly in the institution in which all the faculty members are equally involved and they work with full dedication under the guidance and encouragement from Management and Principal. (b) From the Students point of view there are representatives from the four houses who are elected and under their direction the other students participate in different co-curricular activities like celebration of various days, festivals, wall magazine and heritage competitions house wise. Many responsibilities are also given to the students for the progress of the institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The curriculum is designed by Panjab University, Chandigarh for B.Ed. classes. However, for effective curriculum delivery, subject allocation is done on the basis of specialization of teachers. Orientation programme is conducted to orient students about institution and course curriculum. Extension lectures are also organized by the institution for students so that they can update their knowledge and enable them to actively participate in the communication session. The Principal and academic council frames the curriculum during the start of session. With proper planning.

<p>Teaching and Learning</p>	<p>In the teaching and learning area, our institution ensured its maximum dedicated efforts to incorporate new knowledge, behaviors and skills adding to rich learning experiences. In the classroom teaching, chalk and talk method is used and some bit use of ICT to make the teaching learning process more learner centred. The classroom teaching is appended with seminars, extension lectures, group discussions, tutorials, demonstrations, Quiz Competitions, assignments sessional works, house tests, educational trips and field visits, In the various pedagogies, societies and clubs, important subject days as Science day, Hindi Diwas, Punjabi MaaBoli Divas etc. are also celebrated to generate awareness regarding the significance of different disciplines. Overall, teaching learning situations are well managed at the institutional level.</p>
<p>Examination and Evaluation</p>	<p>There is an Examination committee at institution level which ensures smooth conduct of examination and the external examination at undergraduate level is conducted by Panjab University Chandigarh at the end of year in the institution campus, house test were conducted by the institution time to time. The schedules for Internal and external exams as well as other activities according to the guidelines are categorically mentioned in the academic calendar and are conducted accordingly. Internal evaluation is done by conducting house exams, assignments, formative assessments, viva voce, projects, seminars and submission of assignments. A final exam of B.Ed. is conducted by Panjab University, Chandigarh in the centre given by University for examinations.</p>
<p>Research and Development</p>	<p>Research and Teaching mesh together seamlessly - one is incomplete without the other. Keeping this in mind research activities are given due importance in our institution. The faculty is very much aware of the growing importance of the research based education. The institution encourages the teachers for research work and many teachers of the institution are engaged in active research work. Student interns are provided with money and time from the</p>

institution for extension activities. Institution encourages staff to take up research activities, guide students and encourages both staff and students to attend conferences, workshops, publish papers. Duty leaves are given by the institution to the respective faculty members to attend/participate in seminars/conferences. Institute follows innovative practices to support research and development activities

Library, ICT and Physical Infrastructure / Instrumentation

In the beginning of every academic year, our institution sets its qualitative objectives in relation to curricular, co-curricular and extracurricular activities. Our institution designs its prospectus, institution magazine. The Institution library is equipped with the CCTV cameras, and has modern facilities including internet connectivity and reading room. Purchase of new books is done in the starting of each academic year also as when the need arises, by taking the list of books from each subject teacher. Library has 3855 text books, 813 general books, 357 reference books. The Institution has well-established and equipped infrastructure, fully equipped laboratories, institution hostel, computer lab, languages lab, technology lab, guidance and psychology lab, science lab, smart room women Grievance cell , S.St. Club, math club art and craft room, teaching aid room, conference room campus beautification also done. Our institution makes efforts in the forms of proper disciplinary procedures and policies for maintaining and utilizing the physical, academic and support facilities. The classrooms are equipped with all the essential facilities like ventilation, spacious seating arrangements, green board and provision of proper light and fans.

Human Resource Management

The institution exercises organizational powers and excellence through various administrative and standing committees. Different committees are nominated by IQAC Members to ensure academic and administrative experience of faculty members. To enhance the quality of education, the management recruits well qualified staff through panel

interview. The staff is encouraged to attend various faculty development programs. Students are also encouraged to participate in seminars, extension lectures, fieldtrips, quiz competition, youth festivals and skill-in-teaching competitions etc to improve their skills and experience.

Industry Interaction / Collaboration

The institution conducts guest lectures by inviting university level resource persons and educationists to update the students with the recent developments relating to course curriculum. Institution also organizes seminars, workshops and faculty development programmes with other societies working in the field of education. Institution has association with practicing schools for B.Ed. classes, the excellent rapport with our practice teaching schools helps our student teachers to experience directly the functioning of a full-fledged school. This makes the internship programme effective and fruitful. Development of skills for students by inviting experts on advanced technologies

Admission of Students

Admission to B.Ed. course is done as per the Panjab University Academic calendar and our institution strictly adheres to the university rules and regulations and help desk is also formed by our institution every year for the smooth functioning of the admission process. Pre-admission counseling is conducted for the students for their queries regarding admission to the course and selection of suitable pedagogies along with that the institution prospectus helps the students to have a thorough vision of the B.Ed. curriculum.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>For every academic year, our institution sets its qualitative objectives in relation to curricular, co-curricular and extracurricular activities. Our institution design its prospectus/ handbook containing information about faculty courses, syllabi, Infrastructural information, tentative calendar, institution rules and regulations, cells, clubs and societies, student support resources</p>

and various institution activities. Our institution makes effort in forms of proper disciplinary procedures and policies for maintaining and utilizing the physical academic and support facilities. The classrooms are equipped with all the essential facilities like ventilation, spacious seating arrangements, green boards and provision of proper lights and fans. Infrastructure- fully equipped laboratories, institution hostel, computer lab, languages lab, technology lab, guidance and psychology lab, science lab, smart room women grievance cell , S,St. Club, math club art and craft room, teaching aid room, conference room campus beautification also done.

Administration

The Institution operates in both vertical and horizontal directions. In-charges disperse the information by conducting the faculty meetings/through emails to the stakeholders that include staff, students and their parents. Each programme is managed by a programme coordinator who works under the in-charge. CCTV surveillance is used to monitor and security purpose. Notice board is used for display of messages/circulars and notices to faculty and students. The institute conducted meetings for the allotment and distribution of workload among its teachers as per the teacher's specialization and area of interest. Committees were formed for the effective implementation of the academic plans and academic activities of the institution, by taking the individuals skills, potential and interest into account. Teachers work together in these committees which helps the institution to develop a sense of team spirit, teamwork and inter-team collaboration i.e. Visitor Handing Committee, Youth Festival Handing Committee, Canteen and Hostel Committee, Tour and Picnic Committee, Academic Council, House Examination and Assessment Committee, Library Committee, University and NCTE Correspondence Committee, Anti Ragging Committee, Guidance Cell, Student Placement Committee, Admission Committee etc.

Finance and Accounts

The accounts of the institution are

audited regularly. There is internal and external audit system of the account. The institution has an inbuilt system of the internal audit of the accounts. Management and Principal look after each and every bill of the expenditure. The institution accounts are regularly verified by the chartered accountant of the institute. In case of any discrepancy found at any level, it is rectified immediately. All the records of the account are properly maintained and updated frequently by the institution.

Student Admission and Support

Admission to B.Ed. course is done as per the Panjab University Academic calendar and our institution strictly adheres to the university rules and regulations and help desk is also formed by our institution every year for the smooth functioning of the admission process. Pre-admission counseling is conducted for the students for their queries regarding admission to the course and selection of suitable pedagogies along with that the institution prospectus helps the students to have a thorough vision of the B.Ed. curriculum.

Examination

There is an Examination committee at institution level which ensures smooth conduct of examination and the external examination at undergraduate level is conducted by Panjab University Chandigarh at the end of year in the institution campus, house test were conducted by the institution time to time. The schedules for Internal and external exams as well as other activities according to the guidelines are categorically mentioned in the academic calendar and are conducted accordingly. Internal evaluation is done by conducting house exams, assignments, formative assessments, viva voce, projects, seminars and submission of assignments. A final exam of B.Ed. is conducted by Panjab University, Chandigarh in the centre given by University for examinations.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support
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		support provided	fee is provided	
Nil	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NIL	NIL	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nil	Nil	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	9	3	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Medical Leave for Regular Faculty • Provision of advance out of CPF to meet the expenses towards education, marriage etc. of wards and for house construction • Duty leaves are given to the staff. • Subsidized canteen facility to the faculty. • Internet/Wi-Fi facility to the entire faculty. • AC facility during summer and air-blower facility during winter season to the faculty. 	<ul style="list-style-type: none"> • Loan facilities to meet the expenses towards education, marriage etc of wards and house construction. • Provision of EPF • Free tea including subsidized canteen facility to the non-teaching employees. 	<ul style="list-style-type: none"> • Guidance and counseling cell for personal counseling • Placement and career counseling cell for choosing careers and vocations. • Department of Sports and Yoga. • Subsidized canteen facility to the students. • Awards and recognitions to those students who participate maximum in the activities. • Alumni association, education trips and tours, and workshops for the students. • Full-time help to the students who applied SC/BC Post-Metric Scholarship. • Fair and non-partial evaluation

and assessment system.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The accounts of the institution are audited regularly. There is internal and external audit system of the account. The institution has an inbuilt system of the internal audit of the accounts. Management and Principal look after each and every bill of the expenditure. The institution accounts are regularly verified by the chartered accountant of the institute. In case of any discrepancy found at any level, It is rectified immediately. All the records of the account are properly maintained and updated frequently by the institution.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

5193251.00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Panjab University, Chandigarh	Yes	Management and Principal
Administrative	Yes	Sushil Chadda Associates, Chartered Accountant	Yes	Management and Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Parent-Teacher Association Meeting provides a channel for both parents and institution to exchange opinions concerning institutional policies and practices promoting the development of the institution. . In the Parent Teacher Association the performance of students in studies, Co-Curricular activities are reported. Report of slow learners, attendance records is also provided to parents

6.5.3 – Development programmes for support staff (at least three)

• EPF are deducted from the salaries of supporting staff. • Provision of advance out of EPF to meet the expenses towards education, marriage etc of wards and for house construction. • Continuous help in the form of leave, finance and study material is given to the supporting staff for pursuing education. • On the festival day's gifts, sweets, dresses are given to the supporting staff. • Uniforms are also given to the class IV employees.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Provision of six month maternity leave to female employees with full salary.
• Transferring Block-B of all the laboratories of B.Ed. from Degree Institution

to the B.Ed. institution. • Increase in number of faculty development programmes as seminars, extension lectures and workshops. • Increase in library books. • Increase in infrastructural resources in the campus. • Improvement in washroom and sanitation facility. • Allotment of new staff room to the faculty. • More development in IQAC cell. • Actively working placement cell. • Encouraging non Ph.D's faculty to pursue Ph.D. in future. • Process of structured feedback has been introduced.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2013	Hindi Diwas Celebration	03/06/2013	14/09/2013	14/09/2013	94
2014	Slum Area Visit was organised	10/01/2014	14/01/2014	14/01/2014	96
2013	Wall Magazine and Cultural Heritage	03/06/2013	15/11/2013	15/11/2013	93

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lohri Celebration	14/01/2014	14/01/2014	94	2
International Women's Day	08/03/2014	08/03/2014	88	2

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The Institute organizes Environment Day. The Institute believes in preserving traditional medicine and has established medicinal plants and promotes eco-friendly cultivation practices by distributing medicinal plants. Through Plantation Drives students are encouraged and motivated to plant sapling in the college as well as at the selected places outside the campus and in community. The college is also pondering over the installation of solar panels in the college as alternative energy resources. All the lighting equipment installed on the college campus and replaced by CFL and LED technology. All the Air

Conditioners, Water Coolers, RO system etc are star rated and thus in energy conservation. All the installed Gensets are of latest technology, Govt. approved and sound proof. The college building has been constructed keeping in view the principle of maximum utilization of the natural light and good ventilating system

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2013	1	1	30/11/2013	1	Rally on World Aids Day	Awareness about HIV	110
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct in Prospectus	Nil	The students handbook detailed about the college Rules and Regulations like rules for admission, procedure for applying leave, library rules, general discipline, rules and regulation for prevention and prohibition of Ragging and attendance.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Environment Day	05/06/2013	05/06/2013	92
Independence Day	14/08/2013	14/08/2013	95
Teachers Day	05/09/2013	05/09/2013	93
Hindi Diwas	14/09/2013	14/09/2013	86
Birthday of S. Bhagat Singh	26/09/2013	26/09/2013	90
Wall Magazine and Cultural Heritage	15/11/2013	15/11/2013	92
Martyrdom Day of Guru Teg Bahadur Ji	24/11/2013	24/11/2013	96
Republic Day	25/01/2014	25/01/2014	98

International Women Day	08/03/2014	08/03/2014	88
Holi	15/03/2014	15/03/2014	95
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Energy Conservation
Plantation
Renewable Energy
Pedestrian friendly roads

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices of the Year 1. Establishment of Lecture Theatre A Lecture Theatre (LT) is established in the institution, which will assist the learners to evolve absorption for learning. The LT is equipped with technological aids like computer, LCD projector and OHP to enhance e - learning. This is the progression to meet varied learning styles such as visual, auditory, and hearing by projecting the material in electronic form. The purpose of this LT is to stimulate creativity, originality and thus open up new avenues of thought in the minds of the pupil teachers. Moreover, it will be beneficial to motivate the pupil teachers to utilize technology in their teaching practice and during in- service. It will further amplify the quality of teaching learning process for being multisensory. 2. Installation of CCTV Cameras CCTV stands for closed-circuit television and is commonly known as video surveillance. "Closed-circuit" means broadcasts are usually transmitted to a limited (closed) number of monitors, unlike "regular" TV, which is broadcast to the public at large. CCTV networks are commonly used to detect and deter criminal act, classroom activities and surveillance of the examination. G.T.B. Khalsa College of Education is fully equipped with CCTV Camera system to provide the security and surveillance solution to campus students, staff, public people and campus life. It ensures a better security performance which will be very helpful to watch the daily activities of the students, staff, worker and public inside the campus regularly. CCTV features included creating a safe environment, protection, legal compliance and support, deterrence, investigation and evidence, all of which were considered at each stratum levels to follow our campus. 3. Inauguration of the Academic Session It is the ritual of our institute to commence every task with the blessings of Almighty. So, the inauguration of the session is also initiated with the Path of Sukhmani Sahib Ji. The entire staff and students gather on this holy occasion to seek the blessing of Almighty. It provides positive aura to the beginning of the academics. The occasion encourages public identification and establishment of the institution. It provides an opportunity to reaffirm historic commitment to rely the academic community to higher institutional visibility. Many students perform Shabad Gayn on this event. GTB management welcomes and addresses new admitted students. The institution follows the ideals of Guru Teg Bahadur Ji , the legend of sacrifice. Keeping in view sacred commitment for such a personality the college conducts religious ceremony for the positive reinforcement of the pupils.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://gtbkce.com/data-NAAC/Best-Practice-2013-14.pdf#toolbar=0>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Innovative Practice of the institution Name of the Practice: Celebration of Martyrdom Day of Guru Teg Bahadur Ji The College is named after the name of the Ninth Guru of Sikhism Shri Guru Teg Bahadur Ji and the main priority of the college is to follow the teachings of Guru Teg Bahadur Ji. Guru Teg Bahadur was a merciful savior of the weak, and that is what he preached. He taught his disciples to protect the ones who need protection, even if it comes at the cost of ones own life. The teachings of Guru Teg Bahadur ji inspire us to support individual freedom. The future teachers are required to attain the teachings of Guruji and the valour of four sahibzadas as they are going to be the fruitful members of teaching community and numerous of students will be accomplish their education under their guidance. Therefore they should have obtained sense of sacrifice, courage and tolerance. Therefore, on this day quality perspective of education for society regarding the assistance that will be provided to weaker students and weaker sections of the community are discussed. Students recite Shabads on this event and remember the sacrifices of guruji.

Provide the weblink of the institution

<http://gtbkce.com/data-NAAC/Innovative-Practice-2013-14.pdf#toolbar=0>

8.Future Plans of Actions for Next Academic Year

? More welfare schemes for the human resources. ? More in-take of courses as ETT, M.Ed. and Value Added Courses. ? Encouraging faculty to pursue PhD. ? Infrastructure upliftment. ? Increase social contacts with social workers. ? Organisation of subject wise extension lectures on the important topics. ? ICT embedded lessons.