Yearly Status Report - 2018-2019

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**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**018883287967**
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	Gagandeep Kaur
Phone no/Alternate Phone no.	01883287967
Mobile no.	9501720343
Registered Email	gtbkcedasuya2005@gmail.com
Alternate Email	ecogagan@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gtbkce.com/data-NAAC/AQAR-2017-18.pdf#toolbar=0

4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://gtbkce.com/aca-aca-calendar.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 IQAC	Date & Duration	Number of participants/ beneficiaries

Workshop on AIDS Awareness under Red Ribbon Club	28-Nov-2018 1	200
Skill-in-Teaching and On the Spot Teaching Aid Preparation Competition	22-Jan-2019 1	66
Visit to Deep Special School	08-Apr-2019 1	100
Remedial Classes for weak students	23-Apr-2019 1	12
Community Survey at Village Khehra Kotli	27-Nov-2018 1	100
[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	NIL	NIL	2019 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)

1 Celebration of 150th Birth Anniversary of Mahatma Gandhi Ji.

2 National Economy and Productivity Week.

3 Celebration of International Womens Day.	
4 Anti Drug Drive under Drug Abuse Prevention Officers (DAPO).	
5 National Science Day.	

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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
Youth Festival	Youth Festival was conducted on October 2-5, 2018.
Freshers' Party of Sem I.	Freshers' Party of Sem I was celebrated on October 17, 2018.
Workshop on Teaching Aid of USOL Semester III	Workshop on Teaching Aid of USOL Semester IIIwas organized on August 9, 2018.
Skill-in-Teaching	Teaching Practice schools were finalized and Supervisor teachers were allotted for teaching practice schools
Independence Day celebrations	Independence Day celebration was accomplished on August 14, 2018.
Academic Inauguration of the session 2018-20	Academic Inauguration of the session 2018-20 was organized on August 31, 2018.
Releasing Ceremony of college magazine 'Disha'	Releasing Ceremony of college magazine 'Disha' was done on August 31, 2018.
Teachers' Day Celebrations	Teachers' Day was celebrated on September 5, 2018.
Hindi Diwas Celebrations	Hindi Diwas was celebrated on September 14, 2018.
150th Birth Anniversary of Mahatma Gandhi Ji	150th Birth Anniversary of Mahatma Gandhi Jiwas organized on September 26, 2018.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019
Date of Submission	12-Feb-2019
17. Does the Institution have Management Information System ?	No

<div align="center">Part B</div>

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	17/07/2018

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	13
Personality Development	14/09/2016	11
Learn to Sing in Tune	21/08/2018	9
[View File](#)		

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	100
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

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	142	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
2018	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
16	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 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	16	1:6

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	6	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
Nill	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	III	06/12/2018	20/06/2019
BEd	General	I	28/12/2018	02/05/2019
BEd	General	II	31/05/2019	03/10/2019
BEd	General	IV	31/05/2019	01/08/2019

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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 organized 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. Other Curricular and Co-Curricular activities are also organised according to the calendar

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-2018-19.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
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2.7 – Student Satisfaction Survey

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

http://gtbkce.com/data-NAAC/SSS-Report-2018-19.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
Nill	0	NIL	0	0

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
Workshop on Teaching Aid	Education	09/08/2018
Workshop on Job Interview	Education	12/02/2019

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

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	NIL	NIL	Nill

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	1	0
View File			

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 National Conference Proceedings)	1
Education (Papers in International Conference)	2
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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	Number of citations excluding self

					the publication	citation
NIL	NIL	NIL	Nill	0	NIL	Nill

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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
NIL	NIL	NIL	Nill	Nill	Nill	NIL

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	32	Nill	Nill

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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
Blood Donation Camp	Blood Donation Camp	16	192
Workshop on AIDS Awareness	Red Ribbon	16	165
Anti Drug Drive	Drug Abuse Prevention Officers(DAPO)	11	172
National Science Day	Science Club	14	189
Hindi Diwas	Hindi Club	11	93
Gandhi Jayanti	IQAC	13	98
Teachers Day	IQAC	11	98
Interaction With School Princiapals	IQAC	11	66
Extension Lecture on Good and Bad Impact of Mass Media	IQAC	15	180

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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	Awards	Panjab	23

Festival		University, Chandigarh	
PU InterZonal Youth Festival	Awards	Panjab University, Chandigarh	Nill
Zonal Model Making and Skill-In-Teaching	Awards	Panjab University, Chandigarh	12
InterZonal Model Making and Skill-In-Teaching	Awards	Panjab University, Chandigarh	10
[View File](#)			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Motivation Through Human Chain Program	SVEEP Activities	SVEEP Activities	16	182
Slogan Writing and Poster Making competition	SVEEP Activities	SVEEP Activities	14	194
Quiz Competition about Electoral Process on Voters Day	SVEEP Activities	SVEEP Activities	16	170
Voting Awareness Camp	SVEEP Activities	SVEEP Activities	15	185
National Voters Day and Republic Day	SVEEP Activities	SVEEP Activities	15	183
Blood donation Camp	Youth Welfare Department Hoshiarpur	Blood donation Camp	16	192
Workshop on AIDS Awareness	Youth Welfare Department Hoshiarpur	Workshop	16	165
[View File](#)				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
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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
Field Base Experience	School Internship	4 Senior Secondary School	09/11/2018	22/11/2018	98
Field Base Experience	School Internship	5 Senior Secondary School	11/04/2019	24/04/2019	98
Internship Programme	Teaching Practice	14 Senior Secondary School	01/08/2018	01/11/2018	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
G.T.B. Khalsa Sr. Sec. Public School Dasuya	01/08/2018	Pre Post Internship Program	8
D.A.V. Sr. Sec School Dasuya	01/08/2018	Placement of Students	8
Dashmesh Sr. Sec. School Usman Sahid	01/08/2018	Faculty Exchange	11
Jagat Jyoti Public Sr. Sec School Usman Sahid	01/08/2018	Guidance Counseling	8
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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
5000000	4828034

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
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	0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4209	960478	38	9391	4247	969869
Reference Books	410	166474	Nill	Nill	410	166474
Journals	9	26590	Nill	Nill	9	26590
Others(specify)	958	115888	Nill	Nill	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	43	1	1	1	1	1	1	300	0
Added	0	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	Nill

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
450000	452750	300000	305196

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.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	0	0
Financial Support from Other Sources			
a) National	Post Matric Scholarship Scheme for SC/OBC/BC Students	23	494782
b)International	NILL	Nill	0
No file uploaded.			

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
Mentoring(Tutorial Groups)	18/08/2016	100	Institute
Personal Counseling	06/10/2016	1	Institute
Life in Yoga	14/09/2016	13	Institute
Language lab	18/08/2016	68	Institute
Remedial Coaching	15/10/2016	52	Institute

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
2019	Teacher Eligibility Test (CTET/PSTET) B. Ed	41	19	7	6

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	27	4	Dashmesh Public school, DAV public school, sant baba Meehan singh public school, GTB khalsa public ser sec school, Sant arjun public school	9	2

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
2019	17	B.Ed.	Education	G.T.B Khalsa Institute for Women,	M.Sc.,M.A

| | | | | 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 | |

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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	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
Lohri Celebration	Institution	80
Workshop on Teaching Aid	Institution	98
Independence Day	Institution	97
Academic Inauguration Of Session 2018-20	Institution	98
Teachers Day And Talent Hunt	Institution	98
Hindi Diwas	Institution	93
Celebration Of Gandhi Jayanti	Institution	98
Youth Festival	Institution	42
Fresher's Party	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 award/medal	National/ Internaional	Number of awards for	Number of awards for	Student ID number	Name of the student

			Sports	Cultural		
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 Institution 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 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 occasion in the institution 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 students' welfare, safety, security, grievance etc. The student's council maintains healthy rapport between the student community and the institution 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 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 which is functioning not only in our country but also in U.K and Canada. Annual meetings are organised 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:

189

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 connectedness back to the institution feeling. The annual alumni meet of the college was held every year. During the Alumni Meet, the alumni in-charge welcomes the alumni. About 214 alumni attended the event to experience again the college years and reconnect with the institution. 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 organised 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

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)

During the year 2018-19, the practices of decentralisation and participative management helps the subordinates to do the work in the manner best suited for the institution and these practices are continuously working on the part of faculty and the students:- On the Faculty part 1. To ensure the empowerment and sustenance of quality education in the institution various committees under the leadership of different teachers have been constituted and these are working in a well managed conducive environment rightly guided by the 'Head' of the institution. 2. Curriculum management is processed by academic monitoring cell, other qualitative measures are ensured by IQAC, examination committee, students internship programme is managed by teaching practice committee. Apart from this, other committees are library advisory committee, research and extension activities, admission committee, discipline maintenance committee, infrastructure committee, remedial teaching, and campus beautification. Right from top to bottom, everyone has an equal right to express his/her views for the upliftment of the institution. On the Students part 1. The student council of the college is committed to the overall smooth functioning and development of the college. Student council ensures participation of students at every level of functioning of the institution. Student council maintains proper balance and discipline and acts as a bridge between the authorities and students. Grievances are redressed efficiently and promptly by student's council after analysing the feedback regarding various areas of curricular aspect and general concern. 2. The management committee also provides assistance, help and support to the principal, faculty and students whenever required from time to time. To be concluded the practices of decentralisation and participative management always promotes an enriched atmosphere for healthy working of the institution. These practices facilitate the way to progress.

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
Examination and Evaluation	Examination and evaluation are an integral part of educational system. In our institution, there is an active examination committee at college level which ensures smooth conduct of internal examinations and also actively participates in the external examinations being conducted by Panjab University Chandigarh at the end of semesters in the college campus. The schedules for internal and external exams as well as other activities are according to the guidelines categorically mentioned in the academic calendar and are conducted accordingly.

		Internal evaluation is done on the basis of house examinations, assignments, formative assessments, viva voce, projects, seminars, assignments and sessional work. External examinations are evaluated at university level and finale result is framed by the Panjab university Chandigarh.
	Curriculum Development	The broad framework of curricular development includes the stages of analysis building, implementation and evaluation The curriculum is designed by Panjab University, Chandigarh for B.Ed. classes. In our institution curriculum is the subject centred learner centred and problem centred and, for effective curriculum delivery, subject allocation is done on the basis of specialisation 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 and various educational activities are also organised by the college for students to update their knowledge and encourage the student to actively participate in the orientation sessions. Feedback regarding curriculum from all stakeholders are collected, analysed and submitted to the administration for necessary action. There is a provision for remedial classes for the weak students and extra guidance and support for the gifted students.
	Teaching and Learning	Our teaching and learning is designed to support internal process of learning it involves interactive and participative methods.Our institution ensured its dedicated efforts to incorporate new knowledge, behaviors 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 centered. 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. The teachers use innovative techniques as LCD projector, OHP's while imparting

	instructions in the class. In the various pedagogies, societies and clubs, important subject days as Science day, Hindi Diwas, Punjabi MaaBoli Diwas etc. are also celebrated to generate awareness regarding the significance of different disciplines. Overall, teaching learning situations are well managed systematically organised and generating good results.
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 PhDs and many teachers of the college are engaged in active research work. The Principal attended EDP at Panjab University Chandigarh, Assistant Professor Inderpreet Singh and Dr. Raju Bala attended three week refresher course for teacher educators for which they all provided with financial help from the institution. Assistant Professor Gagandeep Kaur, and Manwinderjit Kaur also attended two week workshop on Developing e-content at GNDU Amritsar as well as Assistant Professor Seema Rani attended two week workshop on instructional strategies for sccial science teachers at GNDU Amritsar, Student's teachers are provided with money and time from the college for extension activities. Our institution encourages staff to take up research activities, to attend conferences, workshops, and 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 4247 Text books, 399 reference books, 9 journals, 5 magazine, 11 encyclopaedia and 958 General books. 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 is also done. Our college 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 function of human resource management in education includes staff maintenance, staff relations, staff development, procurement of staff and job performance reward. Our institution exercises organizational powers and excellence through various administrative and standing committees. Different committees are nominated by IQAC 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. The Principal attended EDP at Panjab University Chandigarh, Assistant Professor Inderpreet Singh and Dr. Ranju Bala attended three week refresher course for teacher educators for which they all provided with financial help from the institution. Assistant Professor Gagandeep Kaur, and Manwinderjit Kaur also attended two week workshop on Developing e-content at GNDU Amritsar as well as Assistant Professor Seema Rani attended two week workshop on instructional strategies for social science teachers at GNDU Amritsar, 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 experiences.
Industry Interaction / Collaboration	The college conducts guest lectures by inviting university level resource persons and educationists to update the students with the recent developments relating to course curriculum. College also organises seminars, workshops and faculty development programmes with other societies working in the field of education. College has association with practising schools for B.Ed. classes the excellent rapport with our practice teaching schools that 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 innovative teaching techniques.
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 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 4247 Text books, 399 reference books, 9 journals, 5 magazine, 11 encyclopaedia and 958 General books. 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 is also done. Our college 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.

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

E-governace area	Details
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 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 college.
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 forms of proper disciplinary procedures and policies for maintaining and utilizing the physical academic and support facilities. The classrooms are equipped with all the essential facilities like ventilation, spacious seating arrangements, green boards and provision of proper lights and fans. Our institution has well equipped library, girls 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, 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 guidance of our management and Principal.
Administration	The institution operates in both

	vertical and horizontal directions. In charges disperses the information by conducting the faculty meetings/ through email to the stakeholders who 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 are formed for the effective implementation of the academic plans and 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, 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.
Student Admission and Support	Our institution sets its qualitative objectives in relation to curricular, co-curricular and extracurricular activities. During the start of every academic year Our college designs its prospectus, college magazine "Disha" and campus reporter enhancing necessary information about the college resources, student's creativity, and college activities. The College library is equipped with 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 5717 books, 145 reference books, 18 journals- magazine, 05 newspaper, 50 encyclopedia and 36 e-resources. 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.
Examination	Examination and evaluation are an integral part of educational system. In our institution, there is an active examination committee at college level which ensures smooth conduct of internal examinations and also actively participates in the external examinations being conducted by Panjab University Chandigarh at the end of semesters in the college campus. The schedules for internal and external exams as well as other activities are according to the guidelines categorically mentioned in the academic calendar and are conducted accordingly. Internal evaluation is done on the basis of house examinations, assignments, formative assessments, viva voce, projects, seminars, assignments and sessional work. External examinations are evaluated at university level and finale result is framed by the Panjab university Chandigarh.

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
2018	Principal Dr. Varinder Kaur	Innovative Best practices in the college	P.U. Chandigarh	4000
2019	Dr. Ranju Bala	Teacher Education	GNDU Amritsar	1000
2019	Mr. Inderpreet Singh	Teacher Education	GNDU Amritsar	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	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
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	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 Allowance for Regular Faculty. • Loan Facilities to Regular Faculty. • Provident Fund • Annual Increment • Maternity leave with pay • Honor to in charges of the activities for their best organisation.	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. • Contribution of Employment Provident Fund. • Token money during Festival. • Two time tea is provided to class 4 Employees • Honor to in charges of the activities for their best organisation.	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:- • Fees concession for needy and deserving students. • Placement and career counselling cell. • Department of sports and yoga • Post Metric Scholarship

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 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 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

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6.4.3 – Total corpus fund generated

5294692.70

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 work for the prosperity of students. • They provide parents and teachers a mutual platform to work for the betterment of institution and everything that influences the intellectual growth of students. • During PTA academic performances, extracurricular performances are reported to the parents. Moreover their shortcomings are also listed. • Feedback formats are filled from the parents to get their remarks about the institution for further improvements.

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

• EPF are deducted from the salaries of supporting staff. • Continuous help is given to the supporting staff for pursuing education. • On the festival day's gifts, sweets, dresses are given to the supporting staff. • Advance money is also sanctioned if the person is in need. • 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 PhD 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	**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
2018	**Community Survey at village Khera Kotli**	**03/08/2018**	**27/11/2018**	**27/11/2018**	**100**
2019	**Remedial Classes for weak students**	**05/04/2019**	**23/04/2019**	**23/04/2019**	**12**
2019	**A Visit to Deep Special School**	**05/04/2019**	**08/04/2019**	**08/04/2019**	**100**
2019	**Skill-in-Teaching and on the Spot Teaching Aid Competition**	**04/12/2018**	**22/01/2019**	**22/01/2019**	**66**
2018	**Workshop on AIDS Awarenesss under Red Ribbon Club**	**03/08/2018**	**28/11/2018**	**28/11/2018**	**200**
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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	**12/01/2019**	**12/01/2019**	**76**	**4**
Women's Day	**08/03/2019**	**08/03/2019**	**190**	**4**

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 organises 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, R O 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 utilisation 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
2019	1	1	17/01/2019	1	Blood Donation Camp	Importance of Blood Donation	208
2019	1	1	25/01/2019	1	National Voters day	Voter Awareness	193
2019	1	1	30/01/2019	1	Anti Drug Drive	Drug Free Society	196
2019	1	1	12/02/2019	7	National Economic and Productivity Week	Awareness of Drug Abuse	202
2019	1	1	08/04/2019	1	Visit to Deep Special School	Patience and Empathy	108
2019	1	1	01/04/2019	1	Voting Awareness Camp	Voter Awareness	198

2018	1	1	06/11/2018	1	Extension Lecture on Good and bad impact of Socail Media on Growing Children	Effects of Social media	195
2018	1	1	27/11/2018	1	Community Survey	Social Awareness	211
2018	1	1	28/11/2018	1	Workshop on AIDS awareness	AIDS awareness	181
2018	1	1	01/12/2018	1	Rally on AIDS Awareness and Drug De-addiction	AIDS Awareness and Drug De-addiction	100

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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	20/07/2018	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
International Yoga Day	21/06/2018	21/06/2018	111
Independance Day	14/08/2018	14/08/2018	97
Hindi Diwas	14/09/2018	14/09/2018	93
Birth Anniversary of Mahatma Gandhi	26/09/2018	26/09/2018	98
Green Diwali	07/11/2018	07/11/2018	195
Martyrdom day of Guru TegBahadurJi	24/11/2018	24/11/2018	198
National Science Day	27/02/2019	27/02/2019	189

Annual Sports Meet	29/03/2019	29/03/2019	193
Republic Day	25/01/2019	25/01/2019	183

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

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice of the Institution Mentorship 1. Title of the Practice: Mentorship The word "mentor" derives from Greek mythology which means to serve. It is a one-to-one reciprocal relationship between a more experienced and knowledgeable faculty member (the mentor) and a less experienced one (the mentee). The relationship is characterized by regular/consistent interaction over a period of time to facilitate mentee's development. Mentors can help mentees to achieve, succeed in school, or prepare for the workforce through a one-on-one relationship that is non-threatening and nonjudgmental. Typically, the mentor provides guidance, facilitates the transition from school to work, serves as a role model, counsels on different topics of concern, or offers insights and perspective on the world, relationships or any topic of interest to the mentee. Duration: (Year of Inception- Year of Discontinuation): Year of Inception: 2018 Year of Discontinuation: Still continue 2. Goals: • To accelerate the personal and professional development of mentees. • To provide counseling to the students for their educational, personal, psychological, vocational, emotional problems. • To help develop key talent through career development, education and learning, and boosting engagement. 3. Context: The institution has admitted students from different geographical backgrounds that require unbiased guidance and opportunities. B.Ed. programme is different from degree courses. Nature of subjects taught also varies from the subjects which are previously taught to the learners. At the initial stage, students encounter with the issue of subject matter, number and options of papers as well. Selection of subject combination is also a big issue before the students. Moreover, during the Teaching Internship Programme a mentor teacher is needed to supervise the Lesson Planning and Teaching of the student interns. To resolve all these problems students require a guide, a mentor and a teacher who can help them throughout the course. The institution has decided to provide a mentor to the students who will assist them to solve their academic and personal conflicts. 4. Practice: The college begins its academic year with mentorship days. On the assigned day, every new student is allocated a teacher mentor, which remains steady for the whole course (Two Years). The students are divided into four houses named: Sahibzada Ajit Singh Ji House, Sahibzada Jujhar Singh Ji House, Sahibzada Jorawar Singh Ji House, Sahibzada Fateh Singh Ji House. Each House is allotted four mentor teachers who organise House meetings to celebrate important days in the Morning Assembly. Moreover, each teacher in charge is allotted ten students and she is responsible for the development, counseling, and resolving of the problems of the mentees. She has to make herself available for consultation and advice on all matters of academic and social nature. The criteria of allotment of the students is fix as it follows the seniority order of the teachers and roll numbers of the students. During

the Internship Programme a mentor teacher is deputed 10 students and the teacher supervise him throughout the semester by helping them providing help in preparation of lesson plans, teaching aids and conducting curricular and co-curricular activities in their teaching internship school. There is a provision of house wise CCE lecture in time table in which tutors meet their tutees at least once a week on the college premises. All leave applications by the students are submitted through their respective tutors to the Principal. 5. Evidence of success: It has been observed that the genuine interest shown by the Mentor has developed a sense of confidence, support and security that they become balanced to face personal and academic challenges. Consistent caring and guiding acts as a morale booster in improving regular attendance and contributes to personal and educational growth of the students. In the Teaching practice students are connected with their mentor too to discuss their teaching related queries. Improvement in their Teaching Skills is also reported. 6. 6. Problems encountered and resources required: • This is a time-intensive activity and puts up a constraint in scaling up the program. To address this challenge, the college is considering expansion of the program by enrolling select senior students also as mentors for juniors. • Besides, addressing the primary challenge of creating more time for the mentees, it is expected to make the mentor-mentee relations more engaging due to them being of similar age-groups. • Sometimes students preferring a particular teacher as the mentor cannot be accommodated given the large student strength. • The faculty in spite of their busy academic and administrative preoccupations, extend their genuine support but there is a possibility of not extending adequate quality time to their mentees at times 7. Notes (Optional) The Institution started with the vision of empowering girl students of the rural agricultural community, by choice, admitted more first generation learners and willingly took up the greater responsibility of providing additional care for the overall development of the students. The success of this programme has to be mainly attributed to the faculty who consciously and consistently maintain a good contact with the parents and it is reciprocated in the same vein by parents and wards even beyond the classroom into the journey of life, for the spectacular reason of caring and sharing which reduces burden and doubles happiness.

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

http://www.gtbkce.com/data-NAAC/Best-Practice-2018-19.pdf#toolbar=0

7.3 – Institutional Distinctiveness

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

INNOVATIVE PRACTICE Wall Magazine Competition Title of the Practice: Wall Magazine Competition Duration: Year of Inception and Deception Year of Inception: 2018 Year of Deception: Still Continue 2. Goals: • To develop healthy competition among students and inter-classes. • 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. 3. Context: The Wall Magazine Competition has been organized since 2007 in the institution. Initially it was not theme based. Students of the four houses used to equip the board according to the theme of their choice. But in the IQAC meeting the institution decided that if all the houses will work on a same theme, it will be more resultive and effective for students, faculty and society as well. Therefore, in the year 2018, the institution has worked on the policy of the competition. Consequently students' performance got not only better but effective also than previous years. Now we have decided to provide a theme based on society, culture and education for the competition to

give it a direction. 4. The Practice: To achieve the objectives theme based Wall magazine Competition is organized among the four houses named Sahibzada Ajit Singh ji House, Sahibzada Jujhar Singh Ji House, Sahibzada Fateh Singh Ji House and Sahibzada Zorawar Singh Ji 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 are mainly school Principals or Alumni of the college who provide feedback to the students and give suggestions also. The Evaluators mentioned that now the magazine is more comprehensive due to the similarity of the theme and variation in the vision to present the aspects related to the theme. Winners are honored by the Principal and the judges. 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 and reading habits. 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. All selected articles are the part of the magazine of the college i.e. 'Disha'. 6. Problems Encountered and Resources required Students express themselves on the given topic but sometimes they deviate from the topic as they are unable to catch the theme. 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.

Provide the weblink of the institution
http://www.gtbkce.com/data-NAAC/Innovative-Practice-2018-19.pdf#toolbar=0

8.Future Plans of Actions for Next Academic Year

? Different social outreach activities for awakening community. ? More value based programmes for students. ? Increased participation in Skill-in-Teaching and Youth Festival. ? Welfare Schemes for class IV employees. ? Maximum Placements of students in different schools. ? Bagged university merits positions. ? Addition of new courses. ? Additional intake of B.Ed. seats. ? Purchasing more equipment related to teaching learning process. ? Fully automation of library.