Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> G.M.T. College of Education

1.2 Address Line 1

> Near Jalandhar Bye Pass Chowk,

Address Line 2

> Ludhiana

City/Town

> Ludhiana

State

> Punjab

Pin Code

> 141008

Institution e-mail address

> gmtcollege2005@yahoo.com

Contact Nos.

> 0161-2780508

Name of the Head of the Institution:

> Dr. (Mrs.) Shikha Soni

Tel. No. with STD Code:

> 0161-2780508

Mobile:

> 84279-06644

Name of the IQAC Co-ordinator: Ms. Parminder Kaur

Mobile: 098145-00656

IQAC e-mail address: gmtcollege2005@yahoo.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   10333

1.4 **NAAC Executive Committee No. & Date:**   EC/62/A&A/193
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

1.5 Website address: www.gmtcollege2005.com

Web-link of the AQAR: www.gmtcollege2005.co/AQAR2013-14

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.40	2012	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   01.04.2009

1.8 **AQAR for the year** *(for example 2010-11)*   2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*
    i. AQAR _____ _____ (DD/MM/YYYY)
    ii. AQAR_____ _____ (DD/MM/YYYY)
    iii. AQAR_____ _____ (DD/MM/YYYY)
    iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ✔

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☑   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

                 Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☐   UGC 12B ☐

           Grant-in-aid + Self Financing ☐   Totally Self-financing ☑

1.11 Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☑   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify) [.]

1.12 Name of the Affiliating University *(for the Colleges)*   Panjab University, Chandigarh

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [--]

University with Potential for Excellence   [--]   UGC-CPE   [--]

DST Star Scheme   [--]   UGC-CE   [--]

UGC-Special Assistance Programme   [--]   DST-FIST   [--]

UGC-Innovative PG programmes   [--]   Any other *(Specify)*   [--]

UGC-COP Programmes   [--]

2. IQAC Composition and Activities

2.1 No. of Teachers

| 4 |

2.2 No. of Administrative/Technical staff

| 2 |

2.3 No. of students

| 4 |

2.4 No. of Management representatives

| 2 |

2.5 No. of Alumni

| 2 |

2. 6 No. of any other stakeholder and

community representatives

| 1 |

2.7 No. of Employers/ Industrialists

| 2 |

2.8 No. of other External Experts

| 1 |

2.9 Total No. of members

| 18 |

2.10 No. of IQAC meetings held   No. | 5 |

2.11 No. of meetings with various stakeholders: Faculty &   Non-Teaching Staff | 2 |

Students | 2 | Alumni | 1 | Others | -- |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | ✔ |

If yes, mention the amount | -- |

2.13 Seminars and Conferences (only quality related)
   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC
   Total Nos. | 6 | International | -- | National | -- | State | -- | Institution Level | 6 |
   (ii) Themes

> ✓ P-I- Value Education
> ✓ P-II- Motivation
> ✓ P-III- Class Room Problems
> ✓ P-IV-A- co-Curricular Activities
> ✓ Work Shop on C.V. Writing and interview skills
> ✓ Work Shop on Personality Development

2.14 Significant Activities and contributions made by IQAC

- IQAC cell took feed back from the students alumni parents and heads of teaching practice schools and analyzed to improve the growth and development of the institution.
- Feed back regarding faculty was also taken from the student teachers. Suggestions were given to the teacher educators to bring quality in teaching learning process.
- The cell interact with the members of student council to plan instructional strategies to bring transparency.
- Periodical meetings with various committees were held for the proper functioning of the institution. Required suggestions are taken and provided to them.
- Achievements of the student-teachers who excel in various activities are recognised by IQAC cell.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements

• Organisation of Student Seminars
• Organisation of Remedial Classes for Educationally Backward Students
• Organisation of Literacy Camp and Nukkad Natak
• Organisation of Environment Awareness rally
• More reference books will be added to enrich the college library.
	• Students Seminars were organised on the following themes of compulsory papers
	  ❖ P-I- Value Education
	  ❖ P-II- Motivation
	  ❖ P-III- Class Room Problems
	  ❖ P-IV-A- co-Curricular Activities
	  ❖ Work Shop on C.V. Writing and interview skills
	  ❖ Work Shop on Personality Development
	• By organising Remedial classes 194 students got first division in the B.Ed Annual Exams April 2014
	• 15 days long literacy camp was organised in "Peeru Bandha Nagar, Salem Tabri, Ludhiana" and Nukkad Natak on the theme "Drug Addiction" was also conducted
	• Environment awareness rally and tree plantation drive was carried out with collaboration of the members of "Bharat Jan Gyan Vigyan Jatha"(NGO)
	• Reference Books worth Rs.25,000/- were purchased for the college library.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [   ]   No [✔]

Management [--]   Syndicate [--]   Any other body [--]

Provide the details of the action taken [---]

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01	--	01	--
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01		01	

Interdisciplinary				
Innovative				

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

---- Core and Elective Option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	✔

1.3 Feedback from stakeholders*   Alumni ✔   Parents ✔   Employers ✔   Students ✔
(On all aspects)

Mode of feedback   :   Online ☐   Manual ✔   Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, As the institution is affiliated to Panjab University, Chandigarh, it strictly follows the curriculum prescribed by the Panjab University, Chandigarh. To meet the emerging need of society, Panjab University, Chandigarh organizes curriculum revision workshops after every three years

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	10	--	--	01

2.2 No. of permanent faculty with Ph.D.   2

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty   --   --   2 (On Adhoc Basis)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		10	
Presented papers		8	
Resource Persons		1	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- The teachers use different techniques and innovative methods of teaching such as discussion method, seminar, role playing and brainstorming and also use ICT.
- Students are encouraged to prepare assignments and projects on different topics.
- Supervised study is organised.
- Students are encouraged to use ICT for preparing their lesson plans.

2.7 Total No. of actual teaching days during this academic year

195

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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

No such workshop was organised by Panjab University during the session 2013-14

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :   2013-14

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed	195	-	99.48%	0.52%		100%
		-				
		-				

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- IQAC cell took feed back from the students alumni parents and heads of teaching practise schools and analyzed to improve the growth and development of the institution.
- Feed back regarding faculty was also taken from the student teachers. Suggestions were given to the teacher educators to bring quality in teaching learning process.
- The members of IQAC held meetings with the members of student council to plan instructional strategies to bring transparency.
- Periodical meetings with various committees were held for the proper functioning of the institution.
- Achievements of the student-teachers who excel in various activities are recognised by IQAC cell.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	2
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others (Computer and Communication Skill Development Workshop)	14

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	--	--	--	2
Technical Staff	1	--	--	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Teachers are motivated and encouraged to participate and present papers in seminars, conferences and workshop organised by various colleges, social bodies and Universities.
- Duty leave is sanctioned to attend the seminars, conferences and workshops. Study leave is also granted to the faculty as per their requirement.
- Facility of free internet access and Photostat.
- The Principal of the college provides required guidance and motivation to teachers.
- No objection certificates for pursuing research wok are given to teachers.
- The research committee is also constituted to promote research activities.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	8	--

3.5 Details on Impact factor of publications:

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

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

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

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

ii) Without ISBN No.   [--]

3.8 No. of University Departments receiving funds from

UGC-SAP [--]   CAS [--]   DST-FIST [--]

DPE [--]   DBT Scheme/funds [--]

3.9 For colleges   Autonomy [--]   CPE [--]   DBT Star Scheme [--]

INSPIRE [--]   CE [--]   Any Other (specify) [--]

3.10 Revenue generated through consultancy

Institution provides consultancy services at the free of cost.

3.11 No. of conferences   organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	02
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons | 2 |

3.13 No. of collaborations   International | 1 | National | -- | Any other | 1 |

3.14 No. of linkages created during this year | -- |

3.15 Total budget for research for current year:

From Funding agency | - | From Management of University/College | Rs.22,656/- |

Total | Rs.22,656/- |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	-
	Granted	--

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	----	--	--	--	--

3.18 No. of faculty from the Institution
who are Ph. D. Guides | --- |
and students registered under them | --- |

3.19 No. of Ph.D. awarded by faculty from the Institution | --- |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | -- | SRF | -- | Project Fellows | -- | Any other | -- |

3.21 No. of students Participated in NSS events:

(Institution has been applied for NSS Unit to Panjab University, Chandigarh)

University level | -- | State level | -- |

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

3.22 No. of students participated in NCC events:

| University level | -- | State level | -- |
| National level | -- | International level | -- |

3.23 No. of Awards won in NSS:

| University level | -- | State level | -- |
| National level | -- | International level | -- |

3.24 No. of Awards won in NCC:

| University level | -- | State level | -- |
| National level | -- | International level | -- |

3.25 No. of Extension activities organized

| University forum | -- | College forum | -- |
| NCC | -- | NSS | -- | Any other | 8 |

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

- 15 days long Literacy Camp was organised

- Save Environment Campaign was organised

- Dengue Awareness Rally

- Nukkad Natak on Drug Addiction

- Extension Lectures were organised for the students

- Faculty members were acted as a resource person

- Educational and vocational guidance services were organised at various education institutions.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	8386.35 sq.m	--	--	--
Class rooms	4	--	--	--
Laboratories/Lab/Cell	6	--	--	--
Seminar Halls	1	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library   yes

4.3   Library services:

	Existing (2012-13)		Newly added (2013-14)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3856	419840	27	6447	3883	426287
Reference Books	882	348609	109	18553	991	367162
e-Books	--	--	--		--	
Journals/e-Journals	18	6279	4	---	19	6279
Digital Database	--		--		--	
CD & Video	61	610	17	170	78	780
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments (Library)	Others Language Lab
Existing	28	15	WIMAX	--	--	2	1	10
Added								
Total								

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Although ICT skill development (P-V-A), is the compulsory subject in the B.Ed course, apart from it computer craft (optional) has been provided to the students.
- Workshop organised for the teachers to develop computer skills

4.6 Amount spent on maintenance in lakhs :

   i) ICT `Rs.54,952/-`

   ii) Campus Infrastructure and facilities `Rs.1,70,000/-`

   iii) Equipments `Rs.32,158/-`

   iv) Others `Rs.71,205/-`

Total : `Rs.3,28,315/-`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation programme is organised for the students before the commencement of the new session, before starting with teaching practice programme and before final university examination.
- Effective follow up of weekly and periodical valuation is ensured.
- Additional resources are mustered to undertake extra coaching as on need basis.
- Keeping in view the weekness of the previous session, desirable modification are done in the activities for the next session.

5.2 Efforts made by the institution for tracking the progression

- Weekly tests are conducted by class teachers to ascertain the progress of teaching learning process.
- Apart from it Two internal examinations are conducted by the institution. Students are apprised of the evaluation and necessary guidance and coaching, as required is given.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
200	--	--	--

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

	Men	No	%		Women	No	%
	Men	7	3.5		Women	193	96.5

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
135	35	--	30	--	200			--		-	200

Demand ratio - nil   Dropout %   - nil

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

Orientation Programme was organised for the students for the preparation of PTET and CTET Exams, Form Filling and about the type of question paper. Study material for the above said exams was also discussed with the students.

No. of students beneficiaries

200

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

Educational ,vocational and personal guidance was given to the students, as per their requirements. They were acquaint with the job opportunities in different schools.

No. of students benefitted | 15 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	30

5.8 Details of gender sensitization programmes

- Extension Lecture was organised on the topic "Problems of Working Women" by Mrs. Gurcharan Kochhar, Chairman Working Women Forum, Ludhiana
- Celebration of International women's Day.
- Inter-house Wall board decoration competition on women empowerment.
- Faculty Members and Students participated in Seminar and Panel discussion on the theme organised by "Bharat Jan Gyan Vigyan Jatha" on International women's day in Ludhiana

5.9 Students Activities

    5.9.1 No. of students participated in Sports, Games and other events

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

        No. of students participated in cultural events

        State/ University level | 69 | National level | -- | International level | -- |

    5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | -- | National level | -- | International level | -- |

Cultural: State/ University level | 14 | National level | -- | International level | -- |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government (Post Matric Scholarship)	17	28000/- each student
Financial support from other sources (Federation of Self-Financed Colleges)	2	Rs.5100/- each Student
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students   [4]

5.13 Major grievances of students (if any) redressed: _____--_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

        To provide conducive learning environment that enables the student-teachers to develop their professional competencies so as to face the challenges, threats and requirements of the modern era. To prepare intellectually competent, morally upright, socially committed and spiritually inspired professional teachers who will be capable of building a more human social order within the context of the nation's plurality of religion and diversity of cultures.

Mission

- To provide stimulating academic environment for the promotion of high quality teaching learning process.
- To develop dynamic teachers of scientific mindset and high character to lead the nation in modern era.
- To develop social sensitivity among the student-teachers to serve the society.

6.2 Does the Institution has a management Information System   [Yes]

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Yes, As the institution is affiliated to Panjab University, Chandigarh, it strictly follows the curriculum prescribed by the Panjab University, Chandigarh. To meet the emerging need of society, Panjab University, Chandigarh organizes curriculum revision workshops after every three years.

6.3.2 Teaching and Learning

- The teachers use different methods, techniques and innovations such as discussion method, seminar, role playing, brainstorming and use ICT.
- Students prepare assignments and projects on the topics given by concerned teachers
- Supervised study is organised
- Students are encouraged to use ICT for preparing their lesson plans.

6.3.3 Examination and Evaluation

Examination

The final annual examination of the theory papers commences from April to first week of May. Skill-in-teaching examination and Practical examination (SEC, HSP, Craft etc.) are conducted by the University in the month of May.

Evaluation

The evaluation process involves class tests, unit tests, assignments, practical work, school experience programme and two house tests. Internal Assessment also involves attendance record, record of participation in various activities and over all behaviour of the students throughout the session.

6.3.4 Research and Development

- For the development of the staff the institution conduct various workshops and seminars from time to time.
- The institution encourages the faculty to participated in various seminars, conferences and workshops held at various other institutes.
- Faculty is free to improve their qualification. TA/DA was given to the faculty for the participation.
- Duty leave is sanctioned to attend the seminars, conferences and workshops. Study leave is also granted to the faculty as per their requirement.
- No objection certificates for pursuing research work are given to teachers.
- The research committee is also constituted to promote research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Reference Books worth Rs.25000/- were added in the college library.
- Two LCD Projectors were purchased.

6.3.6 Human Resource Management

- Teachers are motivated and encouraged to participate and present papers in seminars, conferences and workshop organised by various colleges, social bodies and Universities.
- Duty leave is sanctioned to attend the seminars, conferences and workshops. Study leave is also granted to the faculty as per their requirement.
- Facility of free internet access and Photostat.
- The Principal of the college provides required guidance and motivation to teachers.
- No objection certificates for pursuing research wok are given to the teachers.
- The research committee has constituted to promote research activities.

6.3.7   Faculty and Staff recruitment

Vacant posts are advertised in the two leading newspapers as per the format given by P.U. Chandigarh. Regular faculty is appointed through selection committee constituted by Vice-Chancellor Panjab University, Chandigarh. The qualification/ norms/ conditions/ reservations are as per PU/ Pb. Govt./ NCTE/UGC.

Ad-hoc faculty is appointed by chairman and Principal of the college followed by the advertisement of vacant post in the two leading newspapers.

6.3.8   Industry Interaction / Collaboration

- Collaboration with Bharat Jan Gyan Vigyan Jatha (NGO)
- Rotract Club established in the college under Rotary International.

6.3.9   Admission of Students

The students are admitted to B.Ed course in the colleges of education on the basis of merit followed by central counselling conducted by Federation of Self Financed College of education (Regd.) Punjab which includes representatives from the Association of Self-Financed colleges of education, affiliated to Punjabi University (Patiala), Panjab University (Chandigarh) and Guru Nanak Dev University (Amritsar). Guidelines for admission to self-finance college of Education are formulated as per NCTE/ affiliating University norms by the Federation of Self Financed Colleges of Education (Regd.) Punjab. At the time of admission, reservation policy as per rules of Punjab Govt. is adopted. 85% seats are reserved for Punjab residents and 15% for all India (open).

6.4 Welfare schemes for

Teaching	Salary to regular faculty members is given as per UGC pay scale. They are given (BP +GP) and DA@15%+FMA. Provident fund is deducted as per the norm of P.U. Chandigarh and equal share is deposited by the management. Faculty on Ad-hoc basis are given Rs.10000/- per month.
Non teaching	Basic Pay + Grade Pay + annual increment
Students	Scholarships, Fee concession, Book Bank Facility

6.5 Total corpus fund generated   nil

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	--	--
Administrative	--	--	--	--

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ✔

(P.U. Chd. take app. 60 days to declare the result)

For PG Programmes   Yes ☐   No ✔

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

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6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

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6.11 Activities and support from the Alumni Association

> The institution invited its alumni's on various functions held at college to share their experiences and to make them part of our institution. Every year, our old students winners of various competitions held time to time are invited by the institution to motivate and guide our students of the current session by sharing their own experiences.

6.12 Activities and support from the Parent – Teacher Association

> Periodical meetings are organised by the Principal of the college with the parents of the students. Their report cards are sent to the parents after completion of first and second house test organised by the institution.

6.13 Development programmes for support staff

- ICT workshop for the staff and Seminars
- Permission to pursuing research work
- Permission for qualification improvement
- Faculty is encouraged to participate in various seminars, conferences and workshops.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree plantation drive initiated in the campus and near by areas .
- Students took pledge to celebrate "Green Diwali" to save environment.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details.

- Establishment of IQAC to bring quality in academic programmes.
- Interaction with student council and alumni association.
- Periodical meeting with teacher incharges of various committees.
- Analysis of the feed back given by student-teachers, alumni parents and heads of the teaching practise school.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Reference books were added in the library.
- Community services were organised by the members of Rotract Club.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Relationship with the stakeholders
- Collaboration with Rotary International and Bharat Jan Gyan Vigyan Jatha (NGO)

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Environment awareness campaign was organised by the students of the college in collaboration with Bharat Jan Gyan Vigyan Jatha (NGO).
- Tree Plantation drive was organised.

7.5 Whether environmental audit was conducted?　　Yes ☐　　No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. **Plans of institution for next year**

- Organization of National Seminar
- Establishment of NSS Unit
- Organisation of free Dental / Eye Check up Camp.

Name　　Dr.(Mrs) Parminder Kaur

Signature of the Coordinator, IQAC

Name　　Dr.(Mrs.) Shikha Soni

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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