



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		D. D. JAIN COLLEGE OF EDUCATION
Name of the head of the Institution		DR. VIJAY LAXMI
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01615023564
Mobile no.		9876018697
Registered Email		ddjaincollege@gmail.com
Alternate Email		vijaylaxmiagggarwal@gmail.com
Address		KIDWAI NAGAR BEHIND MINI ROSE GARDEN
City/Town		LUDHIANA
State/UT		Punjab
Pincode		141001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	DR. ANJALI ARORA
Phone no/Alternate Phone no.	01615023564
Mobile no.	9878410110
Registered Email	ddjaincollege@gmail.com
Alternate Email	anjaliarorasoni@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.ddjaineducation.com/download/AQAR2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.ddjaineducation.com/Download/acad.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	2.97	2015	01-May-2015	30-Apr-2020

6. Date of Establishment of IQAC

05-May-2015

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
Steering Committee Undertakings	08-Jul-2019 1	86
Steering Committee	29-Aug-2019	86

Undertakings	1	
Steering Committee Undertakings	14-Sep-2019	151
	1	
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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
Education	DCDC sponsored seminar	DCDC PANJBA UNIVERSITY	2020 6	30000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	13
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 File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

- Motivated for improving Teaching- Learning Pedagogy during pandemic.
- Discussed quality statements with teaching and non- teaching staff, alumni and stakeholders for creating a benchmark for sustaining quality.
- Posted all its activities and proceedings on social portal.
- Persistently monitored and reviewed the quality programmes and continuously revamped the Career, Guidance and Placement Cell.
- Promoted basic ICT skill competencies among staff and students.

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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	Achievements/Outcomes
Strengthening Quality in Academic Domains	Parents, alumni, various experts and stakeholders were involved for sustaining the quality in the entire teaching learning process. The Seminars, workshops, extension lectures and field visits were organized to achieve these objectives.
Regular Monitoring and Evaluation	The slow learning students were identified based on the result analysis carried out during/after each term and then given remedial assistance to improve their performance. They were tutored by teachers to help them pace up with the class. The students were given training to write and effectively present their curriculum vitae. The students were also assisted to utilize and access the various available ICT resources in the best way in their teaching-learning process.
Motivating faculty for Up-gradation	The faculty members were motivated to enhance their competencies and skills through various FDPs, workshops, seminars, conferences, etc.
Teaching Learning Research Process	The research and Learning are important innovative interventions in the Teaching- Learning- Research process. These have facilitated the expansion of the prescribed syllabus in multiple directions. The respective subject experts have encouraged students to undertake various projects in each foundation, elective and pedagogy subject with expert guidance from their mentors.
Motivating students for Quality Teaching and Life at large	Various seminars, workshops and conferences had been organized for students for maintaining quality of teaching and life at large. They were also motivated to participate in various competitions at intra and inter college and also at university level.
Relentless Guidance of students for SUPW	For developing sensitivity among the students for the underprivileged section of the society, a number of activities were organized throughout the session including Socially Useful Productive Work (SUPW), visits to the various centers, donations, rallies, social service programmes, etc.

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>GOVERNING BODY</td> <td>16-Jun-2020</td> </tr> </table>		Name of Statutory Body	Meeting Date	GOVERNING BODY	16-Jun-2020
Name of Statutory Body	Meeting Date				
GOVERNING BODY	16-Jun-2020				
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	2019				
Date of Submission	30-Sep-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<ul style="list-style-type: none"> • Enterprise Resource Planning (ERP) System is there for Attendance, fees, faculty enrichment activities, time table, internal assessment and evaluation, etc. • Google Classroom and students' emails for uploading learning material and this facilitates easy and friendly access of learning material to the students. • Website: The website contains information about the college and is attractive and user friendly. All academic related information such as course information, new courses, seminars etc and also various academic and cocurricular programmes held and upcoming events are constantly updated. • Library: The library uses JSR Evershine Library software. Students and teachers use the Web OPAC facility and INFLIBNET to access ebooks. • Office Accounts: All accounts are maintained through Tally ERP. 				

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

The College is affiliated to Panjab University, Chandigarh and follows the curriculum as set by it and has the mechanism for delivery and documentation of

the curriculum to achieve the educational, social and cultural objectives. The process involves a number of specific decisions taken at the Staff Committee Meetings and IQAC Meetings to determine workload, allocation of work and preparation of Time Table, etc. All the committees identify extension and other requisite activities that dovetail into teaching material and enrich it further. Respective Subject- Experts organize field trips and visits for hands-on training, organize Seminars, Conferences, Workshops, Symposia, Student Paper Presentations and Projects to supplement and complement the prescribed curriculum in tangential ways. The curriculum is further documented and effectively delivered by the use of ICT tools and e-resources by the faculty. The college prepares academic calendar in the beginning of every session in accordance with the schedule provided by the affiliated University. A lively plan for timely implementation is formulated by the institution to make sure effective delivery. To watch academic performance a tutorial committee consisting of a tutorial in-charge and a micro group of 8-10 students chaired by the Principal prepares policies after strategizing the simplest methods to successfully implement the curriculum. Various strategies are figured out after discussions with the members. The Research and Learning are important innovative interventions in the Teaching-Learning-Research process. These have facilitated the expansion of the prescribed syllabus in multiple directions. The respective subject experts have encouraged students to undertake various projects in each foundation, elective and pedagogy subject with expert guidance from their mentors. For the effective delivery and documentation of the curriculum, the College has a fully-equipped Curriculum Resource Centre, ET Resource Centre and IT Resource Centre. Cameras, laptops, recording equipment, other ICT tools and E-Resources are made available to the students to enable them to undertake their curricular tasks. Updating is done in all the major and minor areas or subject-areas from time to time. From time to time, faculty development programmes are also done. Use of ICT is utilized at the fullest. Self-development drive has been done by all the faculty members at the Individual Level. Various recent research based trends, methods, techniques gadgets and tactics are incorporated. In the Prospectus of the institution, the Semester-specific detail of B.Ed. Course, the evaluation procedure and weightage has also been given. Class-wise schedule is drafted and finalized well before the commencement of each semester. The papers/options are allotted after due consideration of the qualifications, subject specializations, experience and performance of the faculty. All are encouraged to organize a lively plan for his/her classroom teachings. The preparation of such an idea helps in effective distribution of syllabus, clarity of curriculum and timely completion of the course. Continuous and Comprehensive Evaluation is maintained throughout the year. The minimum number of working days as stipulated by the university is adhered too. Timely feedback from the various stake-holders is also sought out. These mechanisms ensure smooth and an effective delivery and documentation 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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BEd	Nil	16/07/2019
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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
BEd	Nil	16/07/2019

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

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
No Data Entered/Not Applicable !!!		
View File		

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 Internship Programme	86
BEd	Sensitization towards environmental issues	151
BEd	Community services	65
BEd	Plantation Drive, Nukkad Nataks, Rallies	151
BEd	Visit in schools for creating awareness among female students for their personal hygiene	65
BEd	Mega Rally (Awareness on AIDS)	30
BEd	Vigilance Awareness Week	65
BEd	Rashtriya Ekta Diwas	86
BEd	Presentation of Rotract Charter	60
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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	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained

The analysis is made on the basis of Rating Scale and is always used for the improvement and from time to time the changes are also incorporated to meet the existing needs. The feedback Proforma of analysis has been made and from which suggestions are incorporated for improvement. The College has several formal mechanisms to obtain feedback from different stakeholders. Free articulation of views is encouraged amongst all stakeholders by inviting them to write to the Principal via official email, which is in the public domain. The College has designed a Student Feedback Form to be duly filled by the students as an assessment of the teaching programme and College infrastructure. Days are earmarked in each existing Semester to take the feedback from the students. Student feedback is also received through Student-Faculty Meetings and classroom interactions. Feedback received from students is evaluated by individual teachers, different committees and IQAC and used to leverage pedagogy and curriculum enrichment. There is a Suggestion Box outside the College Office for use by the students to express any grievance or complaint. The Box is opened every week by the IQAC. Such representations are addressed by the Principal through meetings with student and teachers. At the end of each academic session, the Principal convenes an Academic Administrative Audit with teachers to discuss academic planning and devise and/or revise pedagogical strategies based on the faculty's experience and feedback. The Staff Meeting on the opening week of the session recapitulates the decision for implementation of new pedagogic strategies and programmes. Feedback from the alumnae is obtained through alumnae interactions. Alumnae of the College actively participate in the activities of the college. Feedback from the parents is also sought. Parents are also invited to interact with the faculty on College Functions and during College Admissions. These practices have been appreciated by the parents and created a bond between the parents and the institution. The institution also features a well-defined system of feedback within the form of Central Student-Council. The College features a central student-council comprising of eight members from B.Ed. Semester-1 and B.Ed. Semester-3. The category representatives provide extensive feedback during the formal and informal meetings regarding the various aspects of curriculum and its transaction. Feedback from the heads of practicing schools is also sought out. The principals of the practicing schools are asked to fill in their observations regarding the talents demonstrated by the pupil teacher to hold out the task of teaching and learning. The System Approach Analysis is employed to review the tutorial system of the college. The results obtained within the Panjab University Final Examinations are used as reflective indicators of the strengths and weaknesses of the course and curricula. This feedback is discussed at faculty meetings, suggestions are invited and given due considerations. Feedback on Curriculum (By Employers) is also sought out at the onset of each new experiential year at the time of increment in the form of "Self-Appraisal Form". It has been made Compulsory to be filled only for those who

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	200	151	151

[View File](#)

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
2019	151	0	15	0	15

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	Number of smart classrooms	E-resources and techniques used
16	16	38	8	1	9

[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)

Student mentoring system is available in the College at different levels viz. - academic level, personal level, in providing psycho-social support, for professional and career counselling and other services whatever need be. Notwithstanding Covid-19 Pandemic and Lockdown since March 2020, student mentoring system was facilitated and continued through online and vide mobiles too quite remarkably and successfully. Academic counselling is available for all students. The students are mentored at the time of admissions on the nature and prospects of the pedagogy subject they wish to choose. Later, the new entrants are mentored at the time of Orientation. In addition, Tutorial Classes facilitate one-to-one interaction between the mentor-mentee. In the Tutorial Classes, the teachers meet smaller groups of students to help them in resolving their curricular and other academic needs. In these classes, the students can discuss their academic and discipline related problems without any hesitation or peer pressure. Tutorial Classes are significantly valuable for slow learners. The faculty mentors the students in writing research/thematic papers and projects and presentations for seminars/conferences within and outside the College. More importantly, the faculty mentors the students to qualify NET/SET/PSTET/CTET/IAS/PCS and other relevant Competitive Exams. They are mentored in all aspects covering the details about the exams, content pedagogy, study course materials and online assistance. Students are also mentored by their teachers to organize, interact and lead the Society. Similarly in various Extension Activities like NSS, Community Outreach/Extension Programmes, Extra-Curricular Activities, Students Union have faculty mentors who advise and guide the students in organizational and leadership qualities and building peer rapport and interaction within all there in the society. In addition to mentoring by their respective teachers seminars by industry representatives and higher education experts are also arranged to create awareness among students about higher education and other job opportunities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
151	15	1:10

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
No Data Entered/Not Applicable !!!				

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
2020	Dr. Vijay Laxmi	Principal	Citation
2020	Dr. Meenu Sethi	Assistant Professor	Citation

[View File](#)

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	BED 1 SEM	1	31/01/2020	15/06/2020
BEd	BED 3SEM	3	09/12/2019	06/06/2020

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

The College being affiliated to Panjab University Chandigarh is obliged to implement all directives of the University regarding continuous internal evaluation. These include the system of Internal Evaluation of Papers (Foundation Papers, Pedagogy Papers and Elective Papers) for 10 marks which are based on the performance of the candidate in term paper, house test, class assignments, attendance and participation in discussions/seminars/tutorials, related practical and sessional work. It is assessed and prepared by the concerned teacher on the basis of file work and viva voce. The final list of internal assessment of all the papers in a semester is prepared by a panel of 3 senior teachers moderated by the Principal. During the Lockdown following Covid-19 Pandemic, Online Assignments were taken from the students. It is worth reporting that despite the several problems that some of the students faced with regard to Wi-Fi or internet connection or not having Laptops, the submission of assignments was almost 100 percent. The College adheres to the factor of student attendance in all assessments, which serves as an incentive for regularity and academic discipline. The schedule for Class Tests/Assignments/Remedial Tests is notified to the students in advance. The schedules announced are strictly adhered to. The Principal and IQAC of the College monitor the effective implementation of the schedule. Lockdown, notwithstanding, Internal Assessment Data was uploaded on the University Portal with complete regularity and efficiency.

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

Academic calendar is prepared well in advance to show the roadmap to the student teachers of tasks to be accomplished during each semester. As the college is affiliated to Panjab University, Chandigarh, the academic calendar of the college is framed on the basis of that academic calendar only. The guidelines of Panjab University are adhered strictly and kept in consideration while framing the academic calendar of the college. As the University releases the academic calendar for the new session, prior to its commencement, the college refers the same and the Principal along with the IQAC and coordinators

of different committees prepares the academic calendar accordingly. The same is then discussed at the staff meeting and changes are made if any suggestion found workable and effective. It contains the schedule of both scholastic and co-scholastic activities. Scheduled information of the Intra semester assessments and the final semester end exam for both the odd and even semesters are also mentioned. The students were informed on regular basis, about the university notices and circulars related to any issue of their concern, from time to time through whats App groups, mentor groups and also verbally by the faculty members of the college.

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.ddjaineducation.com/index.aspx>

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	general	151	151	100
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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)

<http://www.ddjaineducation.com/Download/SSS.pdf>

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
Any Other (Specify)	1	DCDC, Panjab University, Chandigarh	0.3	0.3
Any Other (Specify)	1	Participative Affiliated Colleges of Panjab University, Chandigarh	0.15	0.15
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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
Lesson Planning Workshop	Steering Committee Undertakings	10/07/2019

Seminar on 'Values and role of values in Education'	Academic Committee Drive	17/09/2019
Seminar on 'Discipline'	Academic Committee Drive	14/10/2019
Seminar on 'Techniques of Teaching'	Academic Committee Drive	22/10/2019
Extension Lecture on 'Importance of Menstrual Hygiene' and 'Importance of Good Health'	Extra Academic Committee Enterprise	01/11/2019
Awareness about 'How to Save Water'?	Extra Academic Committee Enterprise	15/11/2019
Awareness about 'How to take care of Personal Hygiene during Menstrual Cycle'?	Extra Academic Committee Enterprise	25/11/2019
Extension Lecture on 'AIDS'	Extra Academic Committee Enterprise	02/12/2019
Seminar on 'Traffic Rules for Road Safety'	Extra Academic Committee Enterprise	15/01/2020
Extension lectures on 'Importance of Girl Child', 'Self- Defense', 'Save the Girl Child' and 'Educate the Girl Child'.	Extra Academic Committee Enterprise	23/01/2020
Seminar on 'Creating Inclusive School'	Academic Committee Drive	25/02/2020
National Seminar on 'Attitude of Students and Teacher Educators towards Two Years Teacher Education Programme'	DCDC, Panjab University, Chandigarh	26/02/2020
Career Talk	Extra Academic Committee Enterprise	28/02/2020
Pidilite Fevicryl Workshop	Extra Academic Committee Enterprise	03/03/2020

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
Hindi Diwas	Samiksha Arora	Ved Prachar Mandal	13/09/2019	Debate
Hindi Diwas	Yogita	Ved Prachar Mandal	13/09/2019	Debate
Hindi Diwas	Jaswinder Kaur	Ved Prachar Mandal	13/09/2019	Debate
Youth Festival	Mehak	Youth Welfare Deptt. Panjab University	03/10/2019	Folk Instrument, Ghara, Sitar Playing,
Youth	Harsimran	Youth Welfare	03/10/2019	Geet (Song)

Festival		Deptt. Panjab University		
Youth Festival	Shallu, Smiley, Jaswinder, Mehak, Harsimran, Jaspreet	Youth Welfare Deptt. Panjab University	03/10/2019	Group Song, Group Shabad
Youth Festival	Yogita	Youth Welfare Deptt. Panjab University	03/10/2019	Creative Writing
Youth Festival	Richa	Youth Welfare Deptt. Panjab University	03/10/2019	English Handwriting
Youth Festival	Lovely	Youth Welfare Deptt. Panjab University	03/10/2019	Still Life Painting
Youth Festival	Shallu	Youth Welfare Deptt. Panjab University	03/10/2019	Folk Song

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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
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
04	0	0

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

Name of the Department	Number of PhD's Awarded
Education	2

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)
No Data Entered/Not Applicable !!!			
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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
Education	6

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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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	40	Nill	Nill
Presented papers	Nill	14	Nill	Nill
View File				

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
Rashtriya Ekta Diwas	Mentor Groups	9	2765
Vigilance Awareness Week	State Bank of India (SBI) Nehru Yuva Kendra Sangathan, Ludhiana, Ministry of Youth Affairs and Sports, Government of India	15	86
Pupil Teachers Training Programme	Punjab School Education Board, Mohali (SCERT, Punjab)	15	23
Teachers' Day Celebration	Mentor Groups	9	65
Fit India Movement	DPI, Punjab	16	100
Swachhta Pakhwada	Ministry of Youth Affairs and Sports, Dept. of Youth Affairs,	16	50

	Directorate of National Service Scheme, New Delhi Internship incharges		
7 Days NSS Camp	Panjab University	16	50
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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
FIT INDIA MOVEMENT	PARTICIPATION	GOI	100
DEBATE	TROPHIES	VED PRACHAR MANDAL	70
INSTALLATION CEREMONY OF ROTARACT CLUB	BADGES	ROTARY CLUB	60
DISTRICT LEVEL DECLAMATION COMPETITION	TROPHIES CERTIFICATES	MINISTRY OF YOUTH AFFAIRS AND SPORTS, GOI	50
VIGILLANCE AWARENESS WEEK	APPRECIATION	NSS, GOI	65
PARTICIPATION IN MEGA RALLY FOR CREATING AWARENESS ON AIDS AND DRUGS DE-ADDICTION	CERTIFICATES	RED RIBBON UNIT OF ASSISTANT DIRECTOR, YOUTH SERVICES, LUDHIANA	30
NSS CAMP	CERTIFICATES	PANJAB UNIVERSITY, CHANDIGARH	50
ZONAL SKILL IN TEACHING AND ON THE SPOT TEACHING AID PREPARATION COMPETITIONS FOR VARIOUS PEDAGOGY SUBJECTS	TROPHIES CERTIFICATES	PANJAB UNIVERSITY, CHANDIGARH	250
NATIONAL SEMINAR ON "ATTITUDE OF STUDENTS AND TEACHER EDUCATORS TOWARDS TWO-YEARS TEACHER EDUCATION PROGRAMME"	TROPHIES CERTIFICATES	DCDC, PANJAB UNIVERSITY, CHANDIGARH	200
WORKSHOP ON "ART AND CRAFT"	CERTIFICATES	PIDILITE, INDIA	50
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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 activities	Number of students participated in such activities
Rashtriya Ekta Diwas	Mentor Groups	Rashtriya Ekta Diwas	9	2765
Vigilance Awareness Week	State Bank of India (SBI) Nehru Yuva Kendra Sangathan, Ludhiana, Ministry of Youth Affairs and Sports, government of india	Vigilance Awareness Week	15	86
Pupil Teachers Training Programme	Punjab School Education Board, Mohali (SCERT, Punjab)	Pupil Teachers Training Programme	15	23
Fit India Movement	DPI, Punjab	Fit India Movement	16	100
Swachhta Pakhwada	Ministry of Youth Affairs and Sports, Dept. of Youth Affairs, Directorate of National Service Scheme, New Delhi Internship incharges	Swachhta Pakhwada	16	50
7 Days NSS Camp	Panjab University	7 Days NSS Camp	16	50
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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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!					

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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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!	

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
Seminar Halls	Existing
Classrooms with LCD facilities	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 partially)	Version	Year of automation
JSR Evershine Library Software	Partially	1.0.0	2002

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!			
View File			

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	28	1	1	2	1	1	1	16	0
Added	0	0	0	0	0	0	0	100	0
Total	28	1	1	2	1	1	1	116	0

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

100 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
COMPUTERS/LAPTOP	https://studio.youtube.com/video/AkKImb6Lq9g/edit
MOBILE	https://studio.youtube.com/video/yUBbqUYGfho/edit
MOBILE	https://studio.youtube.com/video/gNlZ11cInBM/edit

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 incurred on maintenance of physical facilities
Nil	141733	Nil	523012

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)

The procedures and policies for maintaining and utilising physical, academic and support facilities like laboratories, library, sports complex, computers, classrooms etc. are adopted as per the instructions, norms and requirements of NCTE and Panjab University, Chandigarh. • Separate departments/ committees are made every session to maintain the infrastructure of the institution. The committee in charges are appointed to look after the maintenance work with the help of supporting staff. • White washing, painting and repairing work is conducted as and when need is required and a regular check on its maintenance is kept. • There is a separate supporting staff recruited by the management of the college for maintaining the facilities of uninterrupted electricity, water filters for clean drinking water, furniture (in the classrooms, laboratories, Principal's room, staff room, computer room, administrative office etc.), proper sanitation, cleanliness of campus, gardening etc. • To maintain uninterrupted, hassle-free and better service of all the facilities, a significant amount is sanctioned in every session as per requirements and the quality of equipment(s) purchased are ensured through their warranty/ guaranty

by the respective seller. The purchasing is done by through the quotations available which best suits the budget and requirement of the institution. • A significant portion of budget is also spend on the maintenance of the infrastructure on regular basis. • College Library has internet facility and it is semi-automated. Ours is an open access library. Stock verification through internal auditing is done every year and new books are also added as per requirement and demand of teachers and students. The list of books required is taken from the concerned teachers on regular basis. Donation Section of the Library is also open for all. All the books are recorded and arranged under proper labelling. • Sports' equipments are also purchased from time to time. • Both indoor and outdoor games are played by the students. • ICT lab is maintained regularly, under the supervision of the concerned in- charge(s). All the computers including ICT Lab and that available in other labs are maintained and updated on regular basis. • Other physical facilities like water coolers, water dispensers, water filters, ACs, Fire extinguishers, LCDs, CCTVs etc. are also maintained as per requirements and regular servicing are provided to them to ensure their better functioning. • All classrooms, Labs, washrooms, offices, library, staff room etc. are also maintained and kept cleaned under the supervision of their respective in- charges. The furniture, electrical appliances and all other lab equipments are also kept up to date and changed as and when required.

<http://www.ddjaineducation.com/infra.aspx>

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	POST MATRIC	1	18249
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

[View File](#)

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
School Internship Programme	10/07/2019	65	CBSE and PSEB schools
Resume Writing	10/07/2019	151	Institutional Level
Article/ Paper writing and reading	10/07/2019	151	Institutional Level
Communication and employability skills (confronting with latest smart technologies) (generating resource	10/07/2019	151	Institutional Level

development skills, interactive board and computer technologies, Basics in computers and multimedia)			
Social extension services (Community services, Plantation Drive, Nukkad Nataks, Rallies, Rashtriya Ekta Diwas, Vigilance Awareness Week, National Girl Child Day)	10/07/2019	151	Social institutions, banks, schools,
Art and Craft Workshop	20/12/2019	50	Institutional Level
Blue Print Workshop	10/07/2019	65	Institutional Level
Achievement test Construction	10/07/2019	86	Institutional Level
Learning by doing	10/07/2019	151	Institutional Level
Visit to special schools	21/01/2020	65	Special Schools in local area
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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 passed in the comp. exam	Number of students placed
2020	Career talk	65	17	10	10
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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
7	7	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students 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
2019	Nil	Nil	Nil	Nil	Nil

[View File](#)

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
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Geet	Inter-College at Zonal Level	1
Group Song	Inter-College at Zonal Level	6
Folk Instrument-Ghara	Inter-College at Zonal Level	1
Classical Instrument-Sitar	Inter-College at Zonal Level	1
Classical Music-Vocal	Inter-College at Zonal Level	1
Folk Song	Inter-College at Zonal Level	1
Group Shabad	Inter-College at Zonal Level	7
Vaar Singing	Inter-College at Zonal Level	3
Kavishari	Inter-College at Zonal Level	3
Muhaavaredar Vartalaap	Inter-College at Zonal Level	3

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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 Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

• Student council is made every year by the way of council elections in which all the students participate and nominate their candidate before voting for them. • President, Vice- President, Secretary, Joint Secretary and Class Representatives are selected and their responsibilities and authorities are assigned to them to mediate and represent the problems and issues of the students so as to solve them timely and effectively. • In all the minor and major events of the college, the active participation of the Students' Council is ensured under the guidance of the teachers and mentors. • Students' Council has an active participation (through their suggestions) in the decision making. Active Students' Council ensures bringing in the problems of the students in forefront and ways to solve the same. • Almost all the co- curricular activities of the college are organised by the Student's Council under the guidance of the teachers/mentors and with the help of all the students. It also helps them to gain leadership and social qualities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

• Alumni meet is conducted annually (on different occasions) in which several alumni reconnect with each other. • Cultural programmes are conducted on this event in which the alumni also participate actively. • The alumni contribute in the flourishing of the college in several ways. • They add to the book bank of the college by donating books. • They also help link to the community/society and stakeholders. • They also facilitate linkages with the institutions where they are providing their services. • The alumni also participate as resource person of their field whenever expected in college gatherings, functions, seminars and workshops. • They provide their valuable feedback and suggestion on the basis of their experience of their relative field.

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)

• Student council is made every year by the way of council elections in which all the students participate and nominate their candidate before voting for them. • President, Vice- President, Secretary, Joint Secretary and Class Representatives are selected and their responsibilities and authorities are assigned to them to mediate and represent the problems and issues of the students so as to solve those timely and effectively. • In all the minor and major events of the college, the active participation of the Students' Council is ensured, under the guidance of the teachers and mentors. • Students' Council has an active participation (through their suggestions) in the decision making. Active Students' Council ensures in bringing the problems of the students in

the forefront and ways to solve the same. • Almost all the co-curricular activities of the college are organised by the Students' Council under the guidance of the teachers/mentors and with the help of all the students. It also helps them to gain leadership and social qualities. • The management of the institution always help in maintaining the quality by monitoring the overall development and functioning of the institution. It always motivates Principal, Teachers and Students to initiate towards the betterment of the institution by way of quality services and education. • The management takes active participation in the meeting, functions, seminars and other gathering of the institution. It ensures the quality working of the institute by visiting often to the campus. • At the beginning of every academic session, various committees are made and in-charges are assigned to monitor their respective functions. The Principal holds regular meetings to get the feedback from the concerned in-charges. After every meeting, the 'Minutes of Meeting' are recorded separately and that record is maintained throughout the session. • There is a sound rapport between the Principal and the Teachers and also Teachers and Students. Teachers help the students to solve their problems and also act as a liaison between the students and the Principal. • The tutor wise mentoring services are also provided to the students as and when they require the same. The students are mentored not only for their academics but also in their personal problems.

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

Yes

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	Curriculum designing and development is decided by Panjab University, Chandigarh. Principal and all the faculty members interact in the University meetings, seminars, workshops and conferences held from time to time and provide their views related to curriculum development. Although University frames the syllabus but the faculty is in a position to facilitate the students with extra sessional work and remedial teaching based on feedback collected and analyzed. Above all, the faculty members contribute in the educational society by writing books on their expert subjects from time to time thereby contribute in the development process too.
Teaching and Learning	To enhance learning of the students, all the teachers adopt interactive methods of teaching viz.- group discussion, heuristic method, project method, problem solving method, demonstrations, e-learning method, etc. Collaborative teaching learning approach and various models of teaching are used by the teachers to provide sufficient scope to the students for

effective learning. Approach of integration of traditional and new learning methodologies is adopted to provide instruction and various learning experiences to the prospective teachers. On the spot feedback and Individual attention is paid to each student on the response and performance of the learner. Students are given assignments as well as project work concerning each subject. Due to pandemic, the teaching mode was shifted from blended mode to purely online mode through Zoom Platform, pdf notes through WhatsApp and uploading Pdf and videos on MOODLE and YouTube.

Examination and Evaluation

Semester examinations are conducted by the affiliating university. College conducts internal assessment of students according to the university guidelines. Class tests/surprise tests, student seminars, interactive sessions, practical examinations, debates etc. are conducted to evaluate the students. Due to Pandemic, the college conducted house exams through Google forms for objective and Google links for sending Pdf for subjective. Viva voce for internal assessment was conducted on virtual mode through Zoom platform and submission of files through email. The University too conducted the semester end exam for Exit classes on virtual mode.

Research and Development

Encouraging research among faculty members, which has resulted in their publications. Encouraging faculty members to undertake research projects. We promote research activities among the students and the staff.

Library, ICT and Physical Infrastructure / Instrumentation

Library has modern facilities including internet connectivity and a reading room. Purchase of new books is done in the beginning of each academic year also as when the need arises, by procuring the list of books from the concerned subject teachers. This is followed by giving delivery, giving accession number, labelling, indexation arranging according to the subjects in bookracks. Books are given special accession numbers. Lending library allows the students to keep the book for a year to the needy students from the donation section. Library timings are from 9 am to 3 pm on all working days. At the end of the academic year,

stock verification is done. Maintenance of damaged books is done by the binding section. For ICT maintenance technical personnel are appointed on campus and to manage ICT a system administrator is appointed. A periodic checks of all the devices and is carried out as and when the need arises. If the system requires any repairs, maintenance has been done. Other facilities: Periodical servicing of facilities like Water filters, A.C.s, Fire extinguishers, LCDs, etc. are done as per the academic calendar. The building is white washed/painted as per the need. The institution regularly spends a portion of its budget for the proper upkeep and maintenance of its infrastructure. Termite treatment is carried out from time to time.

Human Resource Management

Due to pandemic the faculty undertook to virtual mode of teaching so as to make best use of the time and energy resources. Faculty was given enough facilities and opportunities to develop their IT skills and switch to online teaching learning confidently. Students are encouraged to participate in seminars, special lectures, field tours, quiz, debate, etc. to increase their skill and experience. College organized national seminars, international conference, workshop and special lectures to enrich students and staff in the academic year 2019-2020 to cope up with Covid 19 and pandemic crisis. Faculty members are encouraged to participate in trainings, workshops and staff development programmes.

Industry Interaction / Collaboration

Links and Collaborations with NCERT, NCTE, CTE, CDC, Panjab University, Chandigarh to organize international and national seminars, workshops, faculty development programmes. Association with more than 10 practicing schools, CTE, AIAER, GERA, Bharat Vikas Parishad, International Human Resource Organization(IHRO), Ved Prachar Mandal, Nehru Yuva Kendar Sangathan, Ministry of Youth Affairs and Sports, Government of India, Rotaract Club, etc. help us in realization of paradigm shift made by the state in secondary school curriculum which enable faculty to train our would be teachers in a desired manner. The excellent rapport with our practice teaching schools

helps our student teachers to experience directly the functioning of a full-fledged school. This makes the internship programme effective and fruitful.

Admission of Students

Links and Collaborations with NCERT, NCTE, CTE, CDC, Panjab University, Chandigarh to organize international and national seminars, workshops, faculty development programmes.

Association with more than 10 practicing schools, CTE, AIAER, GERA, Bharat Vikas Parishad, International Human Resource Organization(IHRO), Ved Prachar Mandal, Nehru Yuva Kendar Sangathan, Ministry of Youth Affairs and Sports, Government of India, Rotaract Club, etc. help us in realization of paradigm shift made by the state in secondary school curriculum which enable faculty to train our would be teachers in a desired manner. The excellent rapport with our practice teaching schools helps our student teachers to experience directly the functioning of a full-fledged school. This makes the internship programme effective and fruitful.

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

E-governance area	Details
<p>Finance and Accounts</p>	<p>The accounts of the institutions are audited regularly. There is internal and external audit system of the account. The college has an inbuilt system of the internal audit of the accounts. The college has an accountant who looks after each and every bill of the expenditure. All the bills are duly checked and attested by the concerned persons. The college accounts are regularly verified by the chartered accountant of the institute. All the records of the accounts are properly maintained and updated frequently by the college. The university and government rules are strictly followed. Receipt of admission fees is completely online. Salary of faculty members and staff is transferred directly to the bank account. Payment for the work orders is done as per government guidelines.</p>
<p>Student Admission and Support</p>	<p>Applications are submitted for admission to B.Ed. Course through the online admission portal. Centralized</p>

Admission is done through State Level Entrance Test. A help desk is set up in the college during summer break to facilitate the aspirants for preparing and applying for the course. Merit list prepared by University is uploaded on the admission website. Online counselling is scheduled based on the merit list of candidates. E-mail ids and contact numbers of all members of have been uploaded to the college website and students can communicate to the members through e-mail or telephonically.

Examination

Faculty members of this college follow table marking and perform their evaluation duties as examiner, head examiner, scrutinizer, reviewer as and when appointed by the university. Prior to the University exams the students are made to take house exams to ensure their eligibility for University Exams. This year due to Pandemic the house exams were conducted online through Google form (objective) and through Google link (subjective) and internal assessment viva voce and practicals were conducted through Zoom Platform. Final exams of Exit classes of B.Ed. were also conducted through online mode.

Planning and Development

College has a functional in house ERP. It includes students' database, faculty and staff database, feedback system, evaluation and attendance system etc. Library has been digitalized through JSR Evershine Library Software system. With its INFLIBNET N-List Programme, the library users have an open access to various Indian and international e-books and e-journals through e-library.

Administration

The various academic and administrative bodies of the college are headed by the Principal. The Principal delegates duties and responsibilities to these bodies for effective administration. The administration of the college is decentralized in the hierarchical manner. Governing body assigns administrative powers to the Principal. Principal forms various staff committees for supervision and conduct of various college activities. A Central Student Council is formed which comprises of a President, Vice-

President, Secretary, Joint-Secretary and class representatives from each section which assists the Principal and the Faculty in the college functioning. Meetings are held with the class Representatives regarding administrative activities. Suggestions of faculty and students are sought while taking administrative decisions.

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 for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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)
No Data Entered/Not Applicable !!!						
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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
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PROVIDENT FUND, MEDICAL LEAVE, PRIVILEGE LEAVE, MATERNITY LEAVE	PF, ESI, GRATUITY, PRIVILEGE LEAVE, MEDICAL LEAVE	POST MATRIC, DCDC SCHOLARSHIP, MAMINORITY SCHOLARSHIP

6.4 – Financial Management and Resource Mobilization

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

The accounts of the institutions are audited regularly. The college has an inbuilt system of the internal audit of the accounts. The college has an accountant who looks after each and every bill of the expenditure. All the bills are duly checked and attested by the concerned persons. The college accounts are regularly verified by the chartered accountant of the institute. In case of any discrepancy found at any level, it is rectified immediately. All the records of the accounts are properly maintained and updated frequently by the college. The university and government rules are strictly followed.

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	PU CHD	Yes	IQAC
Administrative	Yes	CA	Yes	COLLEGE ACCOUNTANT

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

The interactions of teachers with parents during parent-teacher meetings come up with new suggestions related to the overall development of the students. Teachers have been able to communicate with parents to prevent drop-out of students. Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward. Joint effort of parents and faculty members has ensured good representation of students in various curricular and co-curricular fields. Parent teacher meetings of weak students are timely organized, remedial teaching and other strategies are employed for the improvement of low achievers. Thus, the college believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders.

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

• Loan facility and Medical assistance. • Summer and winter uniforms to class IV employees. • Provident Fund and Gratuity as retirement benefit.

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

• Curriculum Lab/Resource Centre was made to keep the teachers and students abreast about changes in curriculum and teaching methodologies all over the globe, to provide students and teachers with up to date curriculum materials. Encouraging teacher for revising and develop curriculum. The curriculum lab

will be open to use for all students, faculty and staff during college hours. The staff and students will be allowed free access to the material on issue and return basis. • Workshop and various courses in preparing e-content were attended. E-Lessons have been developed and uploaded on YouTube. LMS has been implemented on B.Ed. students in this semester. Mobile Recording of the content has been initiated by the staff members. • NSS unit has been taken for extending social service programmes.

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
2019	Workshop on Lesson Planning	10/07/2019	10/07/2019	16/07/2019	63
2019	Fit India Movement	29/08/2019	29/08/2019	29/08/2019	100
2019	Teacher's Day	05/09/2019	05/09/2019	05/09/2019	100
2019	Hindi Diwas	13/09/2019	13/09/2019	13/09/2019	70
2019	Fresher's Party	14/09/2019	14/09/2019	14/09/2019	80
2019	Seminar on "Values and role of values in Education"	17/09/2019	17/09/2019	17/09/2019	80
2019	Student Council Elections	14/09/2019	14/09/2019	14/09/2019	80
2019	Seminar on "Discipline"	14/10/2019	14/10/2019	14/10/2019	60
2019	Karwachauth Celebrations	16/10/2019	16/10/2019	16/10/2019	65
2019	Diwali Celebrations	26/10/2019	26/10/2019	26/10/2019	70

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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	Period from	Period To	Number of Participants
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	advantages and disadvantages	and contribute to local community				
No Data Entered/Not Applicable !!!						
View File						

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

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

• All the compact fluorescent lamps (CFLs) and mercury lights have been changed to energy efficient Light Emitting Diodes (LEDs) bulbs and tube sets (40 watts) in the campus. • The faculty members, administrative staff and students are sensitized to use electric power judiciously. II. Use of Renewable Energy • The entire building has been constructed with more provision of natural light and ventilation, enabling lower consumption of electrical energy in day time. III. Rainwater Harvesting • Rainwater harvesting system is in operation in the institution. • The stored rainwater is being used extensively for recharging the ground water. IV. Clean and Green Campus Ingenuities •The Institution is situated amidst tranquil natural milieu and all members of teaching and non-teaching staff along with students are dedicated towards maintaining its cleanliness. •Regular cleanliness drives are undertaken by the NSS volunteers besides the students and teachers of all the departments. Also, various programmes related to Swachh Bharat Abhiyan are organized in the campuses. •Proper waste disposal measures are taken particularly in the campus with the help of Municipality. Dustbins are placed at appropriate places. Use of plastic bags is banned in the campus. •The Institution is located amidst serene natural environment and all members of teaching and non-teaching staff along with students are dedicated towards maintaining its greenery. •The campus is covered with a mix of old and young trees, ornamental shrubs and herbs. Planting of trees is a regular feature of the institution. Further, the institution selects sites every year so as to make the entire campus green. Priority is given to the fast growing indigenous varieties for plantation that suits the natural landscape and ensuring carbon neutrality. •Burning of fallen leaves is strictly prohibited instead recycling of organic matter (plant leaves etc.) is done. V. SOLAR ENERGY PANELS • Solar energy panels are in operation in the Institution.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

a) **Finishing School Programme** Finishing school is an employability enhancement initiative, to upgrade the teacher education programme this unique concept of Finishing School Programme has been incorporated in the college curriculum. It has been introduced by the institution for the development of global competencies among the students. The institution provides a conducive environment for its transaction. Training in ICT skills are provided, modules related to various domains of knowledge are prepared using ICT. Other modules covered under this programme are- soft skill development, effective

communication skills, interpersonal skills, resume writing, mock interviews, continuous and comprehensive evaluation, etc. Finishing School Programme has been introduced both to increase employability skills and over all personality development of the students. It caters to the need and demands of both advanced learners as well as slow learners. b) Organization of Daily Morning Assembly Every day, morning assembly is organised in the Assembly hall of the college where students recite prayers, discuss current news, thoughts and talks on various societal and current issues. The institution tries its best to inculcate the moral and spiritual values among the student-teachers through morning assembly. It is compulsory for every student-teacher to participate in the morning assembly. Emphasis on Indian Value System through morning assembly, clubs, societies and curricular activities is part and parcel of its day to day routine. Morning Assembly by each mentor group starts with religious prayer, then speech by students followed by Mentor's discussion and concluding remarks of mentee's speech and ends with National Anthem. All students and staff attend it. The entire mentor in charges prepares a cumulative record profile of the students to keep a track of their development.

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

<http://www.ddjaineducation.com/gallery.aspx>

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

The Governing Council has selflessly strived for the cause of women education and fervently aimed to produce well-informed, skilled and effective teachers for secondary schools as well as teacher educators for colleges of education. They are mentored, tutored and given equal, free and fair opportunities to participate in all activities on campus so as to meet the needs and demands of changing society and be globally competent. The college Motto is "Vidya Dadati Vinayam". This sentence is from 'Upanishad'. Here, Vidhya means "Knowledge". It is not the knowledge from any book. This knowledge is based on our eternal way of life, the knowledge of our theology. The knowledge that brings humility, making us disciplined. It is the knowledge of worthiness and this worthiness provides us wealth, enrichment to render in the form of good deeds towards society. In simple words, we can say that the person who has the knowledge is the one who is humble and who also knows how to bend to seek more and serve. This motto clearly reflects its goals and mission. The college has achieved many milestones in academic, cultural, sports and professional activities. Management and Faculty provide tremendous emotional support to students. Faculty interacts with parents whenever required. Days of National importance are celebrated with prayer, talks and student activities. Teachers follow multilingual mode of instruction for the benefit of multilingual students. The faculty practices diversity of instruction by using varied methods of teaching styles as required in different situations. The diversity of instruction is ensured through varied classroom techniques, use of electronic gadgets in classroom teaching, use of digital learning methods and materials, online open source learning programmes, micro learning modules, case studies and writings, discussion forums, quiz makers and peer reviewed assignments, etc. Students are given instructions for practical and field work by optimum utilization of technologically well-equipped laboratories/resource centres i.e. ET Laboratory, Method Laboratory and Computer/ICT Laboratory. The students are encouraged to adopt these technologies in their practice teaching sessions, seminars and presentations. The institution has introduced the concept of simulated learning/peer learning/micro learning. In addition, the staff members also engage in E-content development. The college conducts various activities to

ensure student centric learning environment. Curriculum enrichment is ensured through outreach and extension programmes in which faculty and students participate. Field trips, inter-institutional activities and programmes organised with collaborative support from organizations of national repute provide invaluable national and even international exposure to our students. Our NSS group is vibrant and dynamic fostering leadership and our mission of altruistic and ethical service. At seminars, workshops and conferences, students are given key leadership roles. Sensitivity to the environment and eco consciousness is fostered on our campus in every activity that is pursued. Faculty and Management in the College believe that their true role is the transformation of raw human resource into professionally skilled and socially responsible teachers.

Provide the weblink of the institution

<http://www.ddjaineducation.com/index.aspx>

8.Future Plans of Actions for Next Academic Year

The institution is planning:

- To introduce Add on Courses and Value added courses.
- To introduce online feedback system.
- Various seminars and workshops are proposed by the IQAC to promote the quality methods in teaching-learning and research.
- Purchase of equipment(s) and necessary material for existing laboratories to promote student projects and research activities of faculty members.
- Organization of workshop, seminar and job oriented services by the Career Counselling and Placement Unit. The college plans to organize job interviews by local companies and also organize interactive sessions of final year students with skilled professionals and alumni.
- Organization of workshop for E-content development at a larger scale and duration to promote the use of E-resources among all faculty members. The use of Learning Management System (LMS) for regular teaching, learning and evaluation related activities by teachers will be encouraged.
- Encouraging students to use ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps, etc.) for their learning including on field practice.
- Boost Skill enhancement initiatives in academic, technical and organizational aspects.
- Formulating policies and procedures for implementation of waste management
- Implement and strengthen more eco-friendly practices.