



## Yearly Status Report - 2015-2016

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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		sandeepboski@yahoo.co.in
Address		GURU TEG BAHADUR KHALSA COLLEGE OF EDUCATION DASUYA, DISTT-HOSHIARPUR, PIN CODE-144205
City/Town		DASUYA
State/UT		Punjab

Pincode	144205																		
<b>2. Institutional Status</b>																			
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																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="http://gtbkce.com/data-NAAC/AQAR-2014-15.pdf#toolbar=0">http://gtbkce.com/data-NAAC/AQAR-2014-15.pdf#toolbar=0</a>																		
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://gtbkce.com/aca-aca-calendar-2015-16.html">http://gtbkce.com/aca-aca-calendar-2015-16.html</a>																		
<b>5. Accrediation Details</b>																			
<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														
<b>6. Date of Establishment of IQAC</b>	03-Sep-2010																		
<b>7. Internal Quality Assurance System</b>																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by	Date & Duration		Number of participants/ beneficiaries																

IQAC		
Environment Day was planned by IQAC	05-Jun-2015 1	92
Independence Day was planned	14-Aug-2015 1	95
Teachers Day was celebrated	05-Sep-2015 1	93
International Women Day	08-Mar-2016 1	88
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	2016 0	0
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**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)**

Environment Day was planned by IQAC and activities like tree plantation etc were planned.

Independence Day was planned

Teachers Day was celebrated with proper planning and activities were decided.

IQAC advocated the importance of celebration of International Women Day and programme for its celebration was designed

IQAC conduct an Orientation Programme of B.Ed.

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**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 was planned by IQAC	Environment Day was planned on June 5, 2015
Independence Day was planned	Independence Day was planned on August 14, 2015.
Teachers Day was celebrated	Teachers Day was celebrated on September 5, 2015.
International Women Day	International Women Day was celebrated on March 8, 2016.
Gandhi Jayanti was celebrated	Gandhi Jayanti was celebrated October 1, 2015.
No Files Uploaded !!!	

**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 ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2016

Date of Submission

23-Sep-2016

**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
No file uploaded.		

#### 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	18/08/2015

#### 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
No file uploaded.		

#### 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	99
<a href="#">View File</a>		

### 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	150	100
<a href="#">View File</a>				

**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
2015	100	0	10	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	Numberof smart classrooms	E-resources and techniques used
10	1	9	3	1	7
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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	10	1:10

## 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	10	6	4	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
2015	NIL	Nill	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	I /2014-15	27/12/2014	04/06/2015
BEd	General	II /2014-15	04/06/2015	11/08/2015
BEd	General	I /2015-16	29/12/2015	13/04/2016

[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 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. <http://gtbkce.com/aca-aca-calendar-2015-16.html>

## 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-2015-16.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	100	100	100
<a href="#">View File</a>					

## 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-2015-16.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	0	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
0	0	

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
0	0	0	Nil	0
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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
0	0	0	0	0	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
0	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)
National	Education	1	Nil
International	Education	1	Nil
<a href="#">View File</a>			

### 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
0	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
0	0	0	Nil	0	0	0
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### 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
0	0	0	Nil	0	0	0
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	11	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
Environment Day	IQAC	10	93
Educational Trip to Chauki Dhani	IQAC	10	97

Wall Magazine Competition	IQAC	9	96
Talent Hunt	IQAC	10	95
Hindi Diwas	IQAC	10	95
Teacher's Day	IQAC	9	94
Extension Lecture on Importance of Sitting and Reading Library Books	IQAC	5	100
Candle Making Competition on Diwali	IQAC	10	97
Lohri	IQAC	8	97
<a href="#">View File</a>			

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	Awards	Panjab University, Chandigarh	8
PU InterZonal Youth Festival	Awards	Panjab University, Chandigarh	0
Zonal Model Making and Skill-In-Teaching	Awards	Panjab University, Chandigarh	0
InterZonal Model Making and Skill-In-Teaching	Awards	Panjab University, Chandigarh	0
<a href="#">View File</a>			

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
Extension Lecture on Traffic Rules	Red Ribbon Club	Awareness regarding Traffic Rules	10	100
Extension Lecture on proper use of LPG	Red Ribbon Club	Awareness regarding proper use of LPG	9	95
<a href="#">View File</a>				

### 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
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0	0	0	0
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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	5 Senior Secondary Schools of neighboring areas	25/07/2016	15/11/2016	100
Field Base Experience	School Internship	2 Senior Secondary Schools of neighboring areas	05/11/2015	19/11/2015	100
Field Base Experience	School Internship	2 Senior Secondary Schools of neighboring areas	01/04/2016	20/04/2016	100
<a href="#">View File</a>					

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
Dashmesh Public Sen Sec School Usman Saheed	Nil	Teaching Practice	18
Guru Hargobind Public School Dasuya	Nil	Teaching Practice	18
Guru Nanak Public School Keharwali	Nil	Teaching Practice	24
DAV Pindidas Public School Dasuya	Nil	Teaching Practice	25
Little Flower Sen Sec School Kainthan Dasuya	Nil	Teaching Practice	19
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities



g									
Added	0	0	0	0	0	0	0	0	0
Total	42	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
400000	433020	250000	263279

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)

1. Proper maintenance of the infrastructural facilities like the computer lab, laptops, LCD projectors, electricity, generator, water coolers etc. 2. The labs are properly monitored time to time. 3. Stock register is maintained by department and emphasis on the stock entry on receipts of goods and maintenance of all the records. Proper stock checking is done. 4. Proper audit is ensured from time to time by accounts department. 5. Meeting of IQAC are conducted at regular intervals about the progressive measures of institution. 6. The academic calendar is according to the needs of the course. CCA calendar is also framed. 7. Requirements in terms of infrastructure is taken into consideration by IQAC cell time to time. 8. A balanced parameter is decided overall for the key functioning of the institutional resources.

<http://gtbkce.com/data-NAAC/Procedure-And-Policies-2015-16.pdf#toolbar=0>

### 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	NIL	0	0
Financial Support from Other Sources			
a) National	Post-Matric Scholarship Scheme for SC/BC/OBC Students	29	2076700
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	28/10/2015	16	Institution
Language Lab	09/10/2015	80	Institution
Bridge Courses(Orientation Programme)	11/09/2015	97	Institution
Mentoring Tutorial Groups	21/09/2015	100	Institution

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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
2016	Teacher Eligibility Test (CTET/PSTET) B. Ed	49	28	5	5
2016	National Eligibility Test (NET) Education	0	0	0	0

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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 organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Dashmesh Public school, DAV public school, Cambridge International School,	25	5	Dashmesh Public school, DAV public school, S.B.N.D.A.V. Senior Secondary	21	5

Victoria International School, S.B.N.D.A.V. Senior Secondary School, Dasuya			School, Dasuya, Govt Senior, Secondary School Tanda	
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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
2016	7	B.Ed.	Education	Dashmesh Girls Institute, Govt Institute Talawara, SPN institute Mukerian,	M.A., M.Sc.

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#### 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
Nill	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	93
Independence Day	Institution	97
Orientation Day	Institution	95
Teachers Day	Institution	94
Hindi Diwas	Institution	95
Gandhi Jayanti	Institution	90
Youth Festival	Institution	59
Maharaja Agarsen Jyanti	Institution	97
Dussehra	Institution	95
Diwali Celebration	Institution	97

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### 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	National/	Number of	Number of	Student ID	Name of the
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	award/medal	Internaional	awards for Sports	awards for Cultural	number	student
	NILL	NILL	NILL	NILL	NILL	NILL
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 for the smooth functioning and development of the institution. Representatives of four houses have elected democratically. The student council represents students of the Institution, 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 functions and events 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 for the improvement in the working of the institution and one representative participated in the IQAC meeting and discuss regarding building development and ensuring quality measures for the students.

5.4.2 – No. of enrolled Alumni:

134

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. It provides a platform where they can share their views and thoughts regarding the harmonious development of the institution. 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 to 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)

A decentralized administrative system is having a potential benefit in terms of its accountability to the college resources resulting in the improved efficiency. In our institution there is a proper transfer of decision making authority, responsibility and tasks from higher to lower streams as there is a formation of college committees, staff secretary, student council and various cells as IQAC, Placement cells, Grievance cell, Anti Ragging Cell etc and everything being mentioned in our college Prospectus. In addition to it, there is a smooth functioning of admission cell as help desk is formed at the college level to council the students and parents about the whole admission process in terms of eligibility and fees structure. Moreover there is a democratic and conducive environment in our institution and all the decisions taken for the development of the institution are taken by the Participative management system in which all the teaching, non- teaching and students can contribute. From the curricular aspects there is also decentralization and participative management as all the academic duties like allotment of subjects (Compulsory and Optional) are equally distributed among the staff and tutorial groups. And C.C.A Duties like celebration of various days, festivals, occasions are also ensured House wise. It is fact that continuous reinforcement is provided to us by the management committee in the fulfilment of essential college needs time to time. The publicity of our institution is done through the newspapers and pamphlets. The practice of decentralization and participative management during the year 2015-16 has provided the best facility to the teachers and students. These practices are beneficial for upliftment and betterment of 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 college and course curriculum. Curriculum enriched programmes and value added courses are conducted in each semester. Extension lectures are also organized by the college for students so that they can update their knowledge and enable them to actively participate in the communication session. Feedback from all stakeholders are collected, analyzed and submitted

to the administration for necessary action. Remedial classes are conducted for weak students.

Teaching and Learning

In the teaching and learning area, our institution ensured its maximum dedicated efforts to incorporate new knowledge, behaviours and skills adding to rich learning experiences. In the classroom teaching, chalk and talk method is blended with the 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.

Examination and Evaluation

There is an Examination committee at college level which ensures smooth conduct of examination and the external examination at undergraduate level is conducted by Panjab University Chandigarh at the end of semester in the college campus, house test was conducted by the college in the mid of session. 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 online submission of assignments. Final exams of B.Ed are conducted by Panjab University, Chandigarh in the centre given by PU for exams. The answer scripts of internal examinations at all B.Ed (U.G) are shown to the students and necessary suggestions are given by the teachers so that students feel confident and can do better in their examinations.

Research and Development

Research and Teaching mesh together seamlessly - one is incomplete without the other. Keeping this in mind research activities are given due

importance in our college. The faculty is very much aware of the growing importance of the research based education. The college encourages the teachers for research work. The college is already having two Ph.Ds and many teachers of the college are engaged in active research work. Students teachers are provided with money and time from the college for extension activities.

College 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 college designs its prospectus, college magazine and campus reporter. The College 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 4162 Text Books, 948 General Books, 395 Reference Books, 11 Journals, 3 Encyclopedia. The Institution has well-established and equipped Infrastructure- Multipurpose Hall, Fully equipped Laboratories, College Hostel, Computer Lab, Languages Lab, Physical Lab, Science Lab, S. St., Lab, Mathematics Lab, Music Room, Art and Craft Room, Curriculum Lab, Seminar Room and campus beautification also done. Our college 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 college 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 college conducts guest lectures by inviting resource persons and educationists from different universities and colleges/research centers to update the students with the recent developments relating to course curriculum. College also organizes seminars, workshops and faculty development programmes with other societies working in the field of education. College 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 college strictly adheres to the university rules and regulations and help desk is also formed by our college 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 college 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
Planning and Development	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, College rules and regulations, cells, clubs and societies, student support resources and various college activities. Our institution makes effort in the forms of proper disciplinary procedures and policies for maintaining and utilising 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. Our institution has well equipped library, college Hostel, Administrative Block, college canteen and for practical knowledge, Computer lab, Technology lab, Guidance and Psychology lab, Language Lab, Science Lab, Smart room. Social studies club, Art and craft Room, I.Q.A.C. Cell, Medical cell, women Governance cell, Teaching aid Rooms, Conference Room, and Multipurpose hall and rest rooms proper maintenance of water cooler is also ensured time to time. Campus Beautification is also done. Our institution ensures its learning and development time to time under the able guidance of our Management and Principal.

Administration

The College operates in both vertical and horizontal directions. Heads of the department disburse the information by conducting the faculty meetings/ through email to the stakeholders which include staff, students and their parents. Each programme is managed by a programme coordinator who works under the HOD. 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. committees like Admission committee, Tutorial Groups, Anti Sexual harassment Committee, Student welfare Committee, Library Committee, House Examination and Assessment committee, Anti Ragging Committee, Students Grievance Committee, Students Placement Committee, Guidance Cell, etc. are constituted for the better functioning of the institution.

**Finance and Accounts**

The accounts of the institution are audited regularly. There is internal and external audit system of the account. The college has an inbuilt system of the internal audit of the accounts. Management and Principal look after each and every bill of the expenditure. The college 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 college.

**Student Admission and Support**

Admission to B.Ed course is done as per the Panjab University Academic calendar and our college strictly adheres to the university rules and regulations and help desk is also formed by our college 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 college prospectus helps the students to have a thorough vision of the B.Ed curriculum.

**Examination**

There is an Examination committee at college level which ensures smooth conduct of examination and the external examination at undergraduate level is conducted by Panjab University Chandigarh at the end of semester in the college campus, house test was conducted by the college in the mid of session. 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 online submission of assignments. Final exams of B.Ed is conducted by Panjab University, Chandigarh in the centre given by PU for exams. The answer scripts of internal examinations at all B.Ed (U.G) is shown to the students and necessary suggestions are given by the teachers so that students feel confident and can do better in their 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 support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0
No file uploaded.				

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)
2016	International Seminar on Human Values	NIL	26/02/2016	27/02/2016	11	Nill
<a href="#">View File</a>						

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	Nill	Nill	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
4	10	3	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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1 Medical Leave for Regular Faculty 2 Medical Allowance for Regular Faculty. 3 Loan Facilities to Regular Faculty. 4 Provident Fund 5 Annual Increment	1 Loan Facilities. 2 Contribution of Employment Provident Fund. 3 Token money during Festival. 4 Two time tea is provided to class 4 Employees	1 Fees concession for needy and deserving students. 2 Placement and career counseling cell. 3 Department of sports and yoga 4 Post Metric Scholarship
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#### 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 college has an inbuilt system of the internal audit of the accounts. Management and Principal look after each and every bill of the expenditure. The college 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 college.

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
No file uploaded.		

6.4.3 – Total corpus fund generated

19419703.28

#### 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 college to exchange opinions concerning institutional policies and practices promoting the development of the college. 2. In the Parent Teacher Association the performance of students in studies,CCA's is reported. Report of Slow Learners, Attendance records is also provided to parents. 3. During the meetings, parents put forward their valuable suggestions in academics and C.C.A. Feedback Performa's from parents are also filled up and analyzed.

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

1. Provident Funds are deducted from the salaries of Supporting staff. 2. Continuous help is given to the supporting staff for pursuing education. 3. On the festival days gifts, sweets, dresses are given to the supporting staff. 4.



Advance Money is also sanctioned if the person is in need. 5. Uniforms are also given to the class IV employees.

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

1. Resolution of sanction of maternity leave with pay to female staff on family way passed. 2. Segregation/ Renovation of hall at First floor in to new seminar hall, labs and classroom. 3. Transferring Block B from Degree College to our institution. 4. Construction of Music Room, Computer Lab and language Lab adjacent to library. 5. Construction of the big auditorium on the top. 6. Increase in number of Faculty Development programmes as seminars, extension lectures and workshops. 7. Increase in library books. 8. Increase in Infrastructural resources in the campus.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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
2015	Environment Day	29/05/2015	05/06/2015	05/06/2015	92
2015	Independence Day	29/05/2015	14/08/2015	14/08/2015	95
2015	Teachers Day	29/05/2015	05/09/2015	05/09/2015	93
2016	International Women Day	18/12/2015	08/03/2016	08/03/2016	88

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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	13/01/2016	13/01/2016	93	2
International Women's Day	08/03/2016	08/03/2016	95	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
2015	1	1	01/12/2015	1	AIDS Awareness	HIV	109

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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	10/08/2015	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	05/06/2015	05/06/2015	93
Independence Day	14/08/2015	14/08/2015	97
Teachers day	05/09/2015	05/09/2015	94
Gandhi Jyanti	01/10/2015	01/10/2015	90
Maharaja Agarsen Jyanti	13/10/2015	13/10/2015	97
Diwali	10/11/2015	10/11/2015	97

Celebration			
Martyrdom Day of Guru Teg Bahadur Ji	24/11/2015	24/11/2015	99
Rally	01/12/2015	01/12/2015	96
Republic Day	25/01/2016	25/01/2016	97
International Womens Day	08/03/2016	08/03/2016	97
<a href="#">View File</a>			

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
Awareness Campaign

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice of the institution Wall Magazine Competition 1. Title of the Practice: Wall Magazine Competition A Wall Magazine is a periodical run on a notice board, especially in an educational institute where the students and other members of the institution can post their articles, poems, drawings and other such compositions to share with each other. They can be in the form of collage giving a message. Wall Magazines are a medium within the educational institutions for the students to express their creativity. It can also be utilized as a medium to increase interaction between students by having regular fortnight quizzes, making it widely known. Certain topics can be discussed by regular posts on an open section. Duration: (Year of Inception- Year of Discontinuation): Year of Inception: 2015 Year of Discontinuation: Still continue 2. Goals: • To develop healthy inter-house competition among students. • To improve cognitive comprehension, academic skills and social abilities in students. • To encourage students to participate outside the classroom, identify their potentialities. • To engage in extra-curricular activities, which they go on to then display in these boards. • To enable students to build a cooperative and collaborative learning situation. • To develop healthy competition among students of different houses of the institution. • To respect each other's opinion, accept differences and develop coordination. 3. Context: The Wall Magazine Competition has been organized since 2007 in the institution. Students of the three houses use to equip the board according to the theme of their choice. Student's performance has improved year by year. 4. The Practice: To achieve the objectives Wall Magazine Competition is organized among the three houses named Vivekanand House, Tagore House, Gandhi House. Students present their views in the forms of slogans, posters, articles and other forms of arts and crafts. One of the students from each house represents their House by explaining the material displayed on the board. The Evaluators provide feedback to the students and give suggestions also. Winners are honored by the Principal and the staff. All the students are encouraged to broaden their horizon of cognition with creative thinking. 5. Evidence of Success: It has been observed that writing in wall magazines helps students to develop their literary taste, reading habits and artistic skills. It initiates writing tendency in student-teachers and attracts their attention on current incidents. Moreover, it develops a competitive spirit among the students, which helps to improve their efficiency. 6. Problems Encountered and Resources required: Even

after a lot of discussion with their House In-charge they are unable to present the required material. Conspicuously, they fail to grab the position. Moreover, non acceptance of diverse views creates hurdles in the competition. 7. Notes (Optional) In future it will be made theme based. Judges will be invited from other institutions. Students of the same house will be divided into groups to show their creativity. ICT skills will be developed among the students and the presentation will be made ICT based.

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-2015-16.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

Innovation Practice of the Institution Remedial Coaching 1. Title of the Practice: Remedial Coaching Duration: (Year of Inception- Year of Discontinuation): Year of Inception: 2015 Year of Discontinuation: Still continue 2. Goals: • To follow our motto to serve the mankind. • The help the students to enhance their confidence. • To assist the students to vanish their examinophobia. • To remove their stage fear. • To evolve cognitive and logical skills of the students. • To develop a versatile personality of the students. 3. The Context: Teaching is not everybody's cup of tea. It requires techniques and special skills to educate others and to instill values among the people. Being a teacher education institution we deal with the teachers of future. The students come from different backgrounds such as Science, Arts and Social Sciences. None of them are equal in their behavior and capabilities. They suffer from glossophobia and examinophobia. In the B.Ed. Course they have to undergo from Internship Programme and have to conduct activities in their schools. Having these kinds of fear and anxiety they are unable to perform their task perfectly and resultantly, they perform poor in their final discussions. To ameliorate performance of the students in Curricular as well as Co-curricular activities we have decided to commence Remedial Coaching to polish their teaching strategies and skills. 4. The Practice Our college organizes orientation session in the beginning of the classes in which they interact with the students and divide them in respective Houses i.e. Vivekanand House, Tagore House, Gandhi House. Various activities are conducted in the college such as celebration of important days. Morning assembly is organized every week in which house wise students participate. They manage the stage, present various kinds of presentations on different themes. On the commencement of the Teaching Practice Orientation Programme is organized to teach the students Micro and Macro Lessons. They are given repeated lessons to improve themselves. Thus they modify their lessons and able to teach better. 5. Evidence of Success Students attend teaching practice in their schools and organize various activities. They secure good marks in university examinations by practicing the lessons again and again. It is found that 80-90 activities are organized under their inchargeship during Internship programme. 6. Problems Encountered and Resources required We have not much time to plan the lesson again and again due to shortage of time. Moreover, there are students who require individualized instruction to improve them. There should be more teachers to attend these students. 7. Notes (Optional) • More techniques will be introduced to interact with the students. • Teachers can be trained to understand individual differences.

Provide the weblink of the institution

<http://gtbkce.com/data-NAAC/Innovative-Practice-2015-16.pdf#toolbar=0>

## **8.Future Plans of Actions for Next Academic Year**

1. Workshop for students on Skill Development Programme. 2. More ICT enabled classrooms. 3. Online feedback system for students and other stakeholders. 4. Organisation of more seminars/workshops and encouraging staff for pursuing research work. 5. Introduction of new courses. 6. To organize variety of CCA for holistic development of students in present competitive world. 7. Promotion of research culture among faculty and students. 8. Expansion of college infrastructure. 9. Planning and development strategies for resource generation. 10. Academic counselling to be more and more sound.