

SESSION: 2016-2017**Annual Quality Assurance Report (AQAR) of the IQAC
Guru Nanak College of Education for Women, Kapurthala
Composition of IQAC**

S. No.	Designation	Number	Names
1	Chairperson	01	Mrs. Manjit Kaur, Acting Principal
2	Senior Administrative Officers	02	1. Dr. Surinderjit Kaur, Principal, Ramgarhia College of Education, Phagwara. 2. Dr. Parminder Kaur, Principal, Government College, Hoshiarpur Principal, Lyallpur Khalsa College of Education for Women, Jalandhar
3	Teacher Members	03	1. Mrs. Mandeep Kaur, Assistant Professor 2. Mrs. Sukhjit Kaur, Assistant Professor 3. Mrs. Manpreet Kaur, Assistant Professor
4	Management Representative	01	S. Jarnail Singh Pasricha, Secretary, MGN Educational Trust, Jalandhar
5	Nominees from I. Local Society	01	Dr. (Mrs.) Gurcharan Kaur, Ex-Associate Professor, Guru Nanak College of Education for Women, Kapurthala
	II. Student Members	02	1. Inderjeet Kaur (College Roll No. 07, Sem IV) 2. Chhaya Kumari (College Roll No. 02, Sem II)
	III. Alumni	01	Mrs. Loveleen Chopra, Master Resource Person, Government In-service Training Centre, Kapurthala Science Mistress, Government Sen.Sec. School, Dhapai, Distt. Kapurthala
6	Nominees from Employers	02	1. S. Gurmohan Singh 2. S. Ramneek Singh Kalra
7	Co-ordinator	01	Mrs. Sawinder Arora, Assistant Professor
8	Administrative/ Technical Staff	01	S. Sukhjit Singh, Superintendent

Part – A

1. Details of the Institution

1.1 Name of the Institution

Guru Nanak College of Education for Women

1.2 Address Line 1

The Mall

Address Line 2

Opp. GPO

City/Town

Kapurthala

State

Punjab

Pin Code

144601

Institution e-mail address

gncew@yahoo.com
gncewkpt@yahoo.com

Contact Nos.

01822-220673

Name of the Head of the Institution:

Mrs. Manjit Kaur

Tel. No. with STD Code:

01822-233229

Mobile:

09878877377

Name of the IQAC Co-ordinator:

Mrs. Sawinder Arora

Mobile:

09463762928

IQAC e-mail address:

sawinder15276@yahoo.com

1.3 NAAC Track ID

5033

1.4 NAAC Executive Committee No. & Date:

*(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)*

EC/41/10 dated 10-02-2007

1.5 Website address:

<http://www.gncewkpt.com>

Web-link of the AQAR:

<http://www.gncewkpt.com/AQAR201617.html>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA (Score)	Year of Accreditation	Validity Period
1	1 st Cycle	B	71.50	2006	5 Years
2	2 nd Cycle	-	-	-	-

3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

30-09-2010

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

AQARs for the year 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16 are submitted to NAAC

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 (NCTE) Yes No

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 (Phy. Edu.)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University

Guru Nanak Dev University, Amritsar

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 UGC-COP Programmes **2. IQAC Composition and Activities**2.1 No. of Teachers 2.2 No. of Administrative/Technical staff 2.3 No. of students 2.4 No. of Management representatives 2.5 No. of Alumni 2.6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists 2.8 No. of other External Experts 2.9 Total No. of members 2.10 No. of IQAC meetings held **2.11 No. of meetings with various stakeholders:** No. Faculty Non-Teaching Staff Students Alumni 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. International National State Institution Level

(ii) Themes

- Seminar on Child Labour
- Seminar on 'No voter should left behind'
- Workshop on Action Research
- Workshop on Lesson Planning
- Workshop on MS office
- Seminar on vote awareness at Kamalia Khalsa High School by college ambassadors under SVEEP activities

2.14 Significant Activities and contributions made by IQAC

- Organisation of extension lecture
- Organisation of workshops and seminars
- Organisation of various inter-college competitions
- Documentation of various activities
- Feedback from various stakeholders
- Conducting academic as well as non-academic activities through various clubs of the college
- Enhancing professional development of the faculty

2.15 Plan of Action by IQAC/Outcome:

The plan of action chalked out by the IQAC in the beginning of the year 2016-17 towards quality enhancement is attached as **Annexure-I**.

Achievements:

All the activities were performed according to the plan of action chalked out by IQAC keeping in view the academic calendar of the college.

2.15 Whether the AQAR was placed in statutory body Yes No
Management Yes Syndicate Any other body

Provide the details of the action taken:

The management appreciated the efforts of the institution for strengthening the practical aspect of academics by organising workshops in various disciplines. It also congratulated the institution for organizing various inter-college competitions and extension lecture by inviting various eminent personalities in concern with Golden Jubilee Celebration.

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
Ph. D.	--	--	--	--
PG	--	--	--	--
UG	1	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	1	--	--	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

- Core
- Elective

(ii) Pattern of programmes:

Pattern	No. of Programmes
Semester	01
Trimester	--
Annual	--

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

**See the details of the feedback in the Annexure - II*

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

Yes, syllabus has been updated by G.N.D.U., Amritsar. [*Link \(syllabus of all semesters\)*](#)

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
	7	5	--	--	2

2.2 No. of permanent faculty with Ph.D. 01

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
	--	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty -- -- 4

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	1	2
Presented	--	--	--
Resource Persons	--	--	--

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

Use of ICT, group dynamics and group discussion, model based teaching, seminar method, peer tutoring, multi-sensory teaching, remedial teaching, and enrichment material to meritorious students.

2.7 Total No. of actual teaching days during this academic year 203

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

- Diagnostic approach and remedial teaching for academically weak students
- Enrichment material to meritorious students
- Preparation of answer keys
- Execution of supervised class and unit tests
- Provision of supplementary examination for absentees and weak performers

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

- Members of Faculty of Education, GNDU, Amritsar: Two
-

2.10 Average percentage of attendance of students 80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.Ed. (Sem III) (2015-17)	37	36	37	--	--	100
B.Ed. (Sem I) (2016-18)	28	2	16	7	--	82

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

- IQAC gave directions and guidance to the faculty regarding the methods to be adopted for teaching-learning.
- Feedback was sought from various stakeholders for the purpose of quality improvement in the teaching - learning process
- Extension lecture was organised to broaden the intellectual perspective of faculty and students
- Workshops were organised to widen the academic outlook of faculty and apprentice teachers
- Review of academic activities was done for improvement in the future

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	--
Staff training conducted by the university	--
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	--
Others	1

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	1	1	NIL	1
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC encouraged the Research Committee in order to strengthen the research climate in the institution. The efforts of research committee were as follows:

- Organised workshop on Action Research for students
- Galvanised faculty to publish their articles in peer-reviewed outlets.
- Informed faculty about the list of journals referred by UGC
- Updated the faculty regarding coming conferences and seminars at state/national and international level

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	--	--	--
Non-Peer Review Journals	--	04	--
e-Journals	--	--	--
Conference proceedings	--	--	--

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. 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

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations:

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this

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
Nil						

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:

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	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="7"/>
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="--"/>
		Any Other	<input type="text" value="8"/>

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

- Invited talk on consumer awareness by Advocate Anuj Anand
- Services at “Home for Mentally Retarded Children” (Sukhjit Aashram), Kapurthala
- Organisation of Inter-College Competitions
- Awareness Rally on Right to Vote
- Seminar on vote awareness at Kamalia Khalsa High School by college ambassadors under SVEEP activities
- Organisation of Workshop on Lesson Planning by Dr. Amit Kauts, Dean, Faculty of Education, G.N.D.U., Amritsar
- Organisation of Extension Lecture on Environmental Protection by Padamshee Sant Balbir Singh ji Seechewal
- Participated in Punjabi Jagriti March to celebrate Maa Boli Diwas
- **Dr. Sawinder Arora**
 - Acted as a judge for Panjab University Inter-Zonal Skill-in-Teaching Competition and On the spot Teaching Aid Preparation Competition at Babe Ke College of Education, Daudhar (Moga) on February 22, 2017
 - Acted as an external examiner for M.Ed. viva at Baba ke College of Education, Daudhar (Moga) on June 18, 2017.
- **Mrs. Mandeep Kaur**
 - Acted as a Judge for cultural programme at Guru Nanak Stadium, Kapurthala on August 15, 2016.
- **Mrs. Harbinder Kaur**
 - Acted as a judge for District Level Painting Competition organized by District Child Welfare Council at Virsa Vihar, Kapurthala on July 26, 2016.

- Acted as a judge for fine arts event at DAVIET, Jalandhar on October 22, 2016
- Acted as a Judge for cultural programme at Guru Nanak Stadium, Kapurthala on January 26, 2017
- Acted as a judge for Panjab University Inter-Zonal Skill-in-Teaching Competition and On the spot Teaching Aid Preparation Competition at Babe Ke College of Education, Daudhar (Moga) on February 22, 2017
- Acted as a Judge for Hindu Kanya College, Kapurthala for World of Colours and Exhibition of Painting on April 20, 2017

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

<i>Facilities</i>	<i>Existing</i>	<i>Newly created</i>	<i>Source of Fund</i>	<i>Total</i>
<i>Campus area</i>	-	-	-	-
<i>Class rooms</i>	-	-	-	-
<i>Laboratories</i>	-	-	-	-
<i>Seminar Room</i>	-	-	-	-
<i>No. of important equipments purchased (\geq 1-0 lakh) during the current year.</i>	-	-	-	-
<i>Value of the equipment purchased during the year (Rs. in Lakhs)</i>	-	-	-	-
<i>Others</i>	-	-	-	-

4.2 Computerization of administration and library

- Principal Office is having computer with internet access
- Administration Office is having two computers with broadband connection, printer and scanner
- Library is partially automated having two computers and reprographic facilities

4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4813	6,39,214	236	50,546	5049	6,89,760
Reference Books	2511	5,41,520	46	34,473	2557	5,75,993
e-Books	140	-	5	-	145	-
Journals	18	4,886	07	12,400	25	19,785
Digital Database	01	10,000	-	-	01	10,000
CD & Video	113	-	-	-	113	-
Others (specify)	(Books) 6227	6,42,073	04	696	6231	6,42,769

4.4 Technology up gradation (overall)

	<i>Computers Total</i>	<i>Computer Labs</i>	<i>Internet</i>	<i>Browsing Centres</i>	<i>Computer Centres</i>	<i>Office</i>	<i>Depart- ments (Edu.)</i>	<i>Others</i>
<i>Existing</i>	16	0	01	06	01	02	01	--
<i>Added</i>	1	--	--	01	--	--	--	--
<i>Total</i>	17	0	01	07	01	02	01	--

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

- All the teachers and students have the facility to access internet.
- Workshop on MS office was organized.
- Students were trained in the basic use of LCD Projector to make their teaching effective.
- Study material is provided to students through common login ID.
- Students used ICT in extra-curricular activities also.

4.6 Amount spent on maintenance in lakhs :

<i>i) ICT</i>	<input type="text"/>
<i>ii) Campus Infrastructure and facilities</i>	<input type="text" value="---"/>
<i>iii) Equipments</i>	<input type="text" value="---"/>
<i>iv) Others</i>	<input type="text" value="0.35"/>
Total :	<input type="text"/>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through General Orientation Programme
- Through Information Brochure
- Through Website/Notice boards
- Through Student Council

5.2 Efforts made by the institution for tracking the progression

- Meetings with various stakeholders
- Grievance Redressal Cell
- Annual Report
- Suggestion Box

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
65	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	<table border="1" style="width: 100%; text-align: center;"> <tr> <th>No</th> <th>%</th> </tr> <tr> <td>-</td> <td>-</td> </tr> </table>	No	%	-	-	Women	<table border="1" style="width: 100%; text-align: center;"> <tr> <th>No</th> <th>%</th> </tr> <tr> <td>-</td> <td>-</td> </tr> </table>	No	%	-	-
No	%										
-	-										
No	%										
-	-										

<i>Last Year (2015-2016)</i>						<i>This Year (2016-2017)</i>					
<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Physically Challenged</i>	<i>Total</i>	<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Physically Challenged</i>	<i>Total</i>
		--		--				--		--	

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations

- Provision of relevant books and periodicals in the library
- Provision of open access to internet for students
- Personal guidance by the teachers

No. of students beneficiaries

65

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others (CTET)

5.6 Details of student counselling and career guidance

- Through Guidance and Counselling Cell
- Through Placement Cell
- Through Tutorial Groups
- Through Individual Guidance by Faculty

No. of students benefitted

5.7 Details of campus placement

.....

5.8 Details of gender sensitization programmes

Women Empowerment Cell organised talk on curse of female foeticide

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 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 National level International level

5.10 Scholarships and Financial Support

	<i>Number of students</i>	<i>Amount</i>
<i>Financial support from institution</i>		
<i>Financial support from government</i>		--
<i>Financial support from other sources</i>	--	--

<i>Number of students who received International/ National recognitions</i>	--	--
---	----	----

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

- Awareness Rally on Right to Vote under the able guidance of Sh. Pavan Kumar
- Render various services at Home for Mentally Retarded Children (Sukhjit Aashram), Kapurthala
- Seminar on vote awareness at Kamalia Khalsa High School by college ambassadors Ms. Avneet Kaur and Ms. Bhavna Pabbi under the guidance of Dr. Pooja Loomba and Mr. Pavan Kumar Sharma
- Participated in Punjabi Jagriti March to celebrate Maa Boli Diwas

5.13 Major grievances of students (if any) redressed:

- Provision of new books as per the revised curriculum

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

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

Mission

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

6.2 Does the Institution has a management Information System

Yes, the institution has the Management Information System (MIS). All the records pertaining to the administration are computerized.

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

6.3.1 Curriculum Development

- The institution organized team teaching to plan and transact the curriculum for bringing quality output.

6.3.2 Teaching and Learning

- ICT integrated Teaching- Learning
- Co-operative Learning
- Team Teaching.
- Use of E-sources
- Seminar
- Peer-Tutoring
- Group Discussion
- Study Circles
- Multi-Sensory Teaching
- Remedial teaching for academically weak students.
- Enrichment material for bright students

6.3.3 Examination and Evaluation

- Diagnostic Approach and Remedial Teaching for academically weak students
- Enrichment Material to bright students
- Discussion of question bank in the class
- Preparation of answer keys
- Execution of supervised class tests
- Provision of supplementary examination for absentees and weak performers

6.3.4 Research and Development

- Action research
- Publication of Articles

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Addition of new text books, reference books ,e-material and educational CDs in the library
- Addition of new psychology test in Educational Psychology-cum-Science Resource Room
- Upgradation of Computers and Technological Equipments
- Speedy Wi-fi services
- Free access to Internet for faculty and students
- Updation of college website
- Infrastructure namely classrooms, subject-wise Resource Rooms, Seminar Room, Laboratories, Library, Common Room and Multi-Purpose Hall were utilized for welfare of students

6.3.6 Human Resource Management

- Framing of the various committees for the smooth functioning of the academic and co-curricular activities
- Assignment of duties with due consideration to the interests, abilities and aptitude of each staff member
- Preparation of Self Appraisal System to assess the quality of staff members and their progress.
- Non-Teaching staff is highly efficient in computerised administration

6.3.7 Faculty and Staff recruitment

The faculty and staff are recruited as per UGC, Punjab Government and G.N.D.U. Amritsar norms. During the session 2016-17, one faculty members was appointed on adhoc basis.

6.3.8 Industry Interaction/Collaboration

- Collaboration with 3 local schools for field engagement
- Interaction with the principals of different local schools for improving the quality of teaching of pupil teachers during field engagement

6.3.9 Admission of Students

The institution has a transparent admission process which is strictly done as per the norms laid down by NCTE Act 1993. The admission made to B.Ed. course in this college is in accordance with the centralized procedure conducted by Guru Nanak Dev University-Amritsar, Punjabi University-Patiala and Panjab University-Chandigarh in rotation on the behalf of Punjab Government. During the session 2015-16 admission was conducted by Guru Nanak Dev University, Amritsar as per the following norms.

- Students are selected for admission on the basis of merit in the qualifying examination.
- Candidates with at least 50% marks either in the Bachelor's Degree and/or in the Master's degree or any other qualification declared equivalent thereto, are eligible for admission to B.Ed. programme.
- The reservation for SC/ST/OBC category candidates and other categories is as per the rules of the State Government. SC/ST/OBC category candidates require 45% marks either in the Bachelor's Degree and/or in the Master's degree or any other qualification declared equivalent thereto, for admission to B.Ed. programme.
- The information regarding date of submission of online application is provided on the Website of Host University and also through an advertisement published in at least two leading newspapers of the state.
- After online registration and choice filling, the provisional merit list is declared. Students' complaints are attended for a day before revising final merit list and allotment of seats to the candidates.
- Detailed information about the subject combination and category wise distribution is conveyed to the host University before the start of counseling process.
- 85% seats are reserved for the candidates from within the state and 15% seats are open

for candidates of other states/UTs on all India basis.

- As per the schedule, seats are allotted to qualified candidates on the basis of their merit and availability of seats. The admitted students are expected to reach the allotted college within three working days and fulfill the admission formalities at the college level otherwise admission to B.Ed. course shall stand cancelled automatically.
- The major subjects are allotted by the university and minor subjects are allotted by the college on the basis of merit and availability of the subject.
- Information of vacant seats is communicated to the host university by the college for the purpose of admission through counseling.
- Seats remaining vacant after counseling or any dropout vacancy are filled by the institute on the basis of merit within stipulated time.
- The institute verifies the original documents when candidate reports along with the application form. It is the responsibility of the institute to check the eligibility, category, rural area claim and subject combination as per the Punjab Government/University/NCTE norms.

6.4 Welfare schemes for

The welfare schemes for staff and students:

Teaching Staff	Refundable Loan from C.P.F., Gratuity, immediate medical facilities etc.
Non- Teaching Staff	Refundable Loan from C.P.F., Gratuity, immediate medical facilities etc.
Students	Financial Aid, Book Bank Facility, immediate medical facilities

6.5 *Total corpus fund generated*

Rs.

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	--	Yes	Management/Academic Committee
Administrative	Yes	Government of Punjab	Yes	Internal Auditor

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

For UG Programmes Yes No

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

N.A.

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

. N.A

6.11 Activities and support from the Alumni Association

- Extension Lecture on Role of Teacher in Society
- Interaction of Alumni with new students
- Feedback from Alumni for the improvement

6.12 Activities and support from the Parent-Teacher Association

Interaction with parents was done to seek feedback for quality improvement in the functioning of college.

6.13 Development programmes for support staff

The management of the institution honoured the support staff in the form of appreciation awards for their good work throughout the year. The Principal and staff of the institution also encourage them time to time for their dedicated services for the institution.

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

- The campus is eco-friendly in nature. The college has beautiful green lawns with different kinds of flowers and plants.
- Use of thermocol is banned in the preparation of teaching aids.

- Polythens are not allowed in the college

Besides above following activities were done to sensitize the students to environmental problems:

- Observance of cleanliness drive in surrounding areas of the institution under Swacch Bharat Abhiyan
- Extension Lecture of Padamshree Sant Balbir Singh ji Seechewal on Environmental Protection

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.

The institution has organised various inter-college competitions and workshop which enriched faculty with new experiences and inspire them to do work with more dedication and commitment. It also motivates students to become effective learners and good organizers.

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

Activities planned in the beginning of the session have been enlisted in the action plan for the year. Different Committees and Cells were formed at the start to execute all the activities in a flawless manner.

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

- Multifaceted development of the students through a number of scholastic and co-scholastic activities
- Reinforcement of the practical facets of academics through extension activities

**See the details in Annexure –III and IV*

7.4 Contribution to environmental awareness / protection

- The college has beautiful green lawns with different kinds of flowers and plants. Every year new plants are added
- Use of thermocol is banned in the preparation of teaching aids.
- Polythens are not allowed in the college
- Observance of cleanliness drive in surrounding areas of the institution under Swacch Bharat Abhiyan
- Extension Lecture on Environmental Protection by Padamshree Sant Balbir Singh ji Seechewal

7.5 Whether environmental audit was conducted? Yes No

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

- Organisation of seminars and workshops at institutional level
- Enhanced Professional Growth of Faculty
- Prizes won by students in different inter-college competition
- Linkage with community
- Feedback from various stakeholders
- Efficient non-teaching staff
- Strong support staff

8. Plans of institution for next year

- Strengthen library resources
- Enhance research activities and publications
- Faculty development programme
- Take minor project sponsored by UGC
- Addition in infrastructure resources
- Reinforce community linkage

ANNEXURE-I

PROGRAMME OF ACTION CHALKED OUT BY IQAC FOR THE SESSION

SEMESTER I and III

Month	Programme
July	Orientation for School Internship Programme (Sem III)
	Orientation for Field Engagement with Community (Sem III)
	Demonstration Lesson (Sem III)
August	Celebration of Independence Day
	Orientation Programme (Sem. I)
	Theory and Practical Classes (Sem. I)
	School Internship Programme I (Sem. III)
	Shubh Arambh
	Community Service Programme
	Talent Hunt in Art, Literary & Cultural Items
	Elections of Student Council (Sem I)
September	Theory & Practical Classes (Sem. I)
	Internship I (Sem. III)
	Teacher's Day Celebration
	Celebration of International Literacy Day
	Unit Exam (Sem. I)
	First Discussion Lesson (Sem. III)
October	Theory & Practical Classes (Sem. I)
	Internship II (Sem. III)
	Celebration of Gandhi Jayanti
	GNDU Youth Festival
	Celebration of World Student's Day
	Extension Lecture
	House Examination (Sem. I)
November	Theory & Practical Classes (Sem. I)
	School Internship Programme II (Sem. III)
	Celebration of World Environment Protection Day
	Remedial Programme
	Interaction Session with Meritorious
	Golden Jubilee Celebration
	Field Engagement with Community and CP (Sem. III)
	II Discussion Lesson (Sem. III)
	Preparatory Intervals (Sem. I)

December	University Exams (Sem. I)
	Preparation for Skill-in-Teaching Examination
	Skill-in-Teaching Examination

Semester II and IV

Month	Programme
January	Theory & Practical Classes
	Lohri Celebration
	Celebration of Republic Day
	Gurupurab Celebration
	Inter-House Kho-Kho Competition
	Seminar on Legal Literacy Services
	Celebration of National Girl Child Day
February	Theory & Practical Classes
	Annual Sports Meet
	Extension Lecture
	Unit Test
March	Theory & Practical Classes
	Celebration of International Women Day
	House Examination
April	Theory & Practical Classes
	Remedial Programme
	Interaction Session with Meritorious
	Field Engagement Programme (Sem II)
	Celebration of World Health Day
	Celebration of World Book Day
May	University Examination
	Alumni Meet
	Farewell

Share

ANNEXURE-II

FEEDBACK ANALYSIS

Feedback from Students

Students' feedback is sought at the end of the session through a thoroughly filled up performance on teachers and course. The collected feedback is documented and analysed for necessary improvements in future. The analysis of feedback obtained from students is as given below:

Feedback on Teachers: Students rated their teachers in various attributes related to teaching like:

- Knowledge base of the teacher
- Communication Skills
- Sincerity/ Commitment of the teacher
- Interest generated by the teacher
- Ability to integrate course material with environment/ other issues, to provide a broader perspective
- Ability to integrate content with other subjects
- Accessibility of the teacher in and out of the class
- Ability to design quizzes/ tests/ assignments/ examinations and projects to evaluate—
students understanding of the course Provision of sufficient time for feedback
- Methods of Teaching
- Coverage of the Syllabus
- Motivation to Students
- Punctuality and Regularity
- Overall Rating

Almost all the students rated them from satisfactory to excellent.

Feedback on Course: All the students rated the below mentioned parameters in each subject

- Depth of the course content including project work if any
- Extent of coverage of course
- Applicability/ relevance to real life situations
- Learning Value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)
- Clarity and relevance of textual reading material

- Relevance of additional source material (library)
- Extent of effort required by students
- Overall Rating

Almost all the students rated from satisfactory to excellent.

It shows that students were satisfied with the course of the B.Ed. program and teachers. Students agreed with the fact that 100% syllabus were covered in the class. Most of the students opined that library materials and facilities for the course were adequate. Moreover, the students considered the course manageable to understand. Syllabus for each course was challenging.

Feedback from Practising Schools

The institution invites the Principals of all the practising schools during Skill-in-Teaching Examination. An informal interaction is held with Co-ordinator, Skill-in-Teaching Examination, appointed by the University along with the Chairperson and Co-ordinator of IQAC. Here, an effort is made to seek feedback about the B.Ed. program and teaching practice.

Almost all the Principals suggested that a student-teacher should be given the academic subject knowledge along with the methodology to be used for teaching the subject. They held the view that practice is the hallmark of B.Ed. course and college is well prepared to enable the students to achieve the mastery in the skill of teaching. They alleged that fifteen weeks school internship programme is too long and it disturbs the internal functioning of the school. On the other hand, they appreciated the role of supervisors during teaching practice. Most of the school teachers felt that the student-teachers perform the assigned responsibilities in the school with sincerity and dedication and were satisfied with the syllabus covered by pupil teachers. Moreover, teachers were pleased with the efforts made by student-teachers to organise extra-curricular activities in the schools.

Feedback from Alumni

Most of the alumni showed the satisfaction with the admission procedure, fee structure, library services, and quality of support material, infrastructure, environment, faculty and relevance of curriculum in their job. They are grateful for the library extension services. They admired the hard working and dedicated teachers who always boosted them to do their best in their professional life.

Feedback from Management

Feedback from management is obtained through meetings with the Principal and Staff. The management appreciated the efforts of the institution for strengthening the practical aspect of academics by organising workshops in various disciplines and advised to continue such efforts in future also. It also congratulated the institution for organizing various inter-college competitions and extension lecture by inviting various eminent personalities in concern with Golden Jubilee Celebration. Whenever the institution invites the management in college functions, Our Honourable Secretary always motivates student- teachers to become good and dedicated teachers free from the feelings of commercialisation.

ANNEXURE-III

BEST PRACTICE-I

Title of the Practice: Multifaceted development of the students through a number of scholastic and co-scholastic activities

The Context that required initiation of the practice: A carefully and wisely framed educational programme focuses on preparing students to meet any challenges they may face in life and in their academic career where teachers play a key role. A teacher has an impact on the growth and well- being of child as well as society. Moreover, teaching job is a great responsibility than a mere job. Therefore, a teacher should have a balanced personality in terms of his intellectual, emotional, social, physical, artistic, creative and spiritual potentials. As ours is a teacher education institution so it focuses on the holistic development of the student teachers through the active functioning of various clubs.

Objectives of the Practice

- To equip the prospective teachers with necessary pedagogic skills
- To develop the capacity to extend the available resources by means of improvisation of instructional facilities
- To increase the ability to make healthy adjustment with the environment of the institution
- To familiarize the future teachers with all that is latest in education
- To enable the student teachers to own responsibility towards community
- To instil a deep feeling of commitment to values
- To make the student teachers fit and fettle to face the struggle of life

The Practice

The institution offers a wide range of choices and opportunities for both individual and group experiences. In order to achieve the above stated objectives the institution organises following activities as a regular feature:

- ***Talent Hunt***

An effort is made to motivate the students to enhance their inherent talents in the form a talent hunt programmes in art, music, dance, theatre and literary events.

- ***Weekly Morning Assemblies***

Morning Assembly is an important feature of the institution where students of both the houses make a tremendous contribution through their active participation on rotation under the guidance of their respective house in-charges.

- ***Inter-House Competitions***

As institution follows a house system and there are two houses namely Maria Montessori House and Marie Curie House. The students are given opportunities to compete in inter-house competitions in sports, cultural and literary events, art, pedagogic skills etc.

- ***Inter- College Competitions***

The students are encouraged to participate in inter college competitions. It provides the students a platform to realize their creative talent in the field of technology, art, music, theatre and literary activities.

- ***Community Programmes***

The institution motivates the students to engage themselves in community services activities. It helps them to develop a right attitude of life, a good interpersonal communication skill, and a sense of social awareness.

- ***Extension Lectures***

Classroom Teaching is supplemented by extension lectures in the relevant and current disciplines. Perspective Teachers are provided exposure and opportunities of interaction with the experts

- ***Religious Functions***

In order to inculcate spiritual values among the students, the institution organises religious functions like Gurburab Celebrations, Bani Diwas and Shubh Aarambh where the blessings of Almighty are sought. Students offer their services in the preparation and distribution of community langar.

- ***Cultural Programmes***

Cultural Programmes are also organised on the occasions of Lohri Celebration, and Alumni Meet. The Cultural activities increase the opportunities for social interaction, entertainment and reflection of talent, thereby, developing a well-groomed personality of students

Impact of the Practice

This year our college organised following activities to complement the university's academic curriculum and to augment the student's educational experience to lead their holistic development.

- ***Shubh Arambh***

The new session was begun in the presence of Shri Guru Granth Sahib Ji.. Sukhmani Sahib Path and Kirtan were held on August 24, 2016 for the prosperous year ahead with the heavenly chants of Gurbani. At the end, Sangat relished ‘Guru Ka Langar’

- ***Talent Hunt***

Our organization always fortified students to expend their hidden talent. Talent hunt was held on August 26&27, 2016. Various art, literary and cultural activities were organized for the comprehensive development of the students. Our principal was glad to see the fanatical performances of the students.

- ***Teacher’s Day Celebration***

Teachers are the epitome of knowledge. Teachers are those who give impeachable contribution in shaping the personality of the students. Teacher’s day was celebrated in our college on Sept 5, 2016 with zeal and zest. The Cultural and Literary Items were performed by the students to pay the gratitude to teachers. Our head of the institution inspired students to become creative teachers

- ***Morning Assembly***

Morning assembly is held every Saturday for nurturing personal and social skills of the apprentice teachers under the able guidance of the in-charges of Maria Montessori House and Marie Curie House. Topics of morning assemblies were as follows:

S.No	Date	Topic	Organizer
1	20-08-2016	Celebration of Independence	Maria Montessori House Marie Curie House

2	20-09-2016	World Literacy Day	Maria Montessori House
3	22-10-2016	Food Preservation- Today's Need	Marie Curie House
4	21-01-2017	Note Bandi	Maria Montessori House
5	28-01-2017	Have a Vision? Make the Right Decision! Vote?	Marie Curie House
6	11-03-2017	Environmental Protection	Maria Montessori House

- ***Youth Festival***

Youth festival is a platform where youth determine the hinder individuality. Guru Nanak Dev University, Amritsar organized Zonal Youth Festival from October 1to3, 2015. Our students participated in number of items and won following prizes:

S.No.	Student's Name	Semester	Category	Prize
1	Mandeep Kaur	Semester-III	Phulkari	I
2	Chayya Kumari	Semester-I	Cartooning	I

- ***Inter zonal youth festival***

Inter Zonal Youth Festival was held on november 02 to 05, 2016. Our students participated in it enthusiastically and Mandeep Kaur (Sem III) won third prize and made college proud.

- ***Interaction with bright students***

Interaction with bright students was held with the principal in which their efforts were appreciated and they are encouraged to get merit positions in University Examinations.

- ***Remedial Classes***

Remedial Classes were organised for academically weak students. It helped them to overcome their difficulties and to secure good marks.

- ***Systematic Voter Education and Electoral Programme***

As per the instructions of the SDM, various activities were organised by our college under Systematic Voter Education and Electoral Programme to make citizens aware about their voting right.

Date	Event
------	-------

22.09.2016	Seminar on 'No voter should left behind'
23.09.2016	Awareness Rally on Right to Vote under the able guidance of Sh. Pavan Kumar
04.10.2016- 07.10.2016	Aware College students to make their voter card
07.10.2016	Seminar on vote awareness at Kamalia Khalsa High School by college ambassadors Ms. Avneet Kaur and Ms. Bhavna Pabbi under the guidance of Dr. Pooja Loomba and Mr. Pavan Kumar Sharma
04.02.2017	College ambassadors guided voters and assisted BLO's during Punjab Elections

- **Swachh Bharat Abhiyan**

As per the campaign initiated by Prime Minister on the birthday of Mahatma Gandhi, Swachh Bharat Abhiyan Mission was followed in our college through cleanliness drive

- **Different Activities Of The Clubs/ Committees/Cells**

Different clubs, committees and cells of the college organized the following activities and competitions:

Club	Activities
Arya- Einstein Club	Workshop on Preparation of Teaching Aids in Mathematics & Science
Sports Club	Inter-House Badminton Tournament & Inter-House Kho Kho Competition
Commerce- Economics Club	Invited Talk of Adv. Anuj Anand on Consumer Awareness
Art Club	Poster Making Competition
Language Club	Essay Writing Competition
Red Ribbon Club	Inter-House Slogan Writing Competition On AIDS Awareness
Samarpan Club	Services to Inmates of Home for Mentally Retarded Children (Sukhjit Ashram) Kapurthala

Legal Literacy Club	Seminar on Child Labour
ICT Club	Workshop on MS OFFICE
Women Empowerment Cell	Talk on Curse of Female Foeticide
Research Committee	Workshop on Action Research
Guidance and Counselling Cell	<ul style="list-style-type: none"> • Orientation Programme • Counselling Services
Drug Counselling Cell	Slogan Writing Competition on Drug addiction

- ***Lohri Celebration***

The festival of Lohri is culturally significant as it celebrates the winter solstice. Lohri was celebrated in our college on Jan 13, 2017. Students presented cultural programme with enjoyment and enthusiasm. The head of our organization shared her views and consecrated students.

- ***Inter-College Competitions***

As the college encourages the young students to come forward and prove themselves by participating in various creative activities in the same way the active participation of the students in these activities encourage the colleges to provide them more and more opportunities for their overall development. This year our students participated in following competitions:

- ✓ Stamp design competition of Swachh Bharat on 12.07.2016
- ✓ Essay writing competition on Gurmat Poet Bhai Santokh Singh Ji on 26.08.2016
- ✓ Doaba Youth Festival on 10.11.2016 and our students won following prizes:

Sr.No	Event	Student Name	Prize
1	Collage Making	Shikha	I
2	Fancy Dress	Bhawna Pabbi	I
3	Dry Flower Arrangement	Inderjit kaur	II
4	Cartooning	Chhaya Kumari	II
5	Installation	Supreet, Nancy,Amanpreet, Manpreet	II

- ✓ Inter-college poster making declamation and poetry competition at DIPS College of Education Dhillwan on 12 Jan2017.

Sr.No	Event	Student Name	Prize
1	Declamation	Jaspreet Kaur	II
2	Poetry	Rajinder Kaur	III

- ***Birthday Celebration of Guru Gobind Singh Ji***

Guru Gobind Singh Ji was a prophet-teacher of the sikh faith, true poetic laureate and a true patriot. Guru ji's life is inspiring and a role model for human beings. To celebrate the birth anniversary of Shri Guru Gobind Singh Ji, Sehaj Path was started and bhog was held on Feb 11, 2017. This celebration was completed with Guru ka Langar.

- **Maa Boli Diwas**

To celebrate Maa Boli Diwas on February 21, 2017, Punjab Jagriti March and Sarbat Da Bhalla Charitable Trust organized seventh Punjabi Jagriti March from Lyallpur Khalsa School, Jalandhar to Desh Bhagat Yaadgar Hall, Jalandhar. Various schools and colleges participated in this march. Our college also took part in this event with gusto and gaiety. Many renowned personalities also marked their presence in this march and motivated youth to love and respect their mother language.

- **Annual Sports Meet**

With the purpose to implant sportsman strength among students and to enhance their physical and social skills, 45th Annual Sports Meet 2016-17 was organized from 01.03.2017 to 03.03.2017. 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

- ***Educational Trip***

Educational trip is the break in routine and exciting activity that open ups student's mind to new vision. This year our college organized educational trip to Mehndiana Sahib and F2 Ludhiana on May 3rd 2017. Our students realized that adventures are best way to learn and enjoy.

- ***Farewell***

To bid farewell to the students of session 2015-17, a programme was organized by the students of session 2016-18 on 05-05-2017. The contest was held to find Ms. Farewell. The judges were Mrs. Sawinder Arora, Mrs. Manpreet Kaur and Mrs. Harbinder Kaur. The overall incharges were Mrs. Deepmala and Mrs. Sarvjit. The winners were:

- ✓ Ms. Herpinder Kaur (Ms. Farewell)
- ✓ Ms. Amandeep Kaur (I runner up)
- ✓ Ms. Amanpreet Kaur (II runner up)

Students enjoyed the function with full fervor and hilarity. Mrs. Manjit Kaur, head of the institution gave inspirational speech to the students to outshine in their future professional life.

- ***Golden Jubilee Celebration***

A jubilee evokes life giving memories. To celebrate the accomplishment of golden milestone (1966-2016), the institution organized various events in this concern. The events were Inter-College Competitions in Fine Arts, On the Spot Teaching Aid Preparation, Folk Song and Poetical Symposium, Workshop on Lesson Planning and Extension Lecture on Environmental Protection. These events were successfully accomplished with the collaborative efforts of management, faculty and students which proves valuable for augmenting the cognitive, affective and conative domain of students.

ANNEXURE- IV

Best Practice – II

Title of the practice: Reinforcement of the practical facets of academics through extension activities

The context that required initiation of the practice:

Extension activities generally address students directly. Extension is involved in the dissemination of knowledge and expertise in ways that empower and build life-long capacities for growth and development in our constituents. It blends educational goals in a manner that benefits them in edifying constructive outlook. These activities emphasizes that students learn and develop through active participation in thoughtfully organized experiences that are coordinated in on-going collaboration with the institution and the community.

Objectives of the practice

- To use democratic methods in educating the students
- To help in the holistic development of students
- To develop the sense of collaboration

- To develop capable, efficient and self-reliant character
- To promote better social, intellectual and spiritual aspects
- To open new opportunities for developing talents and leadership
- To develop independent thinking and progressive outlook.
- To facilitate in studying and solving various problems

The practice

- Extension Lecture on Environmental Protection by Padamshree Sant Balbir Singh ji Seechewal was organised in which faculty and students of sister institutions and principals of local practicing schools marked their presence.
- Various Inter-College Competitions were organised in:
 - Fine Arts : This was organised under five categories i.e. Pot Making, Dry Flower Arrangement, Slogan Writing, Collage Making and Best Out of Waste on March 23, 2017.
 - On the Spot Teaching Aid Preparation: This event was well- thought under three categories i.e. science, languages and humanities on March 24, 2017.
 - Folk Song and Poetical Symposium: These competitions were held on March 27, 2017.

These events were a huge success for the college as students from different colleges were participated with fervour and hilarity.

- Seminar on vote awareness was conducted at Kamalia Khalsa High School by college ambassadors under SVEEP activities.
- Awareness Rally was organised on Right to Vote under SVEEP activities at Kapurthala.
- College ambassadors guided voters and assisted BLO's during Punjab Elections.

Impact of the practice

- Gave the opportunity to improve someone's life and making community better.
- Gained hands-on experience.
- Made students more organized, responsible, and compassionate.
- Development of students' cognitive, conative and affective domain.
- Built camaraderie and teamwork.
- Fostered empathy and self-efficacy.

- Helped the students to discover hidden talents that change their view on self worth.
- Enhanced the knowledge of volunteers about the functions and operations of local government.