

**GURU NANAK COLLEGE OF EDUCATION FOR WOMEN, KAPURTHALA**  
**COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL**

**SESSION 2011-12**

<b>S. No.</b>	<b>Designation</b>	<b>Names</b>
1	Chairperson	Mrs. Gurcharan Kaur, Acting Principal
2	Management Representative	S. Jarnail Singh Pasricha, Secretary, MGN Educational Trust, Jalandhar
3	Teacher Members	<ul style="list-style-type: none"><li>• Mrs. Manjit Kaur, Assistant Professor</li><li>• Mrs. Sawinder Arora, Assistant Professor</li><li>• Mrs. Mandeep Kaur, Assistant Professor</li></ul>
4	External Experts	<ul style="list-style-type: none"><li>• Dr. Surinderjit Kaur, Principal, Ramgarhia College of Education, Phagwara.</li><li>• Dr. Parminder Kaur, Associate Professor, Government College of Education, Jalandhar. Former Principal, Lyallpur Khalsa College for Women, Jalandhar</li></ul>
5	Administrative/ Technical Staff	S. Sukhjit Singh, Superintendent
6	Co-ordinator	Mrs. Gawinderjit Walia, Associate Professor

**ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**Name of the Institution:** Guru Nanak College of Education for Women, Kapurthala

**Year of Report:** 2011-2012

**Name of the course:** Bachelor of Education (B. Ed.)

**PART- A**

**The Plan of Action Chalked Out by the IQAC in the Beginning of the Year towards Quality Enhancement**

An academic calendar for the year 2011-12 was prepared in July 2011, which gives a comprehensive schedule of all activities for smooth functioning of the College. Various activities were planned for augmentation of quality of the teaching-learning process.

### **The Action Plan Chalked for the year was as under:-**

- To prepare a detailed academic calendar
- To organise orientation programme to acquaint the students with the B.Ed. Programme
- To encourage members of faculty to enhance their professional growth
- To utilize innovative techniques to make teaching-learning process more effective
- To organise extension lectures
- To plan co-curricular and extra-curricular activities
- To organise orientation session for School Based Experience Programme
- To conduct extensive remedial teaching for the slow learners
- To plan activities related to community services

### **PART-B**

#### **1. Activities Reflecting the Goals & Objectives of the Institution**

##### **Mission**

To develop intellectually competent, morally upright and socially committed teachers for service in the current scenario of education.

##### **Vision**

To strengthen and intensify the culture of excellence in teacher education focused on holistic development of the individual and give a new direction to the society.

##### **Objectives of the Institution are as follows:**

- To provide opportunities for all round development of the student-teachers through a number of curricular and co-curricular activities
- To inculcate life skills among student teachers enabling them to tackle classroom problems
- To sensitize the student-teachers towards the local and global issues
- To develop critical and rational thinking amongst the student-teachers
- To inspire a lifelong passion for learning amongst the student-teachers and teacher educators.
- To initiate the quest for knowledge
- To mould the teacher trainees into professional teachers with serving attitude
- To provide educational and vocational guidance to prospective teachers for future success

**Activities Conducted in the College Reflecting the Goal and Objectives of the Institution:**

<b>Month</b>	<b>Events</b>
August 2011	<ul style="list-style-type: none"> <li>• Orientation Programme</li> </ul>
September 2011	<ul style="list-style-type: none"> <li>• Teachers' Day Celebration</li> <li>• Talent Hunt Programme in Art, Literary and Cultural Items</li> <li>• Birthday Celebration of Shaheed Bhagat Singh</li> <li>• Skill-in-Teaching Orientation Programme</li> </ul>
October 2011	<ul style="list-style-type: none"> <li>• Celebration of Gandhi Jayanti</li> <li>• Zonal Youth Festival</li> <li>• School Based Experience Programme</li> </ul>
November 2011	<ul style="list-style-type: none"> <li>• Activities and Competitions in Practicing Schools</li> <li>• Interactive Sessions of Students with Principals of Schools</li> <li>• Remedial Programme</li> <li>• Interaction Sessions with Brilliant Students</li> </ul>
December 2011	<ul style="list-style-type: none"> <li>• International World AIDS Day Celebration</li> <li>• Educational Trip</li> </ul>
January 2012	<ul style="list-style-type: none"> <li>• Celebration of Lohri</li> <li>• Extension Lecture on Literacy &amp; Human Rights by S. Daljit Singh, Advocate</li> <li>• Seminar on Communal Harmony</li> <li>• Seminar on Importance of Mother Tongue in Student's Life</li> <li>• Inter- House Kho-Kho Competition</li> </ul>
February 2012	<ul style="list-style-type: none"> <li>• Inter-House Skill-in-Teaching Competition</li> <li>• Visit to Nirmal Kutiya</li> <li>• Extension Lecture on: <ul style="list-style-type: none"> <li>➤ Self Esteem by Dr. Ravinder Kaur</li> <li>➤ Role of Teacher by Dr. Param Saini</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Declamation and Poetical Recitation Contest</li> <li>• AIDS Awareness Camp</li> <li>• Seminar on Teachings of Swami Vivekanand ji</li> <li>• Annual Sports Meet</li> </ul>
March 2012	<ul style="list-style-type: none"> <li>• Workshop on Art of Living</li> <li>• Remedial Programme</li> <li>• Interaction sessions with brilliant students</li> </ul>
May 2012	<ul style="list-style-type: none"> <li>• School Based Experience Programme</li> <li>• Feedback from Students</li> </ul>

## 2. New Academic Programmes Initiated (UG and PG)

Our institute offers only one year Bachelor in Education course.

## 3. Innovations in Curricular Design and Transaction

The curriculum is designed at the University level but the responsibility of its transaction lies with the institution. Besides, teaching the curriculum to the students in the usual teaching- learning process, following innovations were planned and executed throughout the session:

- Extension lectures, touching the topics related to curriculum were organised.
- The institution encouraged its student teachers to use the tools and techniques they learnt from various subjects to the maximum while teaching a particular subject.
- Discussions were organized to encourage the students for the self paced learning and to instil confidence and develop teaching skills in them.
- The faculty implemented innovative teaching techniques to impart information in an interesting manner to sustain the interest of the class.
- Model lessons plans & question banks were prepared by the members of faculty & placed in the library in advance so that the students could refer them.

## 4. Inter Disciplinary Programme Started

B.Ed. Course Syllabus is multidisciplinary in character as it draws its contents from various disciplines like Psychology, Philosophy, Sociology and languages. Besides, Add on courses (*ICT Integration in Pedagogy, Language Proficiency, Art in Education and Physical Education*) have been introduced in the curriculum to have a wider vision of Global Education.

## **5. Examination Reforms Implemented**

- Examinations were conducted according to the University pattern
- Proper maintenance of the records of achievements of the prospective teachers for internal assessment
- Discussion of Question Banks prepared by faculty members in the class
- Remedial Teaching to academically weak students
- Interaction and honour to the meritorious students in House Examination
- Award to the first three toppers of house examinations
- Enrichment material to brilliant students
- Preparation of a teacher wise report comparing the pass percentage of university result with that of college result in each subject. The report is submitted to management every year for its perusal

## **6. Initiative towards Faculty Development Programmes**

Teachers are continuously involved in academic pursuits beyond classroom teaching for their professional and social awareness. Our faculty members presented papers at National Seminars and Conferences.

- **Mrs. Gurcharan Kaur**
  - Attended National Workshop on “Fundamentals of Educational Research and Data Analysis” organised by Om Parkash Memorial Institute of Education, Dyalpur in collaboration with Council for Teacher Education (Punjab and Chandigarh Chapter) on February 29, 2012.
  - Attended UGC sponsored National Conference on “Recent Advances and Methods in Mathematics Education” at Ramgarhia College of Education, Phagwara from February 15-16, 2012.
- **Mrs. Sawinder Arora**
  - Attended National Workshop on “Fundamentals of Educational Research and Data Analysis” organised by Om Parkash Memorial Institute of Education, Dyalpur in collaboration with Council for Teacher Education (Punjab and Chandigarh Chapter) on February 29, 2012.
  - Presented paper on “Effect of Polya’s Problem Solving Method on Problem Solving Ability in Mathematics” in UGC sponsored National Conference on “Recent Advances and Methods in Mathematics Education” at Ramgarhia College of Education, Phagwara from February 15-16, 2012.

- Presented paper in World Conference on “Shaping a Future Classroom: A Global Perspective at Lovely Professional University, Phagwara from April 06-08, 2012

## 7. Total Number of Seminars/Workshops Conducted

04 (Three Seminars and One Workshop at Institutional Level)

### Themes

- Seminar on
  - Communal Harmony
  - Importance of Mother Tongue in Student’s Life
  - Seminar on Teachings of Swami Vivekanand ji
- Workshop on Art of Living

## 8. Detail Of Research Scholars

Mrs. Gurcharan Kaur has submitted her Ph. D. thesis in November’2011 and Ph. D. Work of Mrs. Sawinder Arora is in progress.

## 9. Internal Resource Generated

Course Fees & Funds

## 10. Community Services

- Red Ribbon Club of the institution organised AIDS Awareness Camp at Government Senior Secondary School, Village Duburji, Distt. Kapurthala.
- Visit to Nirmal Kutiya for environmental awareness
- Organisation of community langar by students on Gurburab

## 11. Teachers and Officers Newly Recruited

Name of Member Faculty	Date of Joining	Date of Relieving	Subject	Permanent/ Adhoc
Mrs. Mandeep Kaur	16 Aug. 2011	31 Oct. 2011	Teaching of	Adhoc
	1 Nov. 2011	Continued	Economics	Regular
Ms. Sapna Saini	16 Aug. 2011	24 May 2012	Teaching of Punjabi	Adhoc
Mrs. Sukhjot Kaur	16 Aug. 2011	24 May 2012	Teaching of Commerce	Adhoc
Ms. Shilpa Thakur	16 Aug. 2011	24 Feb. 2012	Teaching of English	Adhoc

Ms. Preeti	16 Aug. 2011	24 Feb. 2012	Teaching of Social Studies	Adhoc
Mrs. Gurpreet Kaur	23 Aug. 2011	15 Feb. 2012	Teaching of Mathematics	Adhoc basis against leave vacancy of Mrs Sawinder Arora who proceeded on maternity leave.
Ms. Kamaljeet Kaur	5 Aug. 2011	4 June 2012	Librarian	Adhoc
Ms. Meenakshi	20 June 2011	31 Oct. 2011	Clerk	Adhoc
Ms. Monica	1 Nov. 2011	19 June 2012	Clerk	Adhoc

### **12. Teaching-Non-teaching staff ratio**

1:1.37

### **13. Improvements in the Library Services**

Library Advisory Committee along with our librarian worked towards the improvement in library services

- 163 new books were added to the library.
- 20 Journals were re-subscribed
- Book Exhibitions were conducted
- 16 students got benefitted from book bank facility
- Reprographic facilities were added in the library to help the students to save their time and energy

### **14. New Books/Journals Subscribed and their Value**

Item	Number	Value
Books	163	Rs. 55,249
Journals	20	Rs. 5,460

Magazine	6	Rs. 2,619
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### **15. Courses in which Student Assessment of Teachers is Introduced and the Action Taken on Student Feedback**

Students' feedback was sought at the end of the session through a thoroughly filled up performa on the various aspects related to teaching skills of teachers. The collected feedback was documented and analysed. It reflected the knowledge base of the teacher, their communication skills, sincerity/ commitment, interest generated, methods of teaching etc. The analysis of the feedback collected was communicated to the faculty so that corrective measures could be taken before the commencement of the next session.

### **16. Feedback from Stakeholders**

- Feedback from Practising Schools
- Feedback from Alumni
- Feedback from Management
- Feedback from Parents

### **17. Unit Cost of Education**

Rs. 28,779.00

### **18. Computerization of Administration and the Process of Admission and Examination Results, Issue of Certificates**

- **Computerization of Administration:** The administrative work is fully computerized
- **Process of Admission:** The institution has a transparent admission process which is strictly done as per the norms laid down by NCTE Act 1993. The admission to B.Ed. course is in accordance with the centralized procedure conducted by Guru Nanak Dev University- Amritsar, Punjabi University-Patiala and Punjab University-Chandigarh in rotation on the behalf of Punjab Government.
- **Process of Examination:** Annual Final Examination system is followed. The results of two house examination and internal assessment are recorded in computerised



form. Final result is displayed on the website of Guru Nanak Dev University & computerized DMC & Degrees are issued by the University.

### **19. Increase in the Infrastructure Facilities**

Books, Furniture, Generator & Generator Shed, Hot Cases and Sign Board.

### **20. Technology Upgradation**

- Upgradation of Computers and Technological Equipments
- Update of College Website

### **21. Computer and Internet Access and Training to Teachers, Non-teaching Staff and Students**

- Free access to internet for students as well as teachers
- Provision of PCs for students in library
- Provision of PCs for Teacher Educators
- ICT component is a part of B.Ed. curriculum that enables the students to use Microsoft office.
- Students were trained in the basic use of OHP and LCD Projector to make their teaching effective.
- The institute encourages both the faculty as well as the prospective teachers to identify and generate learning resources by using internet.
- All the faculty members are ICT literate and make full utilization of technological resources.
- Non-Teaching staff is highly efficient in computerised administration and from time to time services of experts are rendered to them.

### **22. Financial Aid to Students**

- Deserving students were provided financial aid by the institute under Poor Student Aid Fund.
- The institution helped the admitted students to get the benefit under “Post Matric Scholarship Scheme” of Punjab government.
- Students who have some economical problem were allowed to pay fees in instalments.

### **23. Activities and support from the Alumni Association**

Alumni members were an integral part of almost all the programmes of the institution. They interacted with the freshers on various occasions. Suggestions were sought from the alumni that helped the institute to have new improved programmes.

#### **24. Health Services**

- A well maintained dispensary is there in the campus to cater to the health aspects of the staff and the students.
- First-aid to students as well as teachers in case of illness. Consultant doctor visits once a week in the college or in case of emergency. She also visits regularly during examination.
- Medical Check-up of each student is taken up and proper records are maintained by the concerned tutors.
- Physical Education component was compulsory for all students.
- Health Education was taught as an optional subject.
- Inter- House Kho-kho competition and Annual Sports Meet was organised
- Provision of indoor and outdoor games

#### **25. Performance in Sports Activities:**

- There is a provision of indoor and outdoor games
- Inter- House Kho-kho competition was organised.
- College celebrated its 41<sup>st</sup> Annual Sports Meet from 07 to 10 March, 2012. The students participated in various sports events with full enthusiasm and sportsmanship. The events are enlisted below:

March Past	100 m Race
200 m Race	Relay Race
Three Legged Race	Skipping Race
Shot Put	Discus Throw
Sack Race	Kangaroo Race
Javelin Throw	Spoon and Lemon Race
Chatti Race	Long Jump
Obstacle Race	Fancy Dress Competition

## 26. Incentives to Outstanding Sportspersons

Trophies and certificates were awarded to the winners of all the events of Annual Sports Meet and inter- house kho-kho competition. Besides, the trophies were also awarded to Best House and Best Athlete of the Annual Sports Meet.

## 27. Student Achievements and Awards

Students brought laurels to the institute by winning prizes in youth festival and various inter-college competitions. Following are the details of the events in which the students participated in the various competitions and won prizes.

- **Zonal Youth Festival from 21 to 23 October 2011 (G. N. D. U., Amritsar)**

Sr. No.	Name of the Item	Name of the Participant	Position Attained
1	Landscape	Jagdeep Kaur	First
2	Rangoli	Jagdeep Kaur	Second
3	Slogan Writing	Tarun Gupta	Second
4	Poster Making	Baljeet Kaur	Second
5	Histrionics	Manpreet Kaur	Second
6	Mimicry	Manpreet Kaur	Second
7	Folk Song	Baljeet Kaur	Third

- **Inter-Zonal Youth Festival from 28 to 30 October 2011 (G. N. D. U., Amritsar)**

Sr. No.	Name of the Item	Name of the Participant	Position Attained
1	Rangoli	Jagdeep Kaur	First
2	Landscape	Jagdeep Kaur	Second
3	Histrionics	Manpreet Kaur	Third

- **Inter- College Competitions**

Sr. No.	Date	Name of the Event	Organised By	Name of the Participant	Position Attained
1	5.11.2011	Solo Dance Competition	Punjabi Cultural Forum, Kapurthala	Amandeep Kaur	First
				Suman Lata	Second

2	22.11.2011	Essay Writing Competition	Sant Namdev Kashtriya Sabha, Jalandhar	Amandeep Kaur	Second
3	24.11.2011	Creative Writing	M.G.N. Educational Trust, Jalandhar	Amandeep Kaur	Second
		Portrait Making		Jagdeep Kaur	Second
4	11.02.2012	Skill- in-Teaching of Social Sciences	Khalsa College of Education, Amritsar	Sunita	Third
		Skill- in-Teaching of Physical Sciences		Neha Sharma	Third
		Landscape		Jagdeep Kaur	First
		Slogan Writing		Tarun Gupta	First
		Pot Painting		Suman Lata	Third
		Poster Making		Baljeet Kaur	Third

- Overall Trophy in Inter- College Competitions in Fine Arts and Skill- in-Teaching at Khalsa College of Education, Amritsar

## 28. Activities of Guidance and Counselling unit

- The guidance and counselling help desk was active since the beginning of the admissions till the orientation programmes to guide the students for making correct choices in terms of subject combinations and for choosing the right option for them. The other queries of the students were also answered.
- Guidance & Counselling Cell guided many students throughout the session and provided counselling to the students in need, along with their tutors. Besides, the cell is ever ready for any kind of personal, vocational and educational guidance required by the students even when they leave the college.

## 29. Good Practices of the Institution

- Adequate infrastructure and Eco Friendly Campus
- Dynamic leadership of the principal and a very benevolent Management
- Staff Salaries as per UGC/University Norms
- Provision of Casual Leave, Provident Fund , Maternity Leave for all members of faculty

- Decentralization of all work and dissemination of duties with equal division of work to all teaching and non-teaching faculty according to their aptitude and area of interest
- Regular maintenance of record and proper stock checking in all the departments at the end of the session
- Resource mobilization and sharing of resources with the sister institutions
- Annual Publication of institutional Magazine “Gyan Pushp” and new upgraded Information Brochure
- Organization of Annual Sports Meet
- Organisation of Inter-House Competitions in Skill-in-Teaching, On the Spot Teaching Aid Preparation
- Weekly “Tutorial Period” to address the curricular and co-curricular problems of prospective teachers by the tutors
- Provision of Suggestion Box (for Parents & Students) for feedback and Quality Enhancement
- Active functioning of Student Grievance Redressal Cell
- Organisation of Extension Lectures
- Financial & other assistance for poor and needy students
- □ Academic prizes for the students who top academically & in co-curricular activities at the college and university levels i.e. to our shining stars
- Development of Communication skills
- Organisation of AIDS Awareness Camp in Government and Government Aided Schools
- Students’ participation in outreach activities
- Celebration of days of National and International importance
- Collaboration with various Government Organisations’ working in the field of social service

### **30. Linkages developed with National/International, Academic/Research bodies**

The institute has established linkages with the following organizations:

- University Grant Commission
- Council for Teacher Education

- Bhartiya Hindi Parishad

#### PART - C

##### Outcomes Achieved by the End of the Year

Almost all major goals set in the plan of action were successfully implemented during the session 2011-12. The planning done for the session went according to the academic calendar both for the prospective teachers and for the members of faculty

#### PART - D

##### Plans of the Institution for the Next Year (2012-2013)

- To continue with Extension Lectures
- Extensive use of innovative methods of instruction
- To promote the use of ICT
- To strengthen teacher pupil relationship by organising various activities
- To provide more community services
- To encourage students to participate in various curricular and co-curricular activities
- To organise theme based seminar/ workshop

Name Ganinderjit Walia

Name Burcharan Kaur

Ganinderjit  
Signature of the Coordinator, IQAC

Burcharan Kaur  
Signature of the Chairperson, IQAC