Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**GURU NANAK COLLEGE OF EDUCATION FOR WOMEN**
Name of the head of the Institution	**MRS. MANJIT KAUR**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01822220673**
Mobile no.	**9463762928**
Registered Email	**gncewkpt@yahoo.com**
Alternate Email	**gncewkpt@gmail.com**
Address	**The Mall, Opp. G. P. O.**
City/Town	**KAPURTHALA**
State/UT	**Punjab**
Pincode	**144601**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Sawinder Arora**
Phone no/Alternate Phone no.	**01822233229**
Mobile no.	**9463762928**
Registered Email	**drsawinderarora@gmail.com**
Alternate Email	**sawinder15276@yahoo.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gncewkpt.com/IQAC-AQAR-16-17.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gncewkpt.com/Academic-Calender-2017-18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**71.50**	**2007**	**10-Mar-2007**	**09-Feb-2012**
2	**B++**	**2.81**	**2017**	**30-Oct-2017**	**29-Oct-2022**

6. Date of Establishment of IQAC

30-Sep-2010

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Visit to R. C. F. Kapurthala	10-Mar-2018 1	20
Essay writing competition in collaboration with NGO Roots for Being	08-Mar-2018 3	14
Feedback from students	26-May-2018 1	36

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View Link
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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12. Significant contributions made by IQAC during the current year(maximum five bullets)

Documentation of the various activities of the college

Enhancing the professional development of the faculty

Feedback from various stake holders

Enhance the quality of the library by adding new text books, reference books and journals

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Academic Calendar	All ther activities were performed according to plan of action chalked out bu IQAC

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Academic Committee of the College	06-Aug-2017

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2018

Date of Submission	19-Feb-2018

17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our college is affiliated to Guru Nanak Dev University, Amritsar. The college is running regular B.Ed. programme, the curriculum of which is designed by the University. The college has an effective Curriculum delivery through systematic and transparent mechanisms. The brochure of the college mentions the semester specific syllabus, code of conduct for the students, evaluation procedure and the weight-age of marks for B.Edprogramme. It also includes academic calendar of activities for the session based on GNDU Calendar. All teachers attend the meetings conducted by the Principal to allocate workload, Departmental activities, review of syllabus covered and conducting house exams. The subjects are allotted to the faculty after careful consideration of the qualification, subject specialisation and experience. Orientation Programme for B.Ed course is

conducted before the commencement of the classroom teaching. Students are actively involved as office bearers and members in various clubs, cells and committees of the college. Conventional classroom teaching is blended with reasonable use of ICT to make the teaching-learning process more learner-centric. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, tutorials, poster presentation by the students, projects, educational tours, field trips and industrial visits for effective delivery of curriculum, which are done in a planned manner. The record of each and every activity is maintained by the teachers. The College Library provides teachers and students with necessary learning resources for effective delivery of curriculum. College library has subscription of research journals for post graduate students. E-books are also available in the library and user name and passwords are provided to teachers and students. All Internal Examinations like class tests, unit tests and house tests are conducted. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective teachers on their registers. Students are sent to various approved schools of Kapurthala city for 6 months in third semester. Workshops on lesson planning, micro teaching and communication and employability skills are conducted during the pre-teaching phase, before sending the students for practice teaching and internship. Practice sessions for writing, checking and correction of lesson plans are held. The teacher educators provide relevant training in the construction of Time Table, Achievement tests and blue prints etc. They are orientated with organization of morning assemblies, career oriented talks and co-curricular activities. Feedback on curriculum is also collected from the students of the college at the end of each academic session through students' FeedbackProforma. There is also provision of giving feedback and suggestions through the suggestion box. In alumni meetings, new methodology and curriculum are discussed and suggestions are invited from the old students to bring necessary changes in the existing curriculum. The college encourages faculty members to attend Orientation/Refresher courses, webinars, faculty development programmes, workshops and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	nil	nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course

Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	0

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	SCHOOL INTERNSHIPS/ FIELD PROJECTS	28
BEd	Field Projects SEM - III	28
BEd	Field Projects SEM - II	36
BEd	Field Projects SEM - I	36

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college has well planned mechanism to seek informal feedback from the students, teachers, employers and alumni with the reference to the curriculum. Several ways are adopted to identify the barriers to student learning like complaint, suggestion box, student feedback proformaand feedback by alumni.Students are free to drop their complaints/ suggestions in the respective boxes.Feedback from the students is being collected regarding teaching, learning and evaluation of the curriculum. Feedback Proforma is given to the students after the completion of the course and which they have to fill confidentially. The analysis from the feedback is used to review and identify the areas for improvement.From the school heads and teachers of the practicing schools who supervise the pupil-teachers of the college during their stay in the school also give the feedback about the performance of the pupil-teachers.The faculty members of other colleges who are appointed as external examiners for the practical exams are also encouraged to give feedback regarding the course content and training. Alumni association of the college arranges meetings from time to time to get feedback from old students for monitoring academic programmes and student services. Feedback from staff members and class representatives is taken from time to time to discuss planning and incorporation of their ideas in the curriculum.The problems so identified are communicated to feedback committee working under the auspices of IQAC. Feedback committee works on the problems with the help of higher

authorities with a commitment to provide conducive environment, better
infrastructure, access to technology and ensuring teacher quality.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	50	36	36
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	36	0	11	0	11

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
11	11	16	2	0	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has effective mentoring arrangements in all tutorial groups with 18-22 students in each group. These are formed under the mentorship of teacher-educators to reach out all the students. There is a special provision of tutorial period in the college time table where close interaction take place and efforts are directed to sort out the problems of students in academic, co-curricular and personal field. The teacher educators make an effort to improve study skills and provide training in time and stress management. Individual counselling and telephonic assistance is offered to the students if required to solve problems pertaining to personal, family and academic life. When required, the family members of the student teachers are also called for counselling. Tutorial in-charges update the principal and the rest of the teacher educators about any student requiring special help so that any significant problem or issue concerning the student teacher can be identified and tackled in a positive and beneficial manner. Along with the tutorial system, college has established Guidance and Counseling Cell as well as placement cell. Students are provided guidance in personal, educational and vocational fields. The teachers identify advanced and slow learners on the basis of their performance in class tests and house examination. They are also identified on the basis of their active participation, involvement and performance in the class room. The following teaching strategies are adopted for advanced learners: -Seminar Method: Advanced learners are given units for self-study and are given opportunity to teach the peers through seminar method. -Discussion Method: The content is taught using the discussion method so that students get an opportunity to present their views on the topic. -Debates: Topics which can be debated upon are taught using the debate method. In the process of arguments and defending, the students learn the content. -Co-operative Learning: Topics which are easy to understand are taught through co-operative learning.The students with academic impediment are taken special care of after identification. The following teaching strategies are adopted for student teachers with academic impediment: -Remedial classes: Remedial Teaching is meant for slow

learners for the upliftment of their academic performance. -Tutorial Groups: Problems related to difficult topics or other concerns are tackled in the tutorial groups -Mentoring: Slow learners in the class are identified and teacher educators as well as advanced learners are assigned as mentors for the low academic?achievers. -Study Circle: During the study circle the advanced learners study and help the low academic achievers by guiding and sharing notes and solving queries.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
36	11	1:3

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
7	5	2	0	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	nil	Nill	nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	B.Ed.	IV/2016-18	31/05/2018	06/08/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution has adopted a system which emphasis on continuous internal evaluation for assessment of students' performance as per regulations of GNDU. In each semester two internal exams are conducted i.e. Unit Test and House Exams. Internal assessment is based on unit test, house exam, seminars, assignment, field work, attendance etc. Field work is evaluated on the basis of written report and viva. Attendance of each student is analyzed during each semester to determine their involvement in classroom activities. The cumulative records of the assessment are maintained. Participation and achievement in co-scholastic aspect are also considered for performance evaluation. The IQAC also provides suggestions on time to time for further improvement. In addition to above following are the other initiatives: • Diagnostic Approach and Remedial Teaching for academically weak students • Enrichment Material to Meritorious student • Preparation of answer keys • Execution of Supervised Class Tests • Provision of supplementary examination for absentees and failures • Preparation of a teacher wise report comparing the pass percentage of university result with that of college result in each subject. The report is submitted to management every year for its perusal.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Before the commencement of the academic session, the academic committee of the institution prepares and publishes Academic Calendar containing the relevant information regarding teaching learning schedule like working days, various events to be organized, holidays, dates of internal examination etc. The institution updates it every year with reference to the university calendar. Both teachers and students consider it carefully. Teachers plan the curricular and co-curricular activities. The evaluation of students on the basis of internal examination is an integral part of the teaching learning process. In this concern, examination committee arranges for the smooth conducting of examination as per the prescribed schedule. Students are informed in advance about syllabus along with internal evaluation system, its objectives and paper pattern. The institution displays all the circulars regarding examination on the notice board time to time. Remedial classes for slow learners are also planned. Regular class tests are also initiated by respective subject teachers.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.gncewkpt.com/PLO-CLO.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.Ed.	BEd	Education	28	26	93
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Nil

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	3	Nill
International	Education	2	Nill
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	0
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	NIL	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	NI
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	2	0
Presented papers	1	3	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Caption writing Contest	Science City, Kapurthala	1	2
Seminar on child Labour	Legal Literacy Club	1	28
Visit to Rail Coach Factory	Commerce-Economics Club	2	28
Essay Writing Competition	Women Empowerment Cell in Collaboration with NGO (Roots for Being)	2	7

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Awareness Drive on Traffic Rules and Regulations	Kapurthala Traffic Police	Guest Lecture on Traffic Rules and Regulations	12	28
Voting Rights	Guru Nanak of Education for Women, Kapurthala	a) Seminar on "Right to Vote" b) Preparation of Voter Cards	12	28
AIDS Awareness	Red Ribbon Club	Collage Making Competition	1	8

Women Empowerment	Science City, Kapurthala	Attended Seminar on Women Empowerment	1	0
Swachh Bharat Abhiyan	Practicing Government schools	Cleanliness Activities in School Campuses during Students Internship Pregramme	12	28
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Institute with school Sector	Institute School Community Networking	Practising Government Schools	04/08/2017	23/11/2017	28
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1500000	1276933

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

Class rooms	Existing
Laboratories	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Local Made	Partially	Not Specified	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5074	689760	412	100004	5486	789764
Reference Books	2614	575993	9	2858	2623	578851
e-Books	145	0	0	0	145	0
Journals	0	0	23	9930	23	9930
e-Journals	0	0	0	0	0	0
Digital Database	1	10000	0	0	1	10000
CD & Video	133	0	0	0	133	0
Library Automation	1	0	0	0	1	0
Weeding (hard & soft)	0	0	0	0	0	0
Others(specify)	6231	642769	12	2000	6243	644769

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	18	8	18	9	0	2	9	150	0
Added	1	0	1	0	0	0	0	0	0
Total	19	8	19	9	0	2	9	150	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	[NIL](NIL)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
125000	**104862**	**1500000**	**1276933**

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and Policies Procedures and Policies for maintaining and utilizing physical, academic, and support facilities- Laboratory, sports complex, library, computers, classrooms etc. followed by the NCTE and affiliated University(GNDU, Amritsar). The above supporting facilities are supervised by faculty members in systematic order. All the physical, academic, and support facilities- Laboratory, sports complex, library, computers, classrooms are maintained and supervised by well qualified respective in charges. Library:- A qualified librarian maintains all the house keeping operations of the library. The library is well equipped with latest textbooks, reference books and periodicals to fulfil the academic needs of students. Integrated Library Management Software is used in the library. Visitor Records of students and teachers are maintained in the library. Accessibility of computers and internet are available in the library. Science Resource Room:- Science resource room maintains by respective in charge. It has all the necessary equipment related to science that allow the students to conduct experiments. Various workshops are organized to enhance the skill of preparation of effective teaching aids and to use scientific skills. Health and physical Education Resource Room:- A well qualified and trained faculty member has given the charge to look after this resource room. It is used for carrying out various sports activities for physical fitness of the students. Annual sports meet is organized every year with full vigor. Computer Centre cum Educational Technology Lab:- The lab is supervised by qualified assistant professor for its maintenance. This lab has equipped with facility of internet that enables the students and teachers to search for recent developments in different aspects of education. Dispensary :- A well qualified doctor visits the dispensary for medical checkup of students once a week. An assistant professor is also given the charge with the

prescribed medicines by the doctor for medical treatment and first-aid in emergency situation. Classrooms:- The classrooms are looked after by the respective classroom in charges. These are optimally used for teaching, conducting house tests, annual examinations, group discussions and seminars. Multipurpose Hall:- The hall is best used for organizing various academic, non academic and community related programmes and is maintained by the respective faculty member. Number of inter-house competitions, morning assemblies, workshops, extension lectures, and seminars are organized in the hall. Social Science Resource Room:- This resource room is equipped with all the required teaching aids and materials. Workshops are organized to provide practical training about teaching aids to the students. This resource room is supervised by respective in charge.

http://gncewkpt.com/procedures-and-policies/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	0	0	0
b)International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal counselling	26/08/2017	35	Institutional Level
Yoga and Meditation	13/08/2017	35	Institutional Level
Teachers Day Celebration	05/09/2017	42	Institutional Level
Matri BHASHA diwas	21/02/2017	36	Institutional Level
World Sustainable Energy Day	24/02/2017	40	Institutional Level
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	By making	35	35	0	0

the books available in the library through Guidance and counselling cell					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	**2**	**3**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	**4**	**B.ED**	**Guru Nanak College of Education, Kapurthala**	**DAV College, Jalandhar**	**Post Graduation**
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	**4**
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Talent Hunt	**Institutional Level**	**28**
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for	Number of awards for	Student ID number	Name of the student

			Sports	Cultural		
2018	nil	Nill	Nill	Nill	Nill	Nill

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has a Students Representative body named as "Student Council". The student council was constituted at the college level and it gives the students a voice - a platform to be heard. Through it, they involve themselves in multifarious duties that the college demands of them. • President • Vice President • Secretary • Class representatives the members of the council are elected. Students exercise their right to vote and the counting is done in a very transparent manner by including senior teachers and one or two students. Elected members are announced in the assembly. Major Activities of the Student Council include to assist maintaining Discipline, Conducting Assemblies and functions acting as a link between faculty and students, conducting functions, reporting issues demanding attention, representing students where needed, act as aides to the principal, dedicated service towards the college, etc. To bring to the notice of concerned authorities, the problems, and difficulties faced by the students. To express views regarding the overall working of the college and its improvement. A special representation was given to the students of various cultural, and sports activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The management and the principal of the institution promote democratic environment in which each gets the opportunity to express and contribute. This is done through the effective distribution of role and responsibilities among all. Division of duties is communicated to the staff in following manner: 1. Staff meetings are conducted frequently to plan and take the important decisions regarding academic and co-curricular activities. Planning for the next academic year is done through staff meetings held in the beginning of every session and major portfolios and persons responsible for handling the portfolio are decided. Activities to be conducted in each portfolio such as Practice Teaching, Examinations, Extension Work, Community Work, Co-curricular activities, Visit and Excursion etc. are discussed in the staff meetings. ???Different committees are framed for identifying various needs, which work with well-defined roles and responsibilities. Duties are assigned in

consideration with the interest, ability and aptitude of each staff member. Circulars and notices are the regular means for the free flow of information.?During the organization of various activities in the college, entire programme is planned.?Names of the portfolios and names of the teacher-educators handling the portfolio are recorded in the minute-book.?Any problem faced by the teachers handling the portfolio and others are shared and ideas are brainstormed to find solutions.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The Curriculum Revision Programme is governed by the head of the institution along with faculty Members time to time according to the needs of students. They attended meetings to discuss various aspects of syllabus designed by University. They are suggested for applying changes in curriculum from next academic session.
Teaching and Learning	• ICT integrated Teaching- Learning • Co-operative Learning • Team Teaching. • Use of E-sources • Seminar • Peer-Tutoring • Group Discussion. • Remedial teaching for academically weak students. • Enrichment material for meritorious students
Examination and Evaluation	• Diagnostic Approach and Remedial Teaching for academically weak students • Enrichment Material to Meritorious student • Discussion of Question Bank in the class • Preparation of answer keys • Execution of Supervised Class Tests • Provision of supplementary examination for absentees and failures • Preparation of a teacher wise report comparing the pass percentage of university result with that of college result in each subject. The report is submitted to management every year for its perusal
Research and Development	Action research • Publication of Articles • Publication of Edited Book with ISBN • Organisation of National Seminar • Development of Achievement Test in Mathematics for class IX • Development of Computer Based Diagnostic Test in Mathematics for Class IX • Surveys
Library, ICT and Physical Infrastructure / Instrumentation	• Addition of new text books, reference books ,e-material and educational CDs in the library •

	Upgradation of Computers and Technological Equipments • Wi-fi enabled campus • Free access to Internet for faculty and students • Update of college website • Our infrastructure namely classrooms, subject-wise Resource Rooms, Seminar Room, Laboratories, Library and Multi-Purpose Hall were utilized for welfare of students
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
Industry Interaction / Collaboration	• Collaboration with 7 practicing schools for teaching practice of students. • Meetings with the principals of different practicing schools for improving the quality of teaching practice.
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 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.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Academic Calendar with the information regarding various academic and co-curricular activities is prepared in the beginning of the session and is also uploaded on the website of the college www.gncewkpt.com. The college has its own e-mail id gncewkpt@yahoo.com for dissemination of information to the students and stakeholders.
Administration	Presently office related correspondences with the Higher authorities regarding various issues being operated online. The administration of office dealing with students, faculty, and admissions are

	fully computerized. College is using Tally software which helps to streamline the budget under different heads. Monthly salary statement for teaching and Non-teaching staff is prepared using this software. College helps the students to apply online for various scholarships under different welfare schemes. Fees record of students, salary and increment records of faculty and nonteaching staff, admission records, etc. are maintained using this software.
Finance and Accounts	For transparent function of Finance and Accounts College uses 'TALLY' software. Regular internal and external audit of college's annual accounts books is done regularly.
Student Admission and Support	Proper support is provided by college to new applicants in the process related with admission and pedagogy selection. Administrative and admission committee provides support to aspirants for the solution of the various queries at the time of admissions as it helps students at the time of filling registration form, scholarship form, admission form etc. There is also a provision of Students' Poor Aid Fund for their financial help.
Examination	All the exam related data and management activities are managed through computers. The College has an Examination Committee under which faculty members work together to conduct different exams at college level i.e. Class test, House test, Supplementary test etc. Every department is equipped with ICT tools so that it is possible for every subject incharge to make question paper themselves. Results of internal exams are uploaded online. Students' registration form for examinations and marks of internal exams are uploaded online by the office staff. The roll nos. are also received online. All exams related correspondence with University is communicated as soft copies and in the form of emails.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended	Name of the professional body for	Amount of support

| 2018 | Mrs. Mandeep Kaur | one day workshop on psychometric test: analysis and publication | Lyallpur Khalsa College of Education for women, Jalandhar | 0 |

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	nil	nil	Nill	Nill	0	0

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
one day workshop	2	07/04/2018	07/04/2018	1

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
C.P.F, Loan Against C.P.F, Gratuity, immediate medical facilities, fully AC staff room, etc	C.P.F, Loan Against C.P.F, Gratuity, immediate medical facilities, fully AC administrative office, etc.	Financial Aid, Book Bank Facility, immediate medical facility, free parking, provision of common room, canteen facility shared with school

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Accounts of the institution are audited regularly. Accounts of 95 deficit grant-in-aid are audited by pre-Audit Cell (F A) DPI (Colleges) Punjab, Internal Audit Organisation (F A) Punjab Accountant General Government of Punjab. Chartered Accountant appointed by Montgomery Educational Trust audits the other accounts of institution regularly. There are no major paras pending related to

finance/recovery. Procedural objections raised were dropped/settled side by side.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	G.N.D.U. Amritsar	Yes	Academic Committee
Administrative	Yes	Government of Punjab	Yes	Internal Auditor

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. The institution occasionally plans for interaction with parent to discuss the performance in academics and personal problems of the students. 2. Seeks feedback from parents for quality improvement in the functioning of college. 3. Positively acts upon suggestions if any.

6.5.3 – Development programmes for support staff (at least three)

1. The management of the institution honoured the support staff in the form of appreciation awards for their good work. 2. The Principal and staff of the institution also encourage them time to time for their dedicated services for the institution. 3. The College provides free uniforms to the supporting staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Motivate teachers to avail faculty improvement programme. 2. Enrich subject resource centers. 3. Conduct annual total quality assessment of college keeping in view of vision and mission.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Visit to RCF	10/03/2018	10/03/2018	10/03/2018	20
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Essay Writing Competition	08/03/2018	08/03/2018	14	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Environmental consciousness and sustainability/Alternate Energy initiatives are as follows: • Ban of plastic bags in the campus • Encouragement for carpooling/scooter pooling by staff and students • Organization of Cleanliness Drive • Lectures on Healthy Habits • Celebration of Swachh Bharat Abhiyan • Celebration of World Sustainable Energy Day' •Different varieties of plants are planted in the college campus • Celebration of World Environment Day • Tree plantation, play pots for birds • the waste water from RO is use for plantation and cleanliness purpose• Reducing energy consumption by using high energy LED lights • Segregation of waste in separate dustbins . Solar panels are installed for generating electricity

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nill	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	23/09/2017	1	GuestLecture	Traffic Rules and Regulations	84
Nill	1	1	02/10/2017	1	Swacchh Bharat Abhiyan	Green city, clean city, Dreaam city	84
2017	1	1	01/12/2017	1	SeminarR	Right to Vote	84

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)

Information Brochure 2017-18	27/07/2017	Code of conduct is strictly ensured by the discipline committee and any discrepancy is timely resolved by the discipline committee as well as head of the institution

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers Day Celebration	05/09/2017	05/09/2017	64
Shubh Aarambh	20/09/2017	20/09/2017	64
SVEEP Activity	26/09/2017	26/09/2017	20
Celebration of National Unity Day	31/10/2017	31/10/2017	64
Seminar on Right to Vote	01/12/2017	01/12/2017	64
Celebration of Matribhasha Divas	21/02/2018	21/02/2018	64
World Sustainable Energy DAy	24/02/2018	24/02/2018	64
Inter House Kho-Kho Competition	06/03/2018	06/03/2018	24
Visit to Rail Coach Factory	10/03/2018	10/03/2018	20
Inter House Badminton Competition	14/03/2018	14/03/2018	10

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation. • Maintenance of garden/lawns • Neat walk pathway is maintained. • Use of thermocol is banned in the preparation of teaching aids. • Polythene is not allowed in the college • Cleanliness drive organized by college. • Regular Plantation inside and outside the college campus. • Dust Bins are placed to avoid littering and to keep the campus clean.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://gncewkpt.com/best-practices-2017-18/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

G N College of Education for Women, Kapurthala started its journey since 1966 towards performance of excellence degree in all the aspects of professional development of the teachers. The college focuses on vitalizing teaching-learning process, ICT, Human Values and interactive relationship with all the stake holders for the holistic development of students. The institute aims to prepare passionate, innovative teachers with commitment to excellence and professional outlook. This college takes regular steps high quality and need based programs in teacher education at affordable cost are provided. To honor cultural and spiritual diversity a fertile ground is provided for its presentation and promotion. There is an ambiance of work culture, respect, cooperation,peaceful, co- existence and team work. Our teachers participate in various international seminar, workshops, Webinars, Conferences for their professional development. True to the vision, priority and thrust of the institution, the college has tried to impart holistic education among the students. Students are continuously engaged in the teaching learning process and their personal and collective responsibility is encouraged. College has stressed upon the need for value-based education. Utmost care has been taken to help the students imbibe the values through curricular, co-curricular and extracurricular activities. The emphasis on soft skill development has enabled the students to tackle various issues which are commonly faced in their daily life. Students passing out of this institution have incorporated values as their guiding principles in life. Students have imbibed the spirit of nationalism, brotherhood, scientific outlook and are compassionate towards the needy. They appreciate the dignity of labour. Our endeavors and thrust on holistic education with emphasis on value education and skill development has proved to be very useful for the institution.

Provide the weblink of the institution
http://gncewkpt.com/institutional-distinctiveness-2/

8.Future Plans of Actions for Next Academic Year

• To create an enabling environment for holistic development of students, faculty and support staff • To further strengthen the use of technology by faculty and students • To develop a sense of responsibilities among the student teachers for the society. • To create awareness and initiate measures for protecting and promoting Environment • To strengthen the alumni association • To augment the library resources • To Implement recommendations made by the NAAC Re-Accreditation Committee, during the second cycle of NAAC • To organise activities to hone the creative skills of student teachers and provide a platform to display their creativity • To strengthen the teaching learning process • To encourage the faculty for research oriented activities