

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

SESSION 2012-13

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

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

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

Year of Report: 2012-2013

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 2012-13 was prepared in July 2012, 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 plan co-curricular and extra-curricular activities
- To encourage members of faculty to enhance their professional growth
- To fulfil the objectives of various clubs in a more functional way and in tune with the core objectives of the institution
- To utilize innovative techniques to make teaching-learning process more effective
- To conduct extension lectures
- To organise orientation session for School Based Experience Programme
- To organize workshops and seminars for quality improvement of students
- To organize interactive sessions with brilliant students
- To conduct extensive remedial teaching for the academically weak students
- To plan activities to reach out to the community

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 achieve the academic excellence by promoting innovative practices in teaching-learning process
- To acquaint the teacher trainees with scientific and research temperament
- To generate the passion among teacher trainees of being loyal to the teaching profession
- To mould the teacher trainees into professional teachers with serving attitude
- To provide educational and vocational guidance to prospective teachers for future success

- To develop communication skills among prospective teachers through the application of educational technology
- To cultivate organizational skills through teamwork, collaboration and co-operation
- To develop leadership qualities among prospective teachers to give new direction to the society

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

Month	Events
August 2012	<ul style="list-style-type: none"> • Orientation Programme
September 2012	<ul style="list-style-type: none"> • Teacher's Day Celebration • Talent Hunt Programme in Art, Literary and Cultural Items • Presentations on Erosion of Values • Orientation for School Based Experience Programme
October 2012	<ul style="list-style-type: none"> • Celebration of Gandhi Jayanti • Zonal Youth Festival • Seminar on Optimism • School Based Experience Programme
November 2012	<ul style="list-style-type: none"> • Activities and Competitions in Practicing Schools • Interactive Sessions of students with Principals of schools • Remedial Programme • Workshop on Communication Skills
December 2012	<ul style="list-style-type: none"> • International World AIDS day Celebration • Inter- House Essay Writing and Poetical Recitation Competition
January 2013	<ul style="list-style-type: none"> • Celebration of Lohri • Presentation on Female Foeticide • Extension Lectures on: <ul style="list-style-type: none"> ➤ Teacher and Teaching Transition from Degrees to Virtues by Dr. Ashwini Kumar Sharma ➤ Teaching Proficiency by Dr. D.R.Vij • Workshop on ICT skills • Inter- House Kho-Kho Competition
February 2013	<ul style="list-style-type: none"> • Celebration of Youth Awareness Day • AIDS Awareness Camp

	<ul style="list-style-type: none"> • Educational Trip • Inter-House Skill-in-Teaching and Teaching Aid Preparation Competition • Annual Sports Meet • Inter-House Educational Quiz Competition
March 2013	<ul style="list-style-type: none"> • Remedial Programme • Interaction sessions with brilliant students
May 2013	<ul style="list-style-type: none"> • School Based Experience Programme • Feedback from Students

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:

- 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.
- Class seminars 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.
- 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. Manjit Kaur** presented a paper on:
 - Teacher as Facilitator in the Changing scenario at UGC sponsored National Seminar organised by D.A.N. College of Education for Women, Nawanshaher on March 7, 2013.
 - Preparing Teachers for 21st Century at National Seminar organised by Sant Baba Bhag Singh Institute of Education, Village Khiala, Distt. Jalandhar on May 02, 2013.
- **Mrs. Sawinder Arora** presented a paper entitled “Reflecting on Teaching- A Way to Quality Teaching” at UGC sponsored National Seminar organised by D.A.N. College of Education for Women, Nawanshaher on March 7, 2013.
- **Mrs. Mandeep Kaur** presented paper under the title “Facet of Education to gain Economic Maturity” at National Conference organised by Hindu Kanya College Kapurthala from Oct 26-Oct 27, 2013.

7. Total number of Seminars/Workshops conducted

03 (One Seminar and Two Workshops at Institutional Level)

Themes

- Seminar on Optimism
- Workshop on:

➤ Communication Skills

➤ ICT Skills

8. Detail of Research Scholars

Ph. D. work of Mrs. Sawinder Arora is in progress.

9. Internal Resource Generated

Course Fees and Funds

10. Community Services:

- Red Ribbon Club of the institution organised AIDS Awareness Camp at Government High School, Village Khera Dona, Distt. Kapurthala.
- Organisation of Community Langar by students on Gurpurab

11. Teachers and Officers Newly Recruited:

Name of Member Faculty	Date of Joining	Date of Relieving	Subject	Permanent/ Adhoc
Ms. Sapna Saini	14 August 2012	31May 2013	Teaching of Punjabi	Adhoc
Mrs. Sukhjit kaur	14 August 2012	31 May 2013	Teaching of Commerce	Adhoc
Ms. Shilpa Thakur	13 August 2012	31 May 2013	Teaching of English	Adhoc
Ms. Preeti	13 August 2012	31 May 2013	Teaching of Social Studies	Adhoc
Ms. Manpreet Kaur	13 August 2012	31 May 2013	Teaching of Physical Science	Adhoc
Ms. Rupinder Kaur	28 August 2012	28 January 2013	Teaching of Physical Education	Part time basis against leave vacancy of Mrs Deepmala who proceeded on maternity leave
Ms. Kamaljeet Kaur	20 June 2012	1 July 2013	Librarian	Adhoc
Ms. Monica	25 June 2012	29 June 2013	Clerk	Adhoc

12. Teaching-Non-teaching staff ratio

1:1.37

13. Improvements in the Library Services

Library Advisory Committee worked towards the improvement in library services since the beginning of the session.

- 265 new books were added to the library.
- 16 Journals were re-subscribed.
- Book Exhibitions were conducted.
- 23 students got benefitted from book bank facility.

14. New Books/Journals Subscribed and their Value:

Item	Number	Value
Books	265	Rs. 68,310
Journals	16	Rs. 5,025
Magazine	5	Rs. 2,009

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. 28,065.00

18. Computerization of Administration and the Process of Admission and Examination

Results, Issue of Certificates

- **Computerization of administration:** All type of records including accounts are maintained on computers
- **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 done 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, Sign Board and Interior

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.
- Training to student teachers in the basic use of OHP and LCD Projector to make their teaching effective
- Encouragement to 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 to 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.

25. Performance in Sports Activities

- There is a provision of indoor and outdoor games
- Inter- House kho-kho competition was organised.
- College celebrated its 42nd Annual Sports Meet from 20 to 22 February, 2013. 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 19 to 21 October 2012 (G. N. D. U., Amritsar)**

Sr. No.	Name of the Item	Name of the Participant	Position Attained
1	Slogan Writing	Gurveer Kaur	Second
2	Poster Making	Vandana Gautam	Third

- **Inter- College Competitions**

Sr. No.	Date	Name of the Event	Organised By	Name of the Participant	Position Attained
1	5.11.2012	Poster Making	District Legal Service Authority	Vandana Gautam	First
				Amandeep Kaur	Third
		PowerPoint Presentation		Manisha	Second
		Declamation		Ramanpreet Kaur	Consolation
		Poetical Recitation		Deepika	Consolation
2	16.02.2013	Skill-in-Teaching of Mathematics/ Science	DAV College of Education for Women, Amritsar	Ramanpreet Kaur	Third
		Skill-in-Teaching of Language		Deepika	Third
		Teaching-Aid Preparation		Komal	First
3	18.02.2013	Declamation	M.G.N. College of Education, Jalandhar	Ramanpreet Kaur	Third

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 feedback and Quality Enhancement.
- Active functioning of Student Grievance Redressal Cell
- Organisation of Extension Lectures
- □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
- National Council for Teacher Education
- National Council of Educational Research and Training
- National AIDS Control Society
- 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 achieved during the session 2012-13. 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 2013-2014

- To continue with Extension Lectures
- To establish Placement Cell
- To strengthen Grievance Redressal Cell and Guidance & Counselling Cell
- 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

Name MAJIT KOUR

Name Gawindrajit Lalia

Majit Kour

Signature of the Coordinator, IQAC

Gawindrajit

Signature of the Chairperson, IQAC