Yearly Status Report - 2017-2018

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.Varinder Kaur**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01883287967**
Mobile no.	**9888889119**
Registered Email	**gtbkcedasuya2005@gmail.com**
Alternate Email	**sciencevarinder@gmail.com**
Address	**Guru Teg 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.	**9188376986**
Registered Email	**gtbkcedasuya2005@gmail.com**
Alternate Email	**bharajsandeep030@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gtbkce.com/data-NAAC/AQAR-2016-17.pdf#toolbar=0

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gtbkce.com/aca-aca-calendar-2017-18.html

5. Accrediation Details

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	Date & Duration	Number of participants/ beneficiaries

IQAC		
Blood Donation Camp was organised to serve the mankind.	30-Nov-2017 01	20
National Seminar on Education induced development to foster educational awareness.	16-Feb-2018 01	52
Extension Lecture on Basics of Statistics was organised by Dr. Ram Mehar, Assistant Prof. USOL, and P.U. Chandigarh.	21-Apr-2018 01	100
A Visit to VVRI Institute of Sanskrit & Indological Studies, Hoshiarpur to acquaint the students with the ancient history of India in the form of Manuscripts, Publications and Academic Records	22-May-2018 01	94
[View File](#)		

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	0	Nil	2018 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 :	3
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)

3 Participation in Youth Festival and Skill in Teaching for sharpening the minds of young adolescents.

4 Teaching Internship programmes are made more effective by continuous discussion on lesson plans and mode of teaching.

5 Orientation sessions highlighting the all major aspects of B.Ed. Curriculum.

1 Ensuring workshops and extension lectures for learning new aspects, perspectives and latest information.

2 Effective feedback system to bring together the team for a better performance and keeping everyone on track.

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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
Martyrdom day of Guru Teg Bahadur Ji	Martyrdom Day of Guru Teg Bahadur Ji was observed on November 24, 2017
Workshop on Aids Awareness	Well Organized Workshop was conducted on Aids Awareness on November 28, 2017
Inauguration of Academic year – Path Sri Sukhmani Sahib	Inauguration of Academic year – Path Sri Sukhmani Sahib was organized on September 20, 2017
Teej Celebrations	Celebration of Teej Festival was organized on August 11, 2017
Teachers' Day	Teacher Day was celebrated on September 5, 2017
Talent Hunt	Talent Hunt organized on September 13, 2017.
Youth Festival Preparations	Youth Festival was organized on October 3-6, 2017
Diwali celebrations	Diwali was celebrated on October 18, 2017
Half Marathon on Drug Addiction	Half Marathon was conducted with full energy on November 14, 2017
Wall Magazine and Heritage Function	Wall Magazine was organized on November 22, 2017
[View File](#)	

14. Whether AQAR was placed before statutory No

body ?	
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:	**No**
17. Does the Institution have Management Information System ?	**No**

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Part B

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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. The curriculum is productively executed by the action plans developed by the Academic Core Committee supervised by the Principal to ensure effective academic performance. Academic Core Committee prepare the institutions Academic Calendar as per the issued University Calendar which comprises the specifications of number of working days, internal house examinations, semester end examinations, evaluation plans, co-curricular activities and same is communicated to all the faculty members. The time-table in-charge gives professional orientation to faculty members and distributes their respective subjects. Allotment of the subjects depends on the subject in which they are interviewed, experience, results, their preparedness and feedback. Faculty members are motivated for successfully implementation of curriculum through innovative teaching methods, seminars, assignments, educational trips, sessional activities etc. aside from regular teaching methodologies. Planning is done in accordance with the psychological needs of the students interns.

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
Nill	NIL	Nill
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	17/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Course
Number of Students	Nil	Nil

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
Life in Yoga	14/09/2016	17
Personality Development	14/09/2016	11
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	School Internship Programme	95
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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

The students' feedback improves the quality of content dissemination of B.Ed. curriculum. Every teacher takes their own subject feedback at once in semester. After that teacher(s) analyse given feedback. It helps the teacher of that particular pedagogy/subject to adopt some new teaching strategies and guidance to the student interns. After that all information given by student interns examined and analysed by the related pedagogy/subject teacher and submitted to Principal Office. All the data has been kept confidential and use only for institutional development. For academic development of the institution teacher feedback always provide positive guidance. Internship and placement cell continuously working all the time in the institution and takes the feedback on regular basis from the Principals/Headmasters and mentors of the teaching practice schools to improve the quality work of internship programme. They also provide the assessment to the student interns according to their participation in the school internship programme. Alumni are most important representatives of the institution. Alumni meet is conducted by the institution every year on their suggested activities. Alumni are called by the institution for delivery of lectures and provide motivation to the student interns. Feedback received from the alumni for the consistent development of teaching-learning and evaluation. Parents exchange opinions concerning institution policies and practices promoting the development of the institution along with academic performance of students and their participation in different co-curricular activities. Parents put forward their valuable suggestions in academics and

C.C.A. in their Feedback Proforma and institution analyse the feedback and use it for the institutional development.

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	140	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
2017	100	Nill	16	Nill	Nill

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
15	7	11	3	2	7
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Yes, a strongly knitted Teacher-student-guidance and mentoring system is available in the college as a student support measure. At the beginning of the academic session, the admission committee conducts orientation programs for the students whereby they are acquainted with the its goals and mission of the institution. Student counselling committee provides primary Psychological and academic counselling to those who need them.. The institution caters to students from different geographical backgrounds. Therefore, mentoring of students becomes an essential feature in order to provide unbiased guidance and opportunities to all the students. Mentors provide counselling to the students for their educational, personal, psychological, vocational, emotional problems. The tutors collect personal information from the students without touching sensitive issues or forcing any information out of the students and then provide the needed counselling to them, as and when required. The practices have enhanced the confidence among the students' and encouraged them to set higher goals. Individual recognition, encouragement, psycho-social support, advice by the mentors on balancing of academic and professional responsibilities at the time of need, has gone a long way in building their personalities. Each faculty member is the tutor of a group of 10 students allocated to him/her. The tutor-tutee list is displayed on notice boards so that students are informed. In this process of counselling services, tutor meets the group of students and continuously monitors, counsel, guide and motivates the students in all academic matters. Students are advised on projects that are assigned to them for a particular session. Tutors also contact parents/guardians if situation demands e.g. academic irregularities, negative behavioural changes and interpersonal relations, detrimental activities etc. there is a provision of tutorial classes in the Time table also where the meeting between the Tutor and tutee take place. Apart from the curriculum a number of special mentoring sessions, special guest lectures by eminent academicians for the students are organised for overall development and growth of the students. Students are sensitised to undertake various extra-curricular activities such as such as participation in cultural

and sports activities, Swachhta Activities, Tree plantation etc. Such activities also act as good ice breaking sessions under relaxed environment and giving them opportunity to grow and spread their horizon. Apart from this, various committees such as Guidance and Placement Cell, Women Grievances and Redressal Cell, Morning assembly, Academic Monitoring Cell, Cultural committee, and Remedial Teaching develop positive attitude and participate in curricular and co-curricular activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
100	15	1:7

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	16	Nill	8	2

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
2017	NIL	Nill	NIL
2018	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	Sem III	06/12/2018	20/06/2019
BEd	General	Sem I	24/01/2018	21/09/2018
BEd	General	Sem II	20/06/2018	04/04/2019
BEd	General	Sem IV	20/06/2018	07/09/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Mentoring: - The faculty (mentor) regularly interact with the assigned students to access and monitor the progress of each student and the same is communicated to the parents.• Parent teacher meeting/monitoring – Parents are invited at least once in a semester to discuss the progress of their wards. This is in addition to the regular monitoring of the student's progress by their mentors. • Student's feedback – The Institution conducts student feedback process every semester to improve Teaching quality, infrastructure and the entire learning experience for the students during their tenure. The college has organised manual student's feedback system to obtain feedback on teaching, coursework and various academic activities. The student's feedback is considered as a valuable source of information to measure their level of satisfaction. •The College has to follow the Panjab University guidelines for evaluation of both continuous

internal evaluation systems as well as semester end exams. However, with a view to making the evaluation student oriented, some novel initiatives have been taken by the institution. Assessment strategy is followed by the institution after evaluating the students' performance in academic, cultural and sports activities. All the subject teachers have been directed to make sure that towards the end of every theory classes there must be: a) Internal Exams: Subject wise internal exams are taken to figure out the level of learning of the students. Teachers will be able to figure out the students with better understanding of the subject and accordingly can give grading to them. (b) Class Assignment: Regular class assignments are given to the students to evaluate their level of learning. (c) Group discussion: Group discussions are regularly done at the end of every Unit/ Lesson. This is a very useful tool to accesses the grasp of a student on a subject. (d) Unit test: Unit tests are conducted at the end of each unit to accesses the performance of a student. Moreover the evaluation process is very transparent. However, the nature of assignments is more field based and experiential learning reports. Additionally every student has to report for two weeks of Pre Internship both in first and second semester and 4 months of internship or work experience in Semester 3. The college has moved beyond the conventional method of evaluation. There is a provision of continuous evaluation of the student's progress which is monitored by keeping the records of the performance of each student in the each activity. Assessment strategies Measurement of the academic progress of the students is also done by internal assessment, result analysis, attendance and project through academic units and functionaries.

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://www.gtbkce.com/data-NAAC/Programme-Outcomes-2017-18.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
General	BEd	General	95	95	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://www.gtbkce.com/data-NAAC/SSS-Report-2017-18.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
Projects sponsored by the University	**1**	**DCDC**	**29400**	**29400**

View File

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
Education Induced Development	**Education**	**16/02/2018**

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**	**Nill**	**NIL**

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	**NIL**	**NIL**	**Nill**	**Nill**	**Nill**

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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	**Nill**

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**	**13**	**Nill**
International	**Education**	**1**	**Nill**

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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 (Papers in Books)	**Nill**
Education (Papers in International Conference)	**10**
Education (Papers in National	**6**

Conference Proceedings)	
Published Books	**Nill**

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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**	**Nill**	**Nill**	**NIL**	**Nill**

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**	**Nill**	**Nill**	**Nill**	**Nill**

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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	**10**	**28**	**Nill**	**19**

[View File]()

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
Punjabi Maa Boli Diwas	**Punjabi Club**	**14**	**155**
The Basant Fair	**Administration Dasuya (SDM)**	**17**	**195**
National Voters Day	**IQAC**	**12**	**120**
Blood donation Camp	**Red Ribbon Club**	**14**	**171**
National Youth Day	**Red Ribbon Club**	**13**	**80**
Rally on AIDS	**Red Ribbon Club**	**15**	**175**
Workshop on AIDS Awareness	**Red Ribbon Club**	**15**	**175**
Wall Magazine and Heritage Competition	**IQAC**	**16**	**73**

Half Marathon on Drug Addiction	Rotary Club	16	185
Teachers Day	IQAC	13	94
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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	13
PU InterZonal Youth Festival	Awards	Panjab University, Chandigarh	Nill
Zonal Model Making and Skill-In-Teaching	Awards	Panjab University, Chandigarh	6
InterZonal Model Making and Skill-In-Teaching	Awards	Panjab University, Chandigarh	7
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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 activites	Number of students participated in such activites
AIDS Awareness	Red Ribbon Club	Rally on AIDS	15	175
Workshop on AIDS Awareness	Red Ribbon Club	Workshop (Chart and Flash card making Competition)	15	171
Blood Donation Camp	Red Ribbon Club	Blood Donation Camp	14	171
National Youth Day	Red Ribbon Club	Seminar	13	80
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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	NIL	NIL	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	Name of the	Duration From	Duration To	Participant

linkage	partnering institution/ industry /research lab with contact details				
Internship Programme	School Internship	8 Senior Secondary Schools of neighbouring areas	24/08/2018	30/11/2018	95
Field Base Experience	School Internship	8 Senior Secondary Schools of neighbouring areas	06/11/2017	20/11/2017	100

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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 Sr. Sec. School Usman Sahid	01/08/2017	Pre Post Internship Program	11
Guru Nanak Public School Dasuya	01/08/2017	Placement of Students	11
Jagat Jyoti Public Sr. Sec School Usman Sahid	01/08/2017	Faculty Exchange	11
D.A.V. Sr. Sec School Balagan Dasuya	01/08/2017	Guidance Counseling	11
G.T.B. Khalsa Sr. Sec. Public School Dasuya	01/08/2017	Faculty Exchange	5
G.T.B. Khalsa College for Women Dasuya	01/08/2017	Guidance Counseling	4

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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
2000000	2206851

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Others	Newly Added

Others	Newly Added
Campus Area	Newly Added
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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 patially)	Version	Year of automation
Library Manager	Partially	00	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4192	954986	17	5492	4209	960478
Reference Books	406	164724	4	1750	410	166474
Journals	9	22390	1	125	10	22515
Others(specify)	948	114888	10	1000	958	115888
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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	Nill
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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	23	1	1	1	1	1	1	300	0
Added	20	0	0	0	0	0	0	0	0
Total	43	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
CCTV Camera, Projector	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 incurredon maintenance of physical facilites
500000	529905	50000	53519

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)

Institution has a well-documented and checked mechanism for maximum usage of infrastructural facilities. Few of the main features of the policy includes:- 1. Weekly confirmation of the care and maintained of the infrastructural facilities including 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 records digitally. 4. Internal finance pre-Audit is conducted under financial economical policies. 5. At the end of the financial year annual stock checking is done by the institution. 6. Regular meetings of academic core committee, administrative and technical committee are conducted to resolve the issues and problems of students, faculty and administration. 7.Tentative academic and activity calendar prepared with the discussion of faculty and students.

http://www.gtbkce.com/data-NAAC/Procedure-And-Policies-2017-18.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	Financial Support from Institution	1	22500
Financial Support from Other Sources			
a) National	Post Matric Scholarship Scheme for SC/OBC/BC Students	28	568612
b)International	NIL	Nill	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 implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	15/10/2016	40	Institute
Language lab	18/08/2016	65	Institute
Life in Yoga	14/09/2016	17	Institute
Personal Counseling	06/10/2016	2	Institute

Mentoring(Tutorial Groups)	18/08/2016	100	Institute

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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 passedin the comp. exam	Number of studentsp placed
2018	Teacher Eligibility Test (CTET/PSTET) B. Ed	47	21	17	13

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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
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Dashmesh Public school, B.S.T public school, Deffodil Public School, GTB khalsa public school	31	8	Dashmesh Public school, DAV public school, sant baba Meehan singh public school, GTB khalsa public ser sec school, Sant arjun public school	11	5

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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

| 2018 | 17 | B.Ed | Education | G.T.B Khalsa Institute for Women, J.C. DAV Institute Dasuya , Govt Institute Hoshiarpur, SPN Institute Mukerian, Dashmesh Girls Institute, Govt Institute Tanda, Sant karam jot Majha Institute miani, Govt Institute Talwara | M.Sc, M.A. |

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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
Any Other	Nill

No file uploaded.

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

Activity	Level	Number of Participants
Half Marathon on Drug Addiction	Institute	86
Welcome party for USOL	Institute	35
Diwali Celebration	Institute	94
Welcome Party	Institute	196
Diya Making	Institute	94
Youth Festival	Institute	90
Teacher's Day	Institute	95
Talent Hunt	Institute	94
Teej Celebration	Institute	94
Workshop on Teaching Aid	Institute	100

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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 award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	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 representative students of the Institute work with the Institute 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 occasion 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 organizes the Annual day function where and the council keeps records of matters related to students' welfare, safety, security, grievance etc. The student's 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 will function under the guidance of teaching staff. Overall, the students take the responsibility and initiatives for the successful completion of the programs organized 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 which is functioning not only in our country but also in U.K and Canada. Annual meetings are organized in the alumni association of our institution in which the old alumni designated on the higher posts of teachers, heads, administrators or living abroad give effective suggestions for the betterment of the institution 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:

170

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

As we know that the alumni meet aim to foster a sense of community among alumni while supporting a sense of contentedness back to the institution feeling. The annual alumni meet of the college was held on 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 providing financial assistance and 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)

A decentralised administrative system is having a potential benefit in terms of its accountability to the institution resources resulting in the improved efficiency. In our institution there are effective practices of decentralisation and participative management during the last year both on the part of faculty and students which are described as follows :- (a) 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 Admission Cell, IQAC, Placement Cell, Student Grievance Cell, Anti Ragging Cell, Academic Core Committee, Internship Committee, Tour and Travel 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) There is an effective student council formed in the institution which works with full dedication under the guidance of principal and faculty. In it, the representatives from the four houses 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. Therefore the student council works together for the betterment of the institution. In the nutshell, the practice of decentralisation and participative management during the year 2017-18 has provided the best facility to the teachers and students promoting qualitative upliftment.

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 specialisation of teachers. Orientation programme is conducted to orient students about institution and course curriculum. Curriculum enriched programmes and value added courses are conducted in each semester. Extension lectures are also organised by the institution 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, analysed 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 Maa Boli Diwas 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 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 semester in the institution campus, house test was conducted by the institution 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 submission of assignments. A final exam of B.Ed. is conducted by Panjab University, Chandigarh in the centre given by University for examinations. The answer scripts of internal examinations at all B.Ed. 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.
	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 institution. The

	faculty is very much aware of the growing importance of the research based education. The institution encourages the teachers for research work. The institution is already having two Ph.Ds and many teachers of the institution are engaged in active research work. Student interns are provided with money and time from the 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 and campus reporter. 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 4209 Text books, 399 Reference Books, 958 General books, 10 Journals, 2 Magazine and 11 Encyclopaedia. The Institution has well-established and equipped Infrastructure- multipurpose hall, fully equipped laboratories, girls 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 institution makes efforts 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 Board and provision of proper light and fans.
Human Resource Management	The institution exercises

	organisational 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, field trips, 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 organises seminars, workshops and faculty development programmes with other societies working in the field of education. Institution has association with practising 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	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 and campus reporter. 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 4209 Text books, 399 Reference Books, 958 General books, 10 Journals, 2 Magazine and 11 Encyclopedia The Institution has well-established and equipped

| | Infrastructure- multipurpose hall, fully equipped laboratories, institution 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 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. |

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

E-governace area	Details
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 institution every year for the smooth functioning of the admission process. Pre-admission counselling 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.
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 charted 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.
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 semester in the institution campus, house test was

	conducted by the institution 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 submission of assignments. Final examination of B.Ed. is conducted by Panjab University, Chandigarh in the centre given by Panjab University for examination. The answer scripts of internal examinations at all B.Ed. 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.
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, institution rules and regulations, cells, clubs and societies, student support resources and various institution activities. Our institution makes effort in 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, girls hostel, administrative block, institution 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, IQAC medical cell, women governance cell, teaching aid rooms, conference room, and multipurpose hall and rest rooms proper maintains 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 supervision of our Management and Principal.

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 specialisation 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.

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	Nill
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)

2018	National Seminar on education Induced Development	NIL	16/02/2018	16/02/2018	52	Nill

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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	Nill	Nill	Nill	0

No file uploaded.

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	16	3	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The institution provides welfare schemes to the employees to keep their motivation level high. The welfare schemes available for the teaching faculty in institution are such as:- • Medical Leave for Regular Faculty • Medical Allowances for Regular Faculty. • Loan Facilities to Regular Faculty. • Contributory Provident Fund • Annual Increment. • Provision of advance out of CPF to meet the expenses towards education, marriage etc. of wards and for house construction. • Provision of six month maternity leave to female employees with full salary. • Provision of professional training including financial assistance to the faculty for attending National /International conferences and seminars. • Subsidized canteen facility to the faculty.	The institution provides welfare schemes to the employees to keep their motivation level high. The welfare schemes available for the non-teaching faculty in institution are such as:- • 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. • Internet/Wi-Fi facility to all the non-teaching staff. • Provision of professional training sponsorship. • AC facility during summer and air-blower facility during winter season to the faculty.	The institution ensures welfare schemes to the student interns to enhance their potential from all aspects. The welfare available for the students in institution are such as:- • Financial assistance in the form of fee concession for needy and deserving students. • 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

• Internet/Wi-Fi facility to the entire faculty. • AC facility during summer and air-blower facility during winter season to the faculty.		non-partial evaluation and assessment system. • Institution provides opportunity to each and every student to develop his/her skill in academic and co-curricular streams.

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 charted 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

8467806.70

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	Governing Body, IQAC, Academic Core Committee
Administrative	Yes	Sushil Chadda Associates, Chartered Accountant.	Yes	Principal and Management

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. • . During the meetings, parents put forward their valuable suggestions in academics and co-curricular activities. Feedback Proforma from parents are also filled up and analysed.

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. • Segregation/ Renovation of hall at First floor in to new seminar hall, labs and classroom. • Transferring Block-B of all the laboratories of B.Ed. from Degree Institution to the B.Ed. institution. • Construction of Music Room, Computer Lab and Language Lab adjacent to library. • Construction of the big Auditorium on the upper floor of the 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. • IQAC becomes pro-active since academic year 2016-2017. • Senior faculty member Assistant Professor Sandeep Kaur Boski has been appointed as an IQAC coordinator to look after the activities. • Actively working placement cell. • Green initiatives in the institution. • 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
2017	Blood Donation Camp was organised to serve the mankind.	09/08/2017	30/11/2017	30/11/2017	20
2018	National Seminar on Education induced development to foster educational awareness.	11/12/2017	16/02/2018	16/02/2018	52
2018	Extension Lecture on Basics of Statistics was organised by Dr. Ram	10/04/2018	21/04/2018	21/04/2018	100

	Mehar, Assistant Prof. USOL, and P.U. Chandigarh.				
2018	A Visit to VVRI Institute of Sanskrit Indological Studies, Hoshiarpur to acquaint the students with the ancient history of India in the form of Manuscripts, Publications and Academic Records	10/04/2018	22/05/2018	22/05/2018	100

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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
Teej Festival	11/08/2017	11/08/2017	96	4
Lohri Celebration	13/01/2018	13/01/2018	90	4
Womens Day	08/03/2018	08/03/2018	73	1

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 every year. 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
Ramp/Rails	Yes	Nill
Rest Rooms	Yes	Nill

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
2017	1	1	14/11/2017	1	Half Marathon on drug addiction	Half Marathon on drug addiction	201
2017	1	1	28/11/2017	1	Workshop on AIDS Awareness	Workshop on AIDS Awareness	186
2017	1	1	30/11/2017	1	Blood Donation Camp	Blood Donation Camp	100
2017	1	1	01/12/2017	1	Rally on AIDS Awareness	Rally on AIDS Awareness	190
2018	1	1	20/01/2018	1	National Youth Day	National Youth Day	93
2018	1	1	25/01/2018	1	National Voters Day	Voter Awareness	132
2018	1	1	21/05/2018	1	Anti Terrorism Day	Challenges against Terrorism	108
2018	1	1	22/05/2018	1	Visit to VVRI Institute	Knowledge of Sanskrit and Indological studies	104
2018	1	1	22/05/2018	1	Visit to Asha Kiran Special School	Development of Empathy among the students	99
2018	1	1	31/05/2018	1	World No	Tobacco and Heart	114

| | | | | Tobacco Day | Disease Day | |

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	02/08/2017	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
Rally for Justice for Asifa	20/04/2018	20/04/2018	169
International Yoga Day	21/06/2017	21/06/2017	79
Teachers Day	05/09/2017	05/09/2017	94
Diwali	18/10/2017	18/10/2017	94
Martyrdom day of Guru Teg Bahadur Ji	24/11/2017	24/11/2017	179
Heritage Festival	22/11/2017	22/11/2017	174
Basant Panchmi	25/01/2018	25/01/2018	110
Punjabi Maa Boli Diwas	21/02/2018	21/02/2018	155
National Science Day	28/02/2018	28/02/2018	138

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

E-Waste Management
Water Harvesting
Energy Conservation
Use of renewable energy
Plantation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Performance Enrichment Environment 1. Title of the Practice: Performance Enrichment Environment Duration: Year of Inception- Year of Discontinuation): Year of Inception: 2017 Year of Discontinuation: Still continue 2. Goals 3. To ensure high level of progress across the curriculum for all students regardless

of their starting point. ? All round training of pupil teachers that is intellectual, cultural, social, emotional, physical, aesthetic, moral and spiritual. ? Holistic development of learners for the progressive development of society. 4. The Context Near about 3 years ago in one periodic meeting of the IQAC the issues of average performance of students in final examination found out and one of our Alumni pointed out that the reflection of our institution in comparison to the other education colleges is not comparable as their students are achieving many positions in University academics as well as in job market. Even B.Ed. course is based on centralized common-entrance test/counselling as per state government notification. We have sanctioned strength of 2 units of 50 students but in routine college registration at their own level we have at least 300 registrations of students as the demand is greater than the supply, it does not mean that our students will outshine their competitors in the employment market. After much debate the present practice was evolved and this time we start to look at ourselves more consciously and critically. 5. The Practice As mentioned above, the practice was to be introduced at the starting of the B.Ed. course, that is, the first semester of the B.Ed. course. For analysis of the result the inclusive approach was adopted because it was found there were three categories of the students mainly the slow learners, the average learner and the advanced learner. Basic purpose of practice was to rigorous analysis of the performance of slow learners and the average learners. It was discovered that slow learners were those students who were started their studies after a gap of final or long time of their previous courses. For such B.Ed. Interns we introduced bridge course. The further category was average students although they understood the content taught by teachers but they were lacking in the practical aspect of the content, even though which is the most important part of the B.Ed. programme. So, for that purpose an individual distribution of assignment work methods was changed. Now teachers worked with their students by made their small peer groups. They worked in a group with discussion after that they presented given assignment by the help of presentations (teaching aids or PPT). Teachers provided there different questions from the work assigned to them for the purpose to clear the teaching exams like CTET and PSTET. (This strategy provided help to both students as well as to teachers so that teachers information level also upgraded). We are aware that this work is a additional burden in the workload of the teacher who involved in this strategy. But the commitment level and love for institution are most commendable in all of us who involved. with this effort the structure of remedial classes were also changed. No doubts that the performance level of students is improving day by day and maximum students of the institution are clearing their c-TET, p-TET exams. For this brilliant effort we acknowledge the team working in the Performance Enrichment Programme in different college activities but we also want to add that in a record that no teacher even expected any extra remuneration for the work. 6. Evidence of success We have been conducting the programme for the last 3 years and now we would like to talk about the outcomes. As mentioned previously that are maximum student will able to achieve 70 marks. But if compare to other colleges then they are doing better than us. It is remarkable that the result in a very first semester after this practice as the average of 70 was increased by 7.1. This provides a great enthusiasm to the Teachers, the Principal, the Management and even the parents. And students who were performing well their results were changed in the last semester of the course. We are quite sure that we will do more progress and introduced new strategy in it in the near future as well as involve more teachers in this programme. 6. Problems Encountered and Resources Required The problem is, in fact a challenge, was how to motivate the students to participate in the activity as absenteeism is the most common problem in 12-15 students out of 100 students. To control this problem Principal and Teachers held meetings with students and make them aware that how much this activity benefited for them. Such type of counselling sessions, morning

assemblies and other activities organized by the institution to improve the problem of absenteeism and how much the regularity is an important value for a teacher because as a B.Ed. intern this is most important to learn and adapt. Gradually this process helped a lot and showed good results and the attendance graph became stable and high. On the other hand, this activity helped to the institution in a different sense that the teachers who were not willing to participate showed their interest and senior as well as junior teachers came forward for contribution in the scheme. II- Best practices of The Institution Enter the New Infrastructure Conducive Assistive Building for Quality Purpose 1. Title of the Practice: Enter the New Infrastructure Conducive Assistive Building for Quality Purpose Duration: Year of Inception- Year of Discontinuation): Year of Inception: 2017 Year of Discontinuation: Still continue 2. Goals: ? To create positive and conducive atmosphere for a student's learning. ? To pay special attention to the mental and physical health of the students. ? To provide barrier free environment to the impaired learners. ? To fulfil the requirements of NCTE. 3. The Context: Infrastructure plays an important role in education sector. Classroom design, auditoriums, laboratories, campus area etc. are crucial elements of a learning environment. We used to share laboratories with the Mother Institution as Block –B of our college was in the Degree College. We did not have any lab in our college. We used to visit that area to use the laboratories. In IQAC meeting it was decided to construct our own block in the premises of our college. It was mandatory to work independently to have our separate infrastructure as well as building. We had an Auditorium on the first floor which could be utilized for constructing labs and classroom. Moreover, there were some orthopedic impaired children who had difficulty to go upstairs. For that purpose ramps were constructed to make them move freely and to ensure their retention in the college. 4. The Practice: The IQAC cell decided to shift the block to the own college premises. For this the Auditorium was selected to utilize for construction of labs and classroom. As the area of the auditorium was vast, it was decided to build classrooms and labs from it. Consequently, it area was transformed in Art Lab, Social Studies lab, Physical Education lab, classroom and multipurpose Hall. It has fulfilled the requirement of classrooms and labs. Now the students are able to perform their experimental tasks within the college. The Art Lab consists craft material prepared by the students and is well maintained by the Art Teacher. The Social Studies lab has the teaching models and the instructional aids related to the pedagogy. In the Physical Instruction lab there is the material reacted to Athletic meet and material related to pedagogy of physical education. Mathematics resource room has occupied models prepared by the pupil teachers. 5. Evidence of Success: It is well known that the results of the learning are usually slow. These labs are in their infant stage, in a formative stage. Therefore, new ideas will keep coming and concrete results are yet to be obtained in the form of success. Regular fortnightly activities are established. Judging from the experience and observation, IQAC felt to encourage to intensify, diversify and accelerate and activities of the labs. Pupil teachers visit the labs frequently and take ideas about how to prepare teaching aids. 6. Problems encountered and resources required : The institution had to encounter several problems while catering to the infrastructural needs of the college. This primarily relates to availability of funds for specific projects. Being a self financed college, the college authority manages its own fund to complete projects which needs urgent treatment while fund flow remains constraint from funding agencies. Moreover, according to the need, the labs should be ICT equipped and the seminar room requires LCD projector which will be helpful in PowerPoint presentation for seminars.

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

One Hand, We Hand 1. Title of the Practice: One Hand, We Hand Duration: (Year of Inception- Year of Discontinuation): Year of Inception: 2017 Year of Discontinuation: Still continue 2. Goals: • To inculcate healthy living habits and to instill values in students to uplift the society. • To inculcate Unity in the Youth of our country. • To create an awareness on the care of own health and that of others. • To Understand and acceptance of civic responsibilities and acting accordingly with humanitarian concern, to fulfill the same. • To enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth • To foster better friendly relationship with all without any discrimination. 3. The Context: B.Ed interns have to interact the community for various purposes such as, Teaching Practice, Project work and to perform research based activities. Therefore, it is important to help students understand the social issues and problems which will further help them in creating awareness the in society. Today's students are tomorrow's professional Social Workers and bear the responsibility of bringing about social change. Social Work strongly believes that it is important to work with the marginalized and weaker sections of the society. 4. The Practice: a) Adoption of the Village: The institution has adopted a village named Khera Kotli for the upliftment of the village. A campaign of social awareness and cleanliness starts from village Gurudwara Sahib. Students clean Gurudwara Sahib, Govt. School, Anganwadi and Mortuary as well as planted various trees and flowering plants. b) Awareness Rallies: Awareness rallies on social issues such as AIDS, Traffic Rules, and Voter Awareness day is taken out by the students of the college. The rallies are organized from the college campus to the District by raising different slogans related to the rally. Students prepare plethora of charts and cards on the theme to aware the masses. c) Blood Donation Camp: To serve the mankind and educate the community on the beneficial aspects of blood donation a blood donation camp is organized by the college. On this event an Inter House Competition is also held on the importance of Blood Donation. The judges are invited from the outer institutions. 5. Evidence of Success: Establishing a strong linkage between societies and outreaching the varied sections of the society has been one of the goals of the college since beginning. Social extension activities provide a strong platform to achieve this goal. These activities have heed to develop a sense of culture, morality among students and have instilled a sense of social commitment in them. 6. Problems Observed: In the rallies the participation of the students was ensured but the engagement of the public was not there. Since the Village Adoption Program is a college self-financed program, funds are very limited.

Provide the weblink of the institution
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8.Future Plans of Actions for Next Academic Year

? Social Outreach Activities for awakening community. ? Value Based Programmes for students. ? Welfare Schemes for class IV employees. ? Maximum Placements of students in different schools. ? Bagged university merits positions. ? Increased participation in Skill-in-Teaching and Youth Festival. ? Addition of new courses. ? Additional intake of B.Ed. seats. ? Purchasing more equipment related to teaching learning process. ? Fully automation of library.