

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

D. D. JAIN COLLEGE OF EDUCATION

1.2 Address Line 1

KIDWAI NAGAR

Address Line 2

BEHIND MINI ROSE GARDEN

City/Town

Ludhiana

State

Punjab

Pin Code

141008

Institution e-mail address

ddjaincollege@gmail.com

Contact Nos.

0161-2225987, 5023564

Name of the Head of the Institution:

DR. VIJAY LAXMI

Tel. No. with STD Code:

0161-2225987, 5023564

Mobile:

98760-18697

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.93	2015	April 30,2020
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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 ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ N.A. \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ N.A. \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ N.A. \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ N.A. \_\_\_\_\_ (DD/MM/YYYY)

### 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  Yes  No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

### 1.12 Name of the Affiliating University (*for the Colleges*)

**PANJAB UNIVERSITY,  
CHANDIGARH**

### 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="NO"/>		
University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other ( <i>Specify</i> )	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="02"/>								
2.2 No. of Administrative/Technical staff	<input type="text" value="01/01"/>								
2.3 No. of students	<input type="text" value="02"/>								
2.4 No. of Management representatives	<input type="text" value="01"/>								
2.5 No. of Alumni	<input type="text" value="02"/>								
2. 6 No. of any other stakeholder and Community representatives	<input type="text" value="02"/>								
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>								
2.8 No. of other External Experts	<input type="text" value="06"/>								
2.9 Total No. of members	<input type="text" value="19"/>								
2.10 No. of IQAC meetings held	<input type="text" value="08"/>								
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="08"/> Faculty & Non-Teaching Staff <input type="text" value="04"/>								
Students	<input type="text" value="02"/>	Alumni	<input type="text" value="02"/>	Others	<input type="text" value="--"/>				
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/>	No	<input checked="" type="checkbox"/>						
If yes, mention the amount	<input type="text" value="X"/>								
2.13 Seminars and Conferences (only quality related)									
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC									
Total Nos.	<input type="text" value="0"/>	International	<input type="text" value="--"/>	National	<input type="text" value="--"/>	State	<input type="text" value="--"/>	Institution Level	<input checked="" type="checkbox"/>
(ii) Themes	<input type="text" value="NIL"/>								

2.14 Significant Activities and contributions made by IQAC

Seminars=6, Symposia=2, Workshop=3

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action (POA)	Achievements
Kindly refer to Annexure No. 1	Kindly refer to Annexure No. 2

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body        Governing Body

Provide the details of the action taken

The recommendation of the IQAC was enough for the motivation of the authority to provide ample facilities for the writing of the books as per the needs of the changed curriculum for B.Ed. The authority also patronized our seminars, convocation and college magazine “Devki Jyot”.

## 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
PhD	-	-	-	-
PG	-	-	-	-
UG	01	0	01	0
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

---- Core and Elective Options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1(4 semesters)
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

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

*\*Please provide an analysis of the feedback in the Annexure*

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

Yes, with the sincere efforts of NCTE, the whole syllabi and duration of B.Ed. course got revised and was duly implemented accordingly by Panjab University & its affiliated colleges including ourselves.

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
9	6	-	1	2

2.2 No. of permanent faculty with Ph.D.

3

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

--      --      --

2.5 Faculty participation in conferences and symposia: **(Record of seminars and workshops)**

No. of Faculty	International level	National level	State level
Attended	02	02	13
Presented papers	02	02	-
Resource Persons	-	-	-

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

- On-line study course material (SCMs)
- Enhancement of ICT competencies viz. Planning on-line lessons, use of PowerPoint, teaching with the help of Smart board (Interactive board), etc.
- On-line submission of the assignments.
- Brain Storming
- Personalized language viz.- English, Hindi & Punjabi assistance.

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

152

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

Open Book Examination, Double Valuation, Photocopy



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

10	-	-
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2.10 Average percentage of attendance of students

73%
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2.11 Course/Programme wise distribution of pass percentage: **B.Ed. 2015-17**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed (Sem.-I)	59	36%	53%	11%	-	100%

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

- IQAC in its meeting with faculty members proposed them to convene Annual plan meeting at the onset of the session and concerned expert personnel.
- IQAC with the help of various committees and their in-charges took feedback from the students, alumni, parents and heads of teaching practise schools and analyzed to improve the growth and development of the institution.
- Feedback for the faculty was also taken from the students. Suggestions were given to the faculty to bring quality in teaching-learning process.
- The members of IQAC held meetings with the members of student council to plan instructional strategies to bring transparency.
- Periodical meetings with various committees were held for the proper functioning of the institution.
- Achievements of the student-teachers who excel in various activities are recognised by IQAC.

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	02
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	-
Others ( Computer and Communication Skill Development Workshop)	-

## 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	02	-	-	-
Technical Staff	04	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC encouraged and created a feasible healthy climate for all to pursue research. For this:

- Duty leave has been sanctioned.
- Study leave has also been granted to the faculty as per their requirement.
- Facility of free Internet access and Photostat.
- No objection certificates for pursuing research work are given to the faculty members.
- Among 08 permanent members, 2 members have completed their Ph.D., 3 members will accomplish within next academic session and rest are also pursuing it.

#### 3.2 Details regarding major projects -- No

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

#### 3.3 Details regarding minor projects -- No

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	02	--
Non-Peer Review Journals	--	--	--
e-Journals	05	02	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year:

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

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
--	--	----	--	2+1	--	--

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:

(Institution has been applied for NSS Unit to Panjab University, Chandigarh)

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       State level   
National level       International level

3.25 No. of Extension activities organized

University forum       College forum   
NCC       NSS       Any other

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

- Extension lectures were organized for the students.
- Educational and vocational guidance services were organized for the students.
- Career counselling programme.
- Participation in Inter College Competitions.

## 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	13278.51 sq.m.	-	-	13278.51 sq.m.
Class rooms	04	-	Management fund	04
Laboratories/Lab/Cell	09	-	-	09
Seminar Halls	01	-	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	--
Value of the equipment purchased during the year (Rs. in Lakhs)	13376839.40	-	Management fund	13376839.40
Others	-	-	-	--

#### 4.2 Computerization of administration and library

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4590	20360	-	-	4590	20360
Reference Books	1000		-	-	1000	
e-Books	-	-	-	-	-	-
Journals/e-Journals	20	18917	-	-	20	18917
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	28	free	-	-	28	free

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments (Library)	Others Language Lab
Existing	30	01	Connect 2mbps	03	0	01	0	0
Added	0	0	Connect 2mbps	0	0	0	0	0
Total	30	01	Connect 4mbps	03	0	01	0	0

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

- From time to time workshops are organized for the students and staff to enhance ICT skills.
- The institution has internet facility.
- The library, staff-room, administrative room, ET room and clerical room too have internet facility.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.16882/-
ii) Campus Infrastructure and facilities	Rs.121734+14501/-
iii) Equipments	Rs.51000/-
iv) Others	Rs.5123148/-
<b>Total:</b>	Rs.5327265/-

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC enhanced awareness about student support services by constituting many committees viz.- Discipline committee, sexual harassment and anti-ragging committee, sports committee, grievance redress committee, college magazine committee, literary committee, maintenance and campus development committee, alumni cell, co-curricular and cultural activity development committee, student council, campus cleanliness committee. These committees with the support of the students take care of diversified needs as and when be needed.

5.2 Efforts made by the institution for tracking the progression

- Regular interaction with the above stated committees is sought out.
- Effective follow up of weekly and periodical evaluation is ensured.
- Additional resources are also mustered to undertake whatsoever needed on situational basis.
- Regular test and various recall activities are conducted by mentor teachers to ascertain the progress of teaching learning process.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	60	--	--	--

(b) No. of students outside the state  (c) No. of international students

Men	No	%	Women	No	%
	-	-		60	100

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
115	5	-	-	-	120	45	6	-	9	-	60

Demand ratio - nil Dropout % - 3.33%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

IQAC encouraged and motivated the students regularly to appear in the various competitive exams as per their eligibility. Every type of assistance right from the procedure of appearing, filling the form, preparing for the exams, availability of study material, etc. is provided as and when the need be.

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="01"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="06"/>

#### 5.6 Details of student counselling and career guidance

- Guidance and Counselling committee has been established in our institute to look into the diversified needs of our students. Our college has collaboration with various reputed schools of the city.
- IQAC contact with them and help students in their placement.
- IQAC also provide personal counselling (student counselling) to look into the diverse socio-economic problems that confronted our students.

No. of students benefitted

#### 5.7 Details of campus placement-**The Course is under progress.**

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	30



## 5.8 Details of gender sensitization programmes

<p>IQAC celebrated the following:</p> <ul style="list-style-type: none"> <li>• World AIDS Day</li> <li>• International Women’s Day</li> <li>• Inter-house slogan writing competition on the theme “Women Empowerment”.</li> </ul>
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## 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	1	5000Rs
Financial support from government	X	X
Financial support from other sources	X	X
Number of students who received International/ National recognitions	X	X

## 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

5.13 Major grievances of students (if any) redressed: **As such there was no major grievance. Only the students who had opted for Hindi and Punjabi medium confronted some problems for preparing themselves as per the change in B.Ed. curriculum (syllabus revision). Thus, IQAC provided ample help and guidance by providing them the study material available to them in their respective mediums.**

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **VISION**

The institution strives to become the standard of excellence, fostering quality in intellect, creativity and character in an active way to create student-centred learning community. It will bend upon to be a leader in preparing professionals who'll provide leadership and exemplary educational services to improve the lives of individuals in a changing and complex society.

##### **MISSION**

- To impart and create new knowledge and logical thinking.
- To develop skills for information-processing and lifelong learning.
- To initiate and experiment innovations in teacher education.
- To provide opportunities and facilities for the holistic development of the student-teachers.
- To provide intellectually well developed, socially concerned and culturally rich citizens.
- To create awareness in student-teachers about the modern trends in education.
- To prepare the competent and committed teachers and teacher educators.
- To rejuvenate the teaching learning process through ICT.
- To collaborate with various stake holders.

#### 6.2 Does the Institution has a management Information System

Yes

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

##### 6.3.1 Curriculum Development

As the institution follows the syllabus and curriculum as prescribed by Panjab University, Chandigarh (on NCTE guidelines) so there is little scope of internal curricular designing. When the syllabus got revised for the current session, all the faculty members participated in workshops actively as Subject Experts.

##### 6.3.2 Teaching and Learning

- On-line study course material (SCM's).
- Enhancement of ICT competencies viz.- planning on-line lessons, use of power-point, teaching with the help of smart board (interactive board), etc.
- On-line submission of the assignments.
- Brain storming.
- Personalized language viz.- English, Hindi and Punjabi assistance.

### 6.3.3 Examination and Evaluation

- IQAC conducted house examinations before final Panjab University's Examination before each semester. Those students who didn't appear in their house exams or got failed or those whose performance was weak, for them re-exams were scheduled before the final University Exams.
- Regarding Evaluation, CCE pattern was adopted by IQAC and students were assisted in better learning through various techniques as per the need and demand of the situation.

### 6.3.4 Research and Development

IQAC encouraged and created a feasible healthy climate for all to pursue research. For this:

- Duty leave has been sanctioned.
- Study leave has also been granted to the faculty as per their requirement.
- Facility of free Internet access and Photostat.
- No objection certificates for pursuing research work have been given to the faculty members.
- Among 08 permanent members, 2 members has completed their Ph.D., 3 members will accomplish within next academic session and rest are also pursuing it.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Our institution has a very good infrastructure, library is semi-automated and ICT facilities are there for both students and teachers.

### 6.3.6 Human Resource Management

The Human Resource of the college has been managed in a democratic way. For the welfare and management of the student resources, there is a student council and mentor-tutors. For the management of other resources, there is a governing body that aim at the optimized development of all human resources.

### 6.3.7 Faculty and Staff recruitment

Faculty and staff have been recruited transparently as per Punjab state Govt. norms & rules and Panjab University's/ NCTE/UGC Guidelines.

### 6.3.8 Industry Interaction / Collaboration

No new collaboration has been made during this session but all the previous industrial interactions and collaborations had been sustained.

### 6.3.9 Admission of Students

The students have been admitted on the basis of merit followed by Central Counselling conducted by Federation of the Self-Financed Colleges of Education (Regd.) Punjab which includes representatives from the Association of Self-Financed Colleges of Education, affiliated to Panjab University, (Chandigarh), Panjabi University, (Patiala) and Guru Nanak Dev University (Amritsar). Guidelines for admission to self-finance Colleges of Education have been formulated as per NCTE/affiliating University norms by the Federation. At the time of admission, the reservation policy as per rules of Punjab Govt. has also been adopted.

6.4 Welfare schemes for

Teaching	Provident Fund
Non teaching	Provident Fund
Students	Govt. Post metric scheme for SC/ST/OBC, prizes, fee concession to the needy students.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Panjab Uni.,Chd.	Yes	IQAC Academic Council & Governing Body
Administrative	Yes	Jain & Anil Sood	Yes	Governing Body

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

As Panjab University holds and declares results of UG Programmes, hence the college has no control over the date of publication of results.

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

Under the auspices of a university, there is hardly any such scope.

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

No such initiative has been taken so far by the affiliated University.

6.11 Activities and support from the Alumni Association

The IQAC invited the alumni on various functions held at college to share their experiences and to seek their support for the sustenance of quality in the institution.

6.12 Activities and support from the Parent – Teacher Association

IQAC invited the parents to seek support from them for the best quality practices in the institution. Moreover, after every house exams parents/ guardians were invited to monitor the progress of their wards and rooting out the diverse problems as the need be.

6.13 Development programmes for support staff

ICT enrichment clusters for the support staff had been organized from time to time.

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

- Plantation Drive with Sambhav Gp.
- Conservation of Natural Resources viz Water Conservation.
- Eco friendly Holi
- Eco friendly Diwali
- Discarding the usage of Polythene bags.

## 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.

- Establishment of IQAC to bring quality in academic programmes.
- Interaction with student-council and alumni.
- Periodical meeting with the mentor-tutors and in-charges of various committees.

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

- In this academic year, the decisions taken up in the plan of action regarding teaching and learning and all others were put to practice. Besides, the various need-to-do based things were also accomplished on time.

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

All the best practices of the institution were conducted with due consideration in this academic-session too.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Tree Plantation Drive was organized.
- Students were encouraged to save water and discard the usage of plastic bags.

7.5 Whether environmental audit was conducted? Yes  No

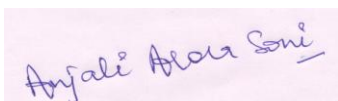
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The institution will strive hard to commence M.Ed. course and other add-on courses as permissible at the earliest.

## 8. **Plans of institution for next year**

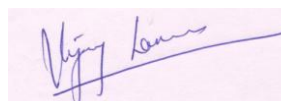
- The institution is planning to establish the NSS unit for next year.
- Organization of more seminars/workshops/symposia/conferences, etc. at the State/National/Inter - National Level.

Name Mrs. Anjali Arora Soni



Signature of the Coordinator, IQAC

Name Dr. (Mrs.) Vijay Laxmi Aggarwal



Signature of the Chairperson, IQAC

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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