

SESSION: 2015-2016

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, Govt. College, Hoshiarpur. Principal, Govt. College, Talwara.
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. Amarjot Kaur (College Roll No. 01) 2. Inderjeet Kaur (College Roll No. 07)
	III. Alumni	01	Mrs. Loveleen Chopra, Master Resource Person, Government In-service Training Centre, 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/AQAR201516.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

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

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 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 L aw PEI (Phy. Edu.)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University

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	<input type="text" value="N.A."/>	UGC-CPE	<input type="text" value="N.A."/>
DST Star Scheme	<input type="text" value="N.A."/>	UGC-CE	<input type="text" value="N.A."/>
UGC-Special Assistance Programme	<input type="text" value="N.A."/>	DST-FIST	<input type="text" value="N.A."/>
UGC-Innovative PG programmes	<input type="text" value="N.A."/>	Any other	<input type="text" value="N.A."/>
UGC-COP Programmes	<input type="text" value="N.A."/>		

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

- National Seminar on Educational Media and Technology for Teaching-Learning Process
- Workshop on Blackboard Writing

2.14 Significant Activities and contributions made by IQAC

- Organisation of extension lectures
- Organisation of national seminar
- 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 2015-16 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 institution for organizing National Seminar and motivated the staff to conduct such seminars and other progressive activities leading to quality improvement in the institutional practices in future also.

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 revised by G.N.D.U., Amritsar as per two year B.Ed. programme. [Link](#)

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	7	--	--	--

2.2 No. of permanent faculty with Ph.D.

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	2	--	--	--	--	--	--	2	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	--	--
Presented	4	12	--
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, Enrichment Material to Meritorious students.

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

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 I)	38	01	16	15	--	82
B.Ed. (Sem II)	37	08	30	07	--	100

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

- IQAC gives directions and guidance to the faculty regarding the methods to be adopted for teaching-learning.
- IQAC gives advice for the construction of semester and instructional plan according to new curriculum
- Feedback is sought from various stakeholders for the purpose of quality improvement in the teaching - learning process
- Extension lecture is organised to broaden the intellectual perspective of faculty and students
- Review of academic activities is done for improvement in the future

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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	--

Summer / Winter schools, Workshops, etc.	--
Others: Seminars (National, District and Institution Levels)	13 (Teaching and Administrative Staff)

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 institution to form Research Committee in order to promote research climate in the institution. IQAC also held meeting with the faculty members to encourage them to get registered for Ph.D. The faculty was also motivated for presentation in Seminars/ Conferences at the State/National/International level. The cell encouraged the staff members for publish their papers in the journals of repute and seminars/conference proceedings. It also organized a National Seminar on ‘Educational Media and Technology in Teaching-Learning Process’.

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	02	--	--
Non-Peer Review Journals	04	01	--
e-Journals	08	--	--
Conference proceedings	01	01	--

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 (National Seminar)	2015-16	College	200	200
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	--	1	--	--	--
Sponsoring agencies	--	College	--	--	--

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="4"/>
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="--"/>
		Any Other	<input type="text" value="2"/>

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

- Extension Lecture on “Curse of Addiction in the Society”.
- AIDS Awareness Camp in collaboration with Pushpa Gujral Science City, Kapurthala controlled by National AIDS Control Society.
- Cleanliness Drive at “Home for Mentally Retarded Children” (Sukhjit Aashram), Kapurthala.
- Services at “Home for Mentally Retarded Children” (Sukhjit Aashram), Kapurthala.
- Observance of International Mother Language Day by organising Punjabi Spelling Bee Contest in collaboration with INDOUSCTE.
- Invited Talk on positive thinking for Alumni.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.2 Acre	-		6.2 Acre
Class rooms	03	-		03
Laboratories	03 Computer Centre-cum-E.T. Lab, Educational Psychology Lab-cum- Science Resuource Room, Language Lab(shared with M.G.N. Public School Kapurthala)	-		03
Seminar Room	01	-		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		08		08
Value of the equipment purchased during the year (Rs. in Lakhs)		3.22	College	3.22
Others	<ul style="list-style-type: none"> • Rooms (12) • Multi- Purpose Hall • Dispensary • Staff Room • Visitor Room • Principal Office • Administration Office • Art and Craft Resource Room • Language-cum-Social Studies Resource Room • Common Room 	-		

	<ul style="list-style-type: none"> • Health and Physical Education Resource Room • Mathematics Resource Room • Commerce Economics Resource Room 			
--	--	--	--	--

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	4786	6,29,234	27	9,980	4813	6,39,214
Reference Books	2511	5,41,520	100	85,386	2611	6,26,906
e-Books	130	-	10	-	140	-
Journals	20	7385	--	--	20	7385
Digital Database	01	10,000	-	-	01	10,000
CD & Video	98	-	15	-	113	-
Others (specify)	(Books) 6227	6,42,073	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments (Edu.)	Others
Existing	13	0	01	06	01	02	01	--
Added	4	--	--	01	--	--	--	--
Total	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.
- Awareness Programme on e-safety 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) ICT	1.07
ii) Campus Infrastructure and facilities	---
iii) Equipments	---
iv) Others	0.00
Total :	1.07

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
37	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	No	%		No	%
Men	-	-	Women	37	100%

Last Year (2014-2015)						This Year (2015-2016)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
93	14	--	03	--	110	34	2	--	1	--	37

Demand ratio 1:7

Dropout % 2.8%

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

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

As per the NCTE directions, the duration of B.Ed. programme has been changed from one year to two year. So, campus placement was not organised by the institution

5.8 Details of gender sensitization programmes

Women Empowerment Cell observed International Girl Child Day

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

	Number of students	Amount
Financial support from institution	01	10,000/-

Financial support from government	2(SC) 1(BC)	--
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- Following Cleanliness Drive in surrounding areas of the institution under Swacch Bharat Abhiyan
- Render various services at Home for Mentally Retarded Children (Sukhjit Aashram), Kapurthala
- AIDS Awareness Camp at Kamalia Khalsa Senior Secondary School, Kapurthala

5.13 Major grievances of students (if any) redressed:

- Provision of new books as per the revised curriculum
- Provision of Punjabi medium books for students
- Utilization of vacant periods for library reading

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

- A staff meeting was held to give recommendations to improve the syllabus and the same were presented before the Dean, Faculty of Education, G.N.D.U., Amritsar through faculty meeting.
- 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
- Organisation of National Seminar

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 2015-16, one faculty members was appointed on adhoc basis.

6.3.8 Industry Interaction/Collaboration

- Collaboration with 6 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. 17,18,494.00

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

- Invited talk on Positive Thinking
- 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 Swachh Bharat Abhiyan

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.

- Constitution of Student Council
- Increased use of technology in the routine activities of the institution
- Speedy wi-fi
- Constitution of Drug Counselling Cell
- Constitution of Research Committee to promote research climate
- Provision of study material through common login ID

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*)

- Holistic Development of the students through a number of extra-curricular activities
- Strengthen Community Linkages

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

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 Swachh Bharat Abhiyan
- Cleanliness drive at Home for Mentally Retarded Children (Sukhjit Aashram), Kapurthala by commerce-economics club

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 national seminar
- 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
- Organise various inter- college competitions
- Addition in infrastructure resources
- Chalk out different activities for golden jubilee celebration
- Reinforce community linkage

Name Sawinder Asora

Name MANJIT KAUR

Sawinder Asora
Signature of the Co-ordinator IQAC

Manjit Kaur
Signature of the Chairperson IQAC

ANNEXURE-I

PROGRAMME OF ACTION CHALKED OUT BY IQAC FOR THE SESSION

Month	Activity
August 2015	<ul style="list-style-type: none">• Orientation Programme• Shubh Aarambh• Talent Hunt Programme in Art, Literary and Cultural items• Selection of Editors of College Magazine
September 2015	<ul style="list-style-type: none">• Teachers Day Celebration• Elections of Student Council• Youth Festival
October 2015	<ul style="list-style-type: none">• Swachh Bharat Abhiyan• Extension Lecture• Celebration of World Student's Day• Observance of International Girl Child Day• Presentation by students on Optimism• Inter- House Art Competition
November 2015	<ul style="list-style-type: none">• Community Awareness Programme• Field Engagement Programme• Interaction Session with brilliant students• Remedial Teaching to academically weak students
January 2016	<ul style="list-style-type: none">• Lohri Celebration• AIDS Awareness Camp• Inter- House Badminton Tournament• Workshop on Blackboard Writing• Presentation on Stress Management
February 2016	<ul style="list-style-type: none">• Presentation on e-safety• Field Visit• Community Programme
March 2016	<ul style="list-style-type: none">• Interaction Session with brilliant students• Remedial Teaching to backward students
April 2016	<ul style="list-style-type: none">• Yoga Fest• National Seminar• Celebration of World Health Day
May 2016	<ul style="list-style-type: none">• Field Visit• Alumni Meet

ANNEXURE-II

FEEDBACK ANALYSIS

Feedback from Students

Unstructured Feedback from students was sought time to time during the year through tutorials, house meeting, meetings of *Grievance Redressal Cell, Guidance and Counselling Cell and Academic Committee*. Almost all the students appreciated the knowledge base of teacher, their communication skills and way of teaching, sincerity, punctuality, regularity, ability to integrate course material with environment to provide a broader perspective

Besides the above, most of the students considered course difficult to manageable. Syllabus for each course was challenging. They held the view that in the starting of the session they were mystified and anxious about two year B.Ed. programme but they appreciated the efforts of the teachers regarding their emotional support and provision of latest study material.

Feedback from Practising Schools

Earlier, the institution invites the Principals of all the practising schools during Skill-in-Teaching Examination every year and 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. But as the B.Ed. programme is divided into four semesters final skill in teaching examination is scheduled during third semester. This year one week field engagement programme with school was held. Here, an effort was made to seek feedback about the B.Ed. program from principals and subject teachers of practising schools.

Almost all the stakeholders 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 also appreciated the role of supervisors during teaching practice. They mentally prepared the students about the challenges students' has to face during their job.

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 indebted for the library extension services. The admired the

hard working and dedicated teachers who always boosted them to do their best in their professional life.

Alumni strongly agreed that the institution provides a variety of learning experiences through a number of co-curricular activities which help them to groom their personality. They especially appreciated the organisation of National Seminar and strengthened community linkages but they have varied views about two years B.Ed. Programme. Moreover, they motivated students to work hard and become efficient teachers in future.

Feedback from Management

Feedback from management is obtained through meetings with the Principal and Staff. They appreciated the organisation of National Seminar and advised to continue such efforts in future also. 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. He always discourages the involvement of school teachers in tuitions.

ANNEXURE-IV

BEST PRACTICE-I

Title of the Practice: Holistic Development of the students through a number of extra-curricular 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 organise 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 Gurpurab 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 started by seeking the blessings of The Lord. Sukhmani Sahib Path and Kirtan were held on August 28, 2015 for the flourishing and prosperous year ahead with the heavenly hymns of Gurbani.

- ***Talent Hunt***

Talent hunt was held on 3rd September and 8th September 2015 to find the inhibit talent of the students. For the holistic development of the students various art, literary and cultural items were organized.

- ***Morning Assembly***

Morning assembly, being the asset of the institution is held every Saturday for nurturing interpersonal and intra personal skills of the apprentice teachers. Morning assemblies were accomplished under the able guidance of the in-charges of Tagore House, Gandhi House and Nehru House. Topics of morning assemblies were as follows:

S.No	Date	Topic	Organizer
1	05-09-15	Teacher Being one is the Highest Privilege Having one is the Highest Blessing	Maria Montessori House Marie Curie House
2	15-10-15	World Student's Day	Maria Montessori House Marie Curie House
3	07-11-15	Education as a Man Making Process	Maria Montessori House
4	14-10-15	Optimism-An Essence of Life	Marie Curie House
5	30-01-16	E- Basta	Maria Montessori House
6	06-02-16	Swades Apnao Desh Bachao	Marie Curie House
7	13-02-16	Stress Management	Maria Montessori House

- ***Youth Festival***

Guru Nanak Dev University, Amritsar organized Zonal Youth Festival from 03 to 05 October 25, 2015. Our students participated in number of items and won following prizes:

S. No.	Student's Name	Category	Prize
1.	Mandeep Kaur	Phulkari	I
2.	Amarjot Kaur	Poster Making	I
3.	Bhavna Pabbi	Fancy Dress	II
4.	Prabhjot Kaur	Sketching	III
5.	Ridhima Uppal	Clay Modelling	III
6.	Herpinder Kaur	Rangoli	III
7.	Jaspreet Kaur	Painting and Landscape	III

- ***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 competitions were conducted by our college under Systematic Voter Education and Electoral Programme on April 06, 2016 to make citizens aware about their voting right.

Competition	Winner
Cartooning	Supreet Kaur
Poster Making	Amarjot Kaur
Collage Making	Avneet Kaur

- **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	In-Charges
Arya- Einstein Club	Teaching Aid Competition in Science and Mathematics	Mrs. Sawinder Arora Mrs. Manpreet Kaur
Sports Club	Inter- House Badminton Tournament	Mrs. Deepmala
Commerce- Economics Club	Cleanliness Drive at Home for Mentally Retarded Children (Sukhjiti Aashram), Kapurthala	Mrs. Mandeep Kaur Mrs. Sukhjiti Kaur
Art Club	<ul style="list-style-type: none"> • Poster Making Competition • Workshop on Blackboard Writing 	Mrs. Harbinder Kaur
Language Club	Celebration of International Mother Language Day by organizing Punjabi Spelling Bee Contest in collaboration with INDOUSCTE	Ms. Amanpreet Kaur Ms. Sapna Saini
Red Ribbon Club	Organized AIDS Awareness Camp at Kamalia Khalsa Senior Secondary School, Kapurthala	Mrs. Manpreet Kaur
Samarpan Club	Rendered Services at Home for Mentally Retarded Children (Sukhjiti Aashram) for four days	Dr. Pooja Loomba
Legal Literacy Club	Poster Making and Slogan Writing on Female Foeticide	Dr. Pooja Loomba

Drug Counselling Cell	Extension Lecture by Dr. Sushil Salhotra on Drug Addiction-curse to the society	Mrs. Deepmala Dr. Sushil Salhotra
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- ***Lohri Celebration***

Lohri is the long awaited bonfire festival which celebrates the spirit of brotherhood, while thanking the lord for bountiful life on earth. Lohri was celebrated in our college on Jan 13, 2016. Students presented cultural programme with zest and zeal. The head of our institution shared her views and blessed students.

- ***Inter-College competitions***

Our College creates networks for students to pursue their fields of interest by preparing them for different inter-college activities. This year our students participated in following competitions:

- 19th Dr. Sadhu Singh Hamdard Virasati Mela at Virsa Vihar, Kapurthala
- Umang 2016 at Hindu Kanya College, Kapurthala
- Inter-College Punjabi Folk Competition at DAV College of Education, Hoshiarpur

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

Guru Gobind Singh Ji was a true anchorite and a true patriot. Guru ji's life is symbolic and an emblem of sacrifice. To celebrate the birth anniversary of Shri Guru Gobind Singh Ji, Sehaj Path was started and bhog was held on Jan 23, 2016. This celebration was completed with Guru ka Langar by following its true spirit.

- ***Tribute to Martyrs***

Martyrs shed their blood and lost their lives for our motherland. Through vow of silence of two minutes our college has paid tribute to the great martyrs of our country on 12 Feb, 2016.

- ***Celebration of World Health Day***

“The groundwork of all happiness is health.”

Leigh Hunt

WHO has marked 7th April as World Health Day. Health is a state of physical, mental and complete social well-being and not merely the absence of disease or infirmity. Our college celebrated World Health Day on April 09, 2016 by teaching Yoga to the apprentice teachers.

- *Yoga Fest*

Yoga is a system of physical and mental discipline which originated in India long ago. Yoga is a way to freedom. It frees us from fear, anguish and loneliness. Yoga Fest was organized in our college on 24 and 25 April, 2016. It helped our students to control their mind and it worked as a stress-reducer for them.

- *Field Trips*

Nothing beats an exciting hand on experiences to deepen learning. Field trip is the break in routine and adventure that open ups student's mind to new things. The field trips help students to explore. The Field Trips of this session are as follows:

- A Visit to Golden Temple
- A Visit to Jallianwala Bagh
- Jalandhar Doordarshan Visit
- A Trip to Science City

- *National Seminar by IQAC*

Technology is the wave of the future and present life. There is a lacuna in the way teachers as well as teacher educators are trained for using media and technology. Keeping this in mind IQAC of our college organized National Seminar on 'Educational Media and Technology for Teaching-Learning Process' in collaboration with **Council of Teacher Education (CTE)** on 30 April, 2016. The seminar patrons Dr. Khushvinder Kumar, Chairperson CTE Punjab and Sh. S.P. Khanna provided all the guidelines for making a seminar a grand success. During inaugural function, a warm floral welcome was presented to the dignitaries by the honourable Secretary, M.G.N. Educational Trust and Patron, S. Jarnail Singh Pasricha. Mrs. Manjit Kaur, Convenor and Acting Principal welcomed all the dignitaries, guest and delegates. The main stage was conducted by Asst. Prof. Ms. Amanpreet Kaur. The Keynote speaker, Dr. Tirath Singh emphasizes on the fact that media plays an important role in Teaching-Learning Process. Dr. D.R. Vij highlighted the need to involve and encourage students to become a dedicated teacher. Three technical sessions were organized simultaneously. These sessions were chaired by

Dr.Tirath Singh, Dr.Yogesh Sharma and Dr. Vikas Kumar. At the end, organizing Secretary Mrs. Sawinder Arora proposed the vote of thanks to all.

- ***Alumni Meet***

An Alumni Meet was organised on 30-05-16 to reunite the students and to get their vision about the college in order to improve institutional practices. An invited talk on Positive Thinking was organised by alumni association on the same day.

The activities provided numerous experiences to the students that had a positive impact on students' physical, intellectual, emotional, social and moral development. Taking part in these out-of-the-classroom activities helped students to gain more self-confidence, autonomy, and appreciation for others' differences and similarities. While participating in the events students frequently interacted with peers and got opportunities for social integration into the college environment. As a result, involved students viewed their college year as a positive experience and felt that they are a vital part of the society.

ANNEXURE- V

Best Practice – II

Title of the practice: Strengthen Community Linkages

The context that required initiation of the practice:

Community service is an essential way for students to explore their interests. By engaging in community work, students have an opportunity to learn experientially and acquire skills. They discover where their passions lie while undertaking “feel good” work that truly makes a difference. These experiences allow them to make more community work avenues as well as instilling a lifelong interest in giving back. It takes small steps to create big change and this is what community service hopes to achieve. Institution believes that learning and serving at the same time improves a student's community bondage while teaching life lessons and building character.

Objectives of the practice

- To develop a sense of social responsibility.
- To expose students to diversity.
- To provide an opportunity to apply academic learning to real human needs.
- To build relationships and social connectedness with peers, adults, and activists sharing a cause.
- To improve communication and interpersonal skills.

The practice

- Cleanliness drive at “Home for Mentally Retarded Children” (Sukhjit Aashram), Kapurthala
- Organised various other activities at “Home for Mentally Retarded Children” (Sukhjit Aashram), Kapurthala such as:
 - Teaching daily life skills
 - Basic mathematics
 - Drawing and painting competition
 - Poetical recitation
 - Dancing
- Swachh Bharat Abhiyan

- Organised various activities under Systematic Voter Education and Electoral Programme (SVEEP) of government
- AIDS Awareness Camp at Kamalia Khalsa High School, Kapurthala

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.