

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

SESSION: 2014-15



SUBMITTED BY:-

BABE KE COLLEGE OF EDUCATION

V.P.O. DAUDHAR, DISTT. MOGA (PUNJAB)

(RECOGNIZED BY NCTE & AFFILIATED TO PANJAB UNIVERSITY, CHANDIGARH)

SUBMITTED TO:

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL

BANGALORE

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2014-15

1. Details of the Institution

1.1 Name of the Institution

BABE KE COLLEGE OF EDUCATION

1.2 Address Line 1

V.PO. DAUDHAR

Address Line 2

DISTRICT: MOGA

City/Town

MOGA

State

PUNJAB

Pin Code

142053

Institution e-mail address

bkcedudaudhar@gmail.com

Contact Nos.

01636- 253092

Name of the Head of the Institution:

DR. NAND KISHOR

Tel. No. with STD Code:

01636- 253167

Mobile:

09779031210

Name of the IQAC Co-ordinator:

MS. JASKIRAN KAUR DAYAL

Mobile:

09780652524

IQAC e-mail address:

iqac.bkcedaudhar@gmail.com

1.3 NAAC Track ID

PBCOTE14085

OR

1.4 NAAC Executive Committee No. & Date:

EC/52/A&A/62 dated 28-03-2010

1.5 Website address:

www.babekegroupofinstitutes.com

Web-link of the AQAR:

www.babekegroupofinstitutes.com/bkcedaudhar/iqac/AQAR2014-15.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.51	2010	MARCH,2015
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

12-12-2008

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

- i. AQAR2010-11 submitted to NAAC on 27-03-2012
- ii. AQAR 2011-12 submitted to NAAC on 07-01-2013

iii. AQAR 2012-13 submitted to NAAC on 22-11-2013

iv. AQAR 2013-14 submitted to NAAC on 27-02-2014

1.9 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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

PANJAB UNIVERSITY, CHANDIGARH

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

-

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

04

2.4 No. of Management representatives

02

2.5 No. of Alumni

04

2.6 No. of any other stakeholder and
community representatives

02

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

01

2.9 Total No. of members

26

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. National seminar on Human Rights Education –A Quest in Human Identity
2. University Level workshop on Curriculum Development for 2 Years B.Ed course under semester System.
3. Institutional level workshop on:
 - i. Micro teaching skills
 - ii. RCEM Approach
 - iii. Preparation of Teaching Aids
 - iv. Workshop on Resume Writing

2.14 Significant Activities and contributions made by IQAC

- i. Formation and Execution of College academic Calendar.
- ii. Initiatives in constant up gradation in instructional facilities.
- iii. Pedagogical Quiz competitor at M. Ed and B.Ed level.
- iv. Enhancing student support services.
- v. Class wise seminars and Presentations were organised.
- vi. Feedback from students, alumni, Principals of Practice teaching schools was taken and improvements were made accordingly.
- vii. Guest lectures on Pedagogical themes, General educational themes, general health and hygiene were organised.
- viii. Cultural activities were organised & Various Inter House Competitions were organised.
- ix. Exit -meeting for last year students.
- x. Workshops and seminars of institutional and national level were organised

2.15 Plan of Action by IQAC/Outcome

Sr.no	Plan of Action	Achievements
1	To conduct the meeting of IQAC	Conducted 6 meetings of IQAC in a year.
2	Organisation of Orientation Programme	Development of knowledge and understanding towards B.Ed
3	Delivery of Curriculum term-wise.	Better results in University Examinations
4	Skill in teaching programme in Schools	Attainment of sharp teaching skills by pupil teachers. Strengthening Community networking
5	Allotment of Assignments and Projects	Development of Self study habits. Development of Creativity and resourcefulness.
6	Regular seminars in each subject.	Better understanding of contents and concepts.
7	Organisation of National Level seminar	National seminar on Human Rights Education –A Quest in Human Identity was organised successfully in May 2014 a. Enhancement of knowledge and awareness among teachers and students. b. Development of managerial capacities of students and teachers. c. Enhancement of cooperation, coordination and progressive instincts of students and teachers. d. Development of critical understanding and right aptitude among students.
8	To publish a Book with ISBN no.	A Book entitled Human Rights Education –A Quest in Human Identity with ISBN no. was published
9	Organisation of Co-Academic activities and Co-curricular activities	Refinement of Aesthetic skills of Pupil Teachers. Development of Self Confidence in Pupil Teachers.
10	Organisation of Sports Day and Various tournaments	Strengthening Physical Well being of Pupil Teachers

* Attached the Academic Calendar of the year as Annexure i.

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

Provide the details of the action taken

1. The management made provision of financial assistance required for up gradation of Library and Resource centres.
2. Provision for faculty development programmes.
3. Provision for student support services

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	01(M.Ed)	nil	01	-
UG	01 (B.Ed)	nil	01	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	01(D.El.Ed)	Nil	01	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	03	-	03	1

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

- 17 subject combinations available
- 05 elective options in B.Ed; 04 options available in M.Ed
- 04 craft options for B.Ed

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	-
Annual	01

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Co-operating schools (for PEI)

Mode of feedback : Online Manual

* *Analysis of the feedback attached in the Annexure ii*

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

Yes, B.Ed and M.Ed Curriculum has been developed by Panjab University and affiliated colleges for Two years B.Ed and M.Ed course under semester system from year 2015

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	19	01	01	-

2.2 No. of permanent faculty with Ph.D.

06

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
02	-	-	-	-	-	-	-	02	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	10	-
Presented papers	05	10	05
Resource Persons	01	01	01

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

Team Teaching	Peer Group Learning	Use of ICT in teaching
Panel Discussion	Brainstorming	Sharing Experiences
Integrated feedback analysis on teaching learning process		
Quiz competitions on foundation Papers	Remedial Teaching	
Class Seminars		

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

195 days

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

Benchmarking in internal examinations
 Remedial Tests
 Quiz on Pedagogical Subjects.
 Double Valuation in skill in teaching

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

01	10	12
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.ED	34	-	34	-	-	100
B.ED	180	03	163	Result Pending: 17 students		

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

- * Analysis of execution of institutional academic calendar.
- * Evaluation of execution of activities term wise through meetings and evaluation.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	04
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	12
Others	0

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	3	-	02	1
Technical Staff	1	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. Social surveys were conducted by peer groups on various social aspects by B.Ed students
2. Orientation of M.Ed students for Research work.
3. Financial help to faculty for attending seminars/workshops and publishing thematic and research papers

3.2 Details regarding major projects :

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	03	03
Non-Peer Review Journals	-	-	-
e-Journals	03	-	-
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

NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-

Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences /Seminars/Workshops organized by the Institution	Level	International	National	University	College
	Number	nil	01	01	03
	Sponsoring agencies		College Devp. Council	Panjab University	IQAC

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of College
Total

3.16 No. of patents received this year: **NIL**

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year: **NIL**

Total	International	National	State	University	Dist	College
NIL	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

02

02

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 56 State level 0
National level 0 International level 00

3.22 No. of students participated in NCC events:

University level 0 State level 0
National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0
National level 0 International level 0

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="02"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text" value="01"/>

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

1. Each One teach One Programme by Hostellers for children of Class four employees
2. Awareness drives on Women rights and Domestic violence by MEd Students.
3. Blood Donation Camp.
4. Swine flu- awareness really
5. N.S.S. Special Winter Camp.
6. Extension lectures on various issues

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	5 acres	-	College management	5 acres
Class rooms	07	-	College management	07
Laboratories	04	-	College management	04
Seminar Halls	02	-	College management	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	College management	-
Value of the equipment purchased during the year (Rs. in Lakhs)		47080	College management-	47080
Others	-	-	-	-

4.2 Computerization of administration and library

Administrative work is fully computerized.
Library is equipped with catalogue software to enhance the efficiency in working

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	453	77,895	567	110902	1020	188797
Reference Books	53	6296	96	18215	149	24511
e-Books	-	-	-	-	-	-
Journals	20	893	03	225	23	1118
e-Journals	-	-	-	-	-	-
Digital Database	01					
CD & Video	-	-	19	2850	19	2850
Others (specify)	Library software- Advanta library software		-		01	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	01	01	-	-	01	03	0
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	40	01	01	-	-	01	03	0

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

1. Computer Facility is available for Students in ICT Resource Centre and Library. Bar-coding.
2. Software like Advanta available in library
3. Wi-Fi Campus.
4. Internet access is available to Teaching, Non Teaching and Student. Pupil Teachers are given training in Fundamentals of Computers
5. Computer Education (Craft) is provided as an optional subject to enhance computer knowledge of teacher trainees.
6. A Special class -Introduction to Internet; Search Engines , How to assess E- Journals & their use in Research is organised for M.Ed Students for dissertation work.
7. Language Laboratory is available for language Students for enhancing their language speech skills.

4.6 Amount spent on maintenance in lakhs :

i) ICT	5,04401
ii) Campus Infrastructure and facilities	6,64000
iii) Equipments	3,45,128
iv) Others	9,11,384
Total :	24,24,913

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Formulation and Execution of academic calendar.
2. Organisation of Orientation week for Students.
3. Up gradation of College Website.
4. Vision for up gradation of Resource Centre.
5. Feedback to Parents through their Ward's Progress Report
6. Remedial teaching and guardianship is provided on the basis of previous marks and test scores (B.Ed.).
7. Grievance cell is actively involved in resolving the problems of students.
8. Formative and Summative evaluation is used to track the progression of students.
9. Opening Book Bank
10. Active Guidance and Counselling facility is made available to students.
11. Strengthening and inspiring teaching learning process.
12. Up gradation of Educational technology services.
13. Identification of student academic needs.
14. Exit meeting for last year students.
15. Circulating the information through notice, SMS.
16. Suggestion Box

5.2 Efforts made by the institution for tracking the progression

1. Student's progress is assessed by the cycle-test, mid term exam, assignments, participation in different activities and sessional work.
2. Progress record of on roll students and passed out students is maintained by Examination committee.
3. Various Feedback Performa are filled by Alumni, students, Parents, Principals of practice teaching schools and Employers to analyse the progression of Institution.
4. Feedback from students
5. Self-appraisal
6. Student counselling
7. Suggestion box
8. Grant of scholarships to SC, BC and minority students.
9. Arrangement for ensuring participation of students in Zonal and inter Zonal co curricular activities.
10. Evaluation of existing infrastructural and instructional facilities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
193	34	N.A	N.A

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	47	20.70%		180	79.30%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
149	47	0	45	01	242	154	32		40	01	227

Demand ratio B.Ed: 1:1; M.Ed 1:1.5 Dropout %

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

1. Arrangement of extra classes along with guidance and counselling.
2. Supply of competitive examination books to the students.

No. of students beneficiaries

150

5.5 No. of students qualified in these examinations

NET SET/SLET GATE
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

1. Career talks with students
2. Resume writing and Mock Interviews
3. Communication skills
4. Students are provided opportunity to visit Career Guidance Cell at Panjab University.
5. Students visit Employment and Placement Cell at District Headquarter s to equip themselves with latest Knowledge of Occupational world.

No. of students benefitted

200

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	01	07

5.8 Details of gender sensitization programmes

- Extension lecture was organised on theme – Gender sensitization.
- Expert Doctor /Gynaecologist's services were made available for Female Teacher trainees
- Awareness lecture on women Health and Gynaecological Problems faced by ladies for women students was Organised.
- Celebration of International women day.
- Awareness regarding valuable role of women in family, society and national development

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

0

National level

0

International level

0

No. of students participated in cultural events

State/ University level

0

National level

0

International level

0

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

0

National level

0

International level

0

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	48	Rs. 4,40,800/-
Financial support from government	25	Rs. 99,0987/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

1. Additional books were purchased for Library.
2. Poor and Needy students were issued books for whole session.
3. Remedial classes were arranged for educationally backward students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision

Teaching is an art of discovery to be inculcated in the minds of the learners.

Our Mission

To produce teachers of excellent skill imbued with scientific temperament.

6.2 Does the Institution has a management Information System : **YES**

1. College website and Internet Connectivity
2. MIS is also maintained manually.
3. Morning Assembly announcements

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

6.3.1 Curriculum Development

1. Academic Calendar formation.
2. Instructional plan for Curriculum in all subjects at intuitional level
3. Due to limitation of institution in this aspect, the institution sends suggestions in written form to the concerned University if needed.
4. Head of the institute is member Board of studies (Education) and the senior faculty participates in curriculum revision programmes at University levels.

6.3.2 Teaching and Learning

1. Teachers practice diverse modes for curriculum transaction.
2. Use of ICT etc are regular feature of teaching learning process.
3. Seminars and Quizes in foundation papers are organised.
4. Model lessons are organised for teacher trainees in various teaching skills.
5. Demonstration Lessons are delivered by various subject teachers in their teaching subjects
6. Micro teaching sessions are organised to strengthen the various aspects of lesson delivery.
7. Simulated teaching is organised for B.Ed Teacher trainees before actual teaching Practice
8. The Coordinator is in live contact with each departmental teachers and students. She is able to analyze and understand the needs of the students teachers.

6.3.3 Examination and Evaluation

1. Internal House tests are conducted twice a session.
2. Continuous Comprehensive Evaluation is done for creating consistency in learning through cycle tests, snap tests & house tests.
3. Double valuation is followed in skill in teaching programme
4. Exams are conducted according to norms of Panjab University Chandigarh.

6.3.4 Research and Development

1. Research Development Council (RDC) works for promoting research climate in the institution.
2. Workshops, Guest Lectures are organised to enhance the research and statistical skills of M.Ed students
3. Students of B.Ed are motivated to conduct Social survey on various problems prevailing in rural society.
4. M.Ed students are approved for Dissertation work after reviewing their presentations by RDC.
5. Action research is conducted in Practice teaching schools by B.Ed students.
6. Faculty is motivated and helped financially to get their research paper published in national and international journals and participate in research workshops.
7. Students are sent to participate paper presentation competition.

6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT RESOURCE CENTRE:

1. Expansion of networking facilities.

LIBRARY :

1. Purchase of new Books.
2. Addition of new journals and magazines.

SEMINAR HALL:

1. Furnishing of physical infrastructure.

PSYCHOLOGY RESOURCE CENTRE

1. Addition of psychological tests and Apparatuses
2. Furnishing of physical infrastructure.

6.3.6 Human Resource Management

1. Healthy work culture in practice
2. Strengthening Tendency of punctuality.
3. Focus on doing duty diligently .

6.3.7 Faculty and Staff recruitment

1. Faculty and staff recruitment is done by Principal and Management committee through an interview.
2. Permanent faculty is recruited through selection committee appointed by Vice Chancellor as per Panjab University norms.

6.3.8 Industry Interaction / Collaboration

- Interaction with the schools adopted for skill in teaching programme.
- Communication with the District Education offices, NCTE, NCERT, SCERT and employment offices.

6.3.9 Admission of Students

- a. The admission of students is done through centralized counselling on the academic merit basis for M.Ed class.
- b. Help Desk is provided.
- c. Guidance and counselling for selection of optional subject.
- d. Cooperation of Alumni

6.4 Welfare schemes for

Teaching	1. Provision for Duty Leave 2. Payment of Publication fee for Research papers and articles
	3. E.P.F 4. Transport facility 5. Residence facility
Non teaching	1. Duty Leave 2. EPF 3. Transport facility
Students	1. Scholar ships 2. Guidance and Counselling Facility 3. Special Classes 4. Coaching Classes.

6.5 Total corpus fund generated

Rs. 1, 47,02,997/-

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 University, Chandigarh	Yes	Principal, Staff and Management
Administrative	Yes	Panjab University, Chandigarh	Yes	Management

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- Bench marking in skill in teaching evaluation programme.
- Weightage of internal evaluation.

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

NIL

6.11 Activities and support from the Alumni Association

1. Organisation of Alumni meet
2. Participation in college sports programme.
3. Assistance in admissions Skill in teaching programme.
4. Sharing experiences with present students
5. Subject specific inputs, exams related and career related counselling
6. Feedback for evaluation of IQAC activities.

6.12 Activities and support from the Parent – Teacher Association

1. Organisation of Regular P.T.A meetings.
2. Participation of parents in College functions.
3. Feedback from parents about existing facilities in the Institution.
4. Celebration of days of National Importance.
5. Constant interaction is being maintained between parents and teachers for maintaining discipline and behaviour modification of the students by sending progress reports.

6.13 Development programmes for support staff

1. Extension lecture on awareness about democratic way of living.
2. Awareness Lecture on Central and State welfare schemes for reserved categories.
3. Health and hygiene Awareness programmes

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

1. Plantation in college campus.
2. Prohibition of use of polythene bags in Campus.
3. Minimal use of electricity and water.
4. Separated Garbage cans have been installed for Biodegradable and non biodegradable wastes.

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.

- Use of ICT and digital media as teaching tools.
- Pedagogical quiz contests

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

- ✓ Distinctions in University examinations.
- ✓ Attainment of teaching skills by pupil teachers.
- ✓ Development of communication skills.
- ✓ Development of self study habits, exposure of potentialities, creative thinking and reflection of ideas.
- ✓ Better understanding of contents and concepts.
- ✓ Objectivity in internal evaluation.
- ✓ Strengthening of community networking, formation of healthy attitude
- ✓ Efficiency in CV writing and facing interviews.
- ✓ Strengthening and inspiring teaching learning process.
- ✓ Attainment of knowledge and use of emerging educational technology in teaching learning process
- ✓ Quick and effective language learning .

7.3 Give two Best Practices of the institution

1. Resource Utilization for maximum student exposure.
2. Cooperative spirit in Organisation.

** Details in annexure iii*

7.4 Contribution to environmental awareness / protection

- ✓ Use of Polythene prohibited in Campus.
- ✓ Activities like – Plantation and Cleanliness Mission was organized by the students of the college

7.5 Whether environmental audit was conducted? Yes No

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

Strengths

1. Rich Psychological Resource Centre has sufficient number of psychological tests and equipments.
2. Transport facility from distant places.
3. Wi-Fi Campus
4. Beneficial for Rural area students due to its location in interior of the village.
5. Students stand in Merit-List In university examinations.
6. Faculty involved in Paper Publication in National/International conferences.
7. Well Qualified and experienced Staff, Good result tradition.

Weakness:

1. Retention of staff as the college is in interior of the village.

Opportunity:

1. Seeking recognition of 12 (B)
2. To get permanent affiliation for B.Ed and M.Ed course.
3. Seeking UGC grant for research work.
4. Development of overall personality of the students to prepare them against new challenges.

Challenges:

1. Decreasing interest among students for B. Ed course.
2. Decreasing ratio of students in subject of Science.

8. Plans of institution for next year

1. Subscription to two international Journals.
2. To publish Journal with ISSN number
3. To start short time courses in spoken English
4. To promote research by applying for major and minor research projects.

Name: Ms. Jaskiran Kaur Dayal



Signature of the Coordinator, IQAC

Name: Dr. Nand Kishor



Signature of the Chairperson, IQAC

_____***_____



**College Academic Calendar
Session- 2014-15**

Semester -I

July	
Workshop on Personality Development and Leadership Skills for Faculty	21 st July,2014
Computer and Internet training Workshop for Faculty	24 th July,2014
Workshop on Communication Skills	31 st July, 2014
August	
Inauguration of the Session	4 th August,2014
Orientation Programme, B.Ed	4 th August to 6 th August,2014
Commencement of Cycle tests	16 th august, 2014
Induction Programme (M.Ed)	Fourth week
Allotments of Project work for Paper I	Fourth week
September	
Teacher's Day Celebrations	5 th September,2014
Extension Lecture on Naturopathy	9 th September, 2014
Inter House in Fine-Arts Competitions	8 th to 11 th September, 2014.
Talent Hunt	12 th September,2014
Hindi Divas	13 th September,2014
Orientation Programme on Micro Teaching	16 th September to 18 th September, 2014
Allotment of Supervisors (M.Ed)	19 th September, 2013
Micro Teaching Practice	23 rd to 28 th September, 2014

Allotment of Assignments for Foundation papers	Third week
'Each one Teach One' Programme (M.Ed)	24 th September to 24 th October
October	
B.Ed House Tests	10 th October to 15 th October, 2014
B.Ed Remedial Tests	18 th to 20 th October, 2014
Workshop on RCEM Approach	22 nd October, 2014
Demonstration lessons	23 rd & 24 th October 2014
Workshop on Teaching aids Preparation	24 th October, 2014
Allotment of Assignments Paper III & IVA	Third Week
M.Ed Field Based Programme	25 th October to 7 th November, 2014
B.Ed Teaching practice- Phase I	25 th October to 1 st December, 2014
November	
Synopsis Presentation (M.Ed)	10 th & 11 th November, 2014
M.Ed House Tests	14 th November to 19 th November, 2014
Sukhmani Sahib Path	18 th November, 2014
National seminar on 'Human Rights Education'	22 nd November, 2014
M.Ed Remedial Tests	24 th to 26 th November 2014
Founder's Day(Sunehran Visit)	26 th November, 2014
M.Ed Internal Practicals	27 th November to 29 th November, 2014
B.Ed Internal Practicals	27 th November to 4 th December, 2014
Synopsis submission (M.Ed)	28 th November, 2014
December	
M.Ed External Practicals	2 nd December to 4 th December, 2014
M.Ed Remedial Teaching	6 th December to 11 th December, 2014
B.Ed External Practicals	5 th December to 7 th December 2014
University Examination Semester- I (M.Ed & B.Ed)	13 th December, 2014 to 3 rd January, 2015
Orientation Programme on the Use of Smart Class	22 nd December, 2014

for the Faculty	
January	
Rally on Swine Flu Awareness	4 th January, 2015
NSS Camp	4 th January to 10 th January, 2015

Semester II

January	
Commencement of Semester	16 th January, 2015
Allotment of Project work / assignments in foundation papers	Third week
Teaching Practice Phase II	21 st January to 2 nd February, 2015
February	
Skill in teaching and On the spot teaching aid Preparation Competition	14 th February, 2015
Panjab University Zonal Skill in teaching Competitions	12 th February to 14 th February, 2015
M.Ed Project on Women Rights	17 th February, 2015
Panjab University Inter Zonal Skill in teaching Competitions	24 th February & 28 th February, 2015
Punjabi Sahit Samelan	25 th February, 2015
Extension lecture on AIDS awareness	27 th February, 2015
National Science Day	28 th February, 2014
March	
Meri Baat - An Interaction Programme by Guidance & Counselling Cell	5 th March 2015
Inter House Badminton Tournaments	6 th -7 th March, 2015
Milap - Alumni meeting	8 th March, 2015
Inter House Quiz Competition on pedagogical subjects	9 th March to 16 th March 2015
Extension Lecture on Gender Sensitization	18 th March, 2015

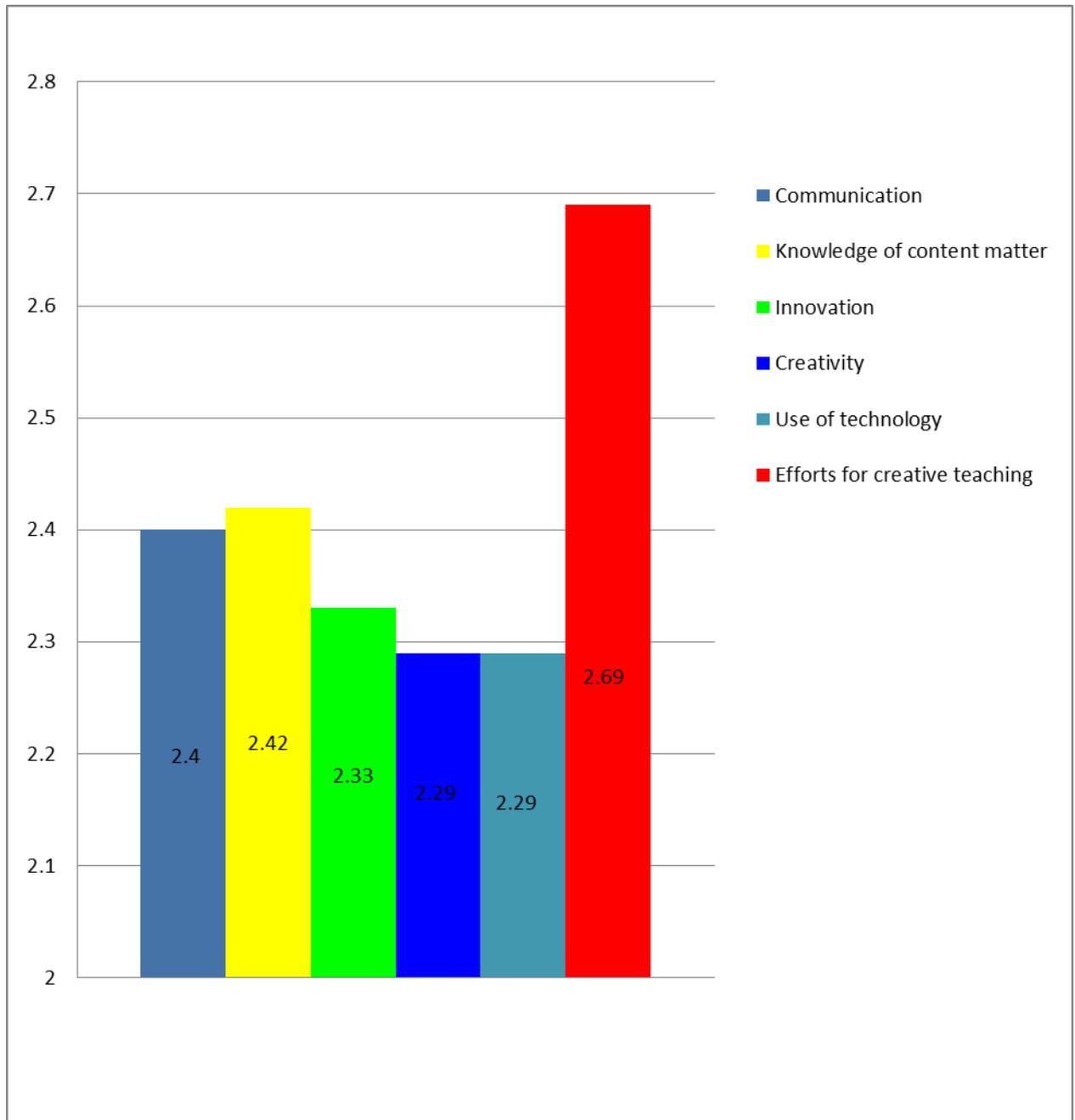
Visit to Nirdosh School -A school for Children with special needs	20 th March, 2015
Visit to Ranjeet war Memorial	20 th March, 2015
Educational Tour to Jaipur	28 th March to 31 st March, 2015
April	
Extension Lecture on Value Education	7 th April,2015
Extension Lecture for M.Ed Class	7 th April,2015
Annual Athletic Meet	8 th April,2015
Orientation Programme on Revised guidelines of NCTE on B.Ed Curriculum	9 th April,2015
Visit to Guidance and Counseling Bureau, Panjab University Chandigarh	13 th April,2015
Career Talk	13 th April,2015
Book Exhibition	15 th April,2015
Workshop on Resume Writing	16 th & 17 th April,2015
Internal Practicals B.Ed	17 th &18 th April, 2015
House tests B.Ed	21 st -29 th April, 2015
House tests M.Ed	24 th - 29 th April, 2015
May	
Internal Practical M.Ed	First Week
Remedial Teaching B.Ed	1 st May to 9 th May,2015
Remedial teaching M.Ed	2 nd May to 15 th May, 2015
External Practical M.Ed	5 th May to 11 th May,2015
External Practical B.Ed	11 th May to 14 th May,2015
Final University Examination(B.Ed &M.Ed)	21 st May to 8 th June,2015
June	
IQAC Exit meeting	12 th June 2015
Annual Prize Distribution Function & Farewell	13 th June,2015

BABE KE COLLEGE OF EDUCATION, DAUDHAR

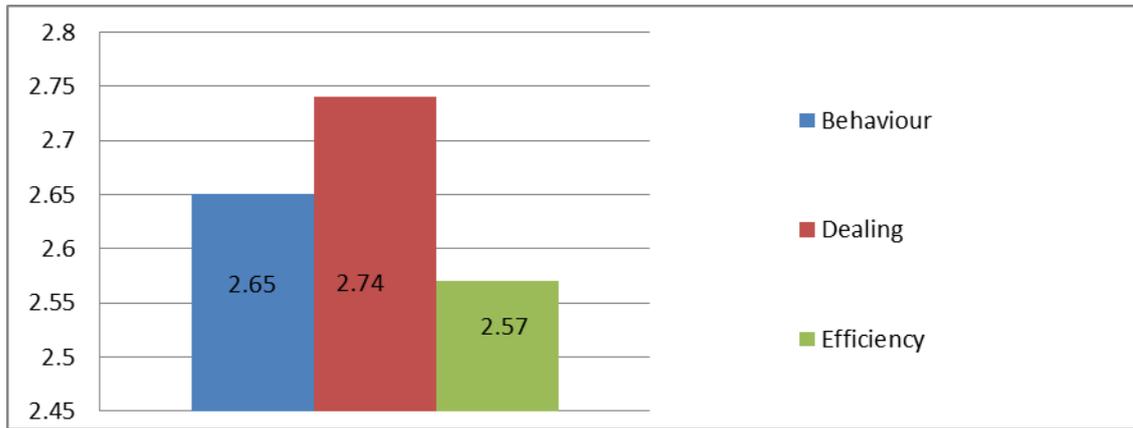
SESSION 2014-15

A. ANALYSIS OF ALUMNI FEEDBACK PERFORMAS

1. Graphical representation of Analysis of Feedback regarding Teaching Faculty



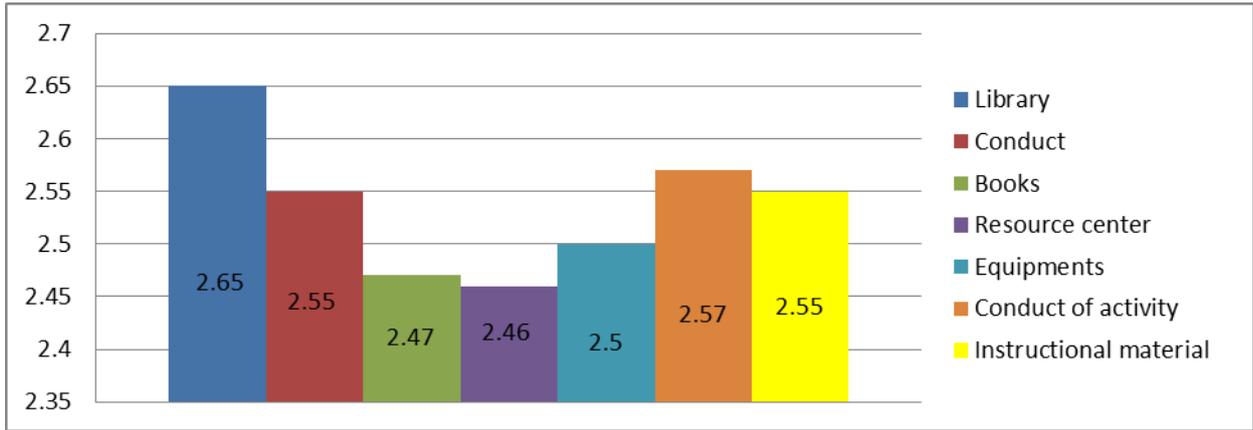
2. Graphical representation of Analysis of Feedback regarding Non Teaching Staff



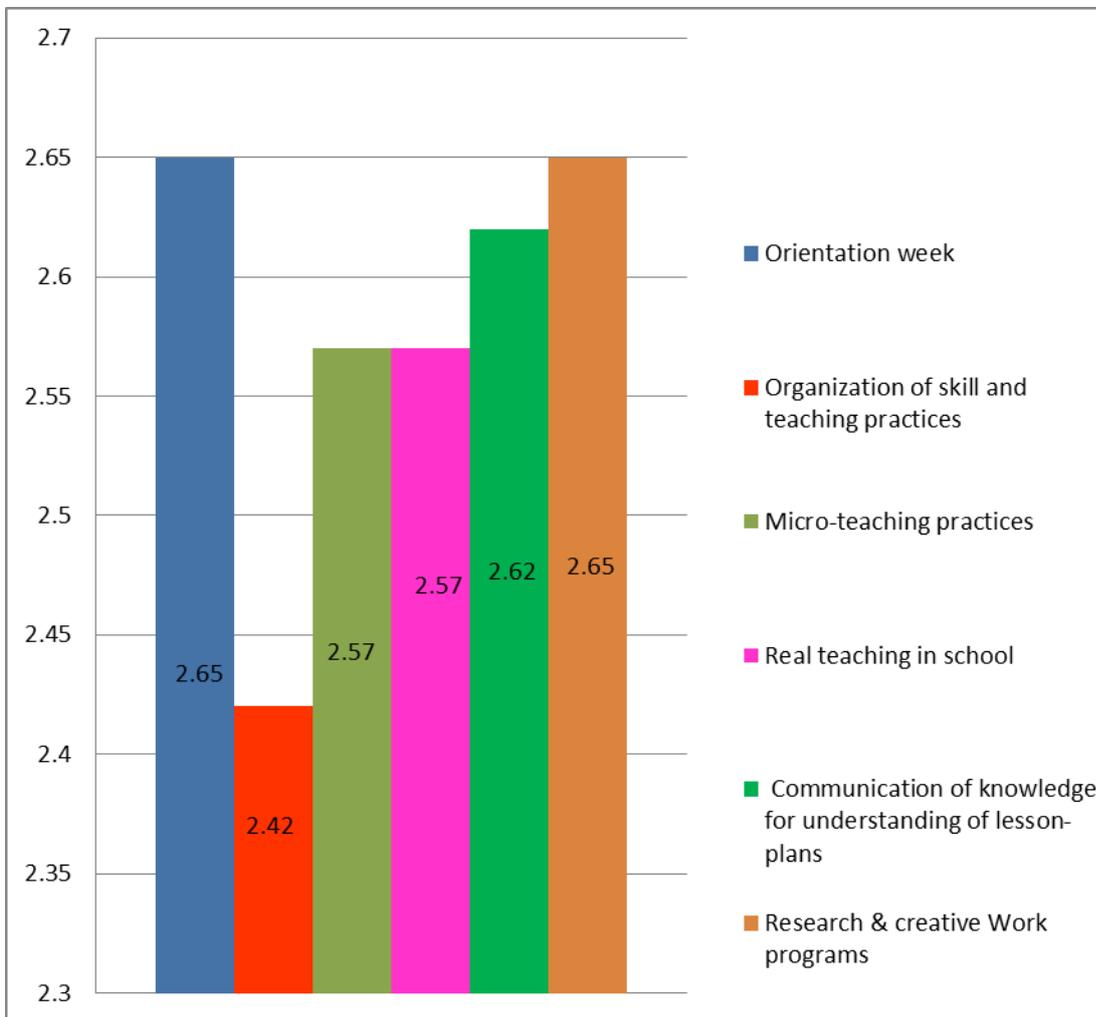
3. Graphical representation of Analysis of Feedback regarding Institutional Infrastructure



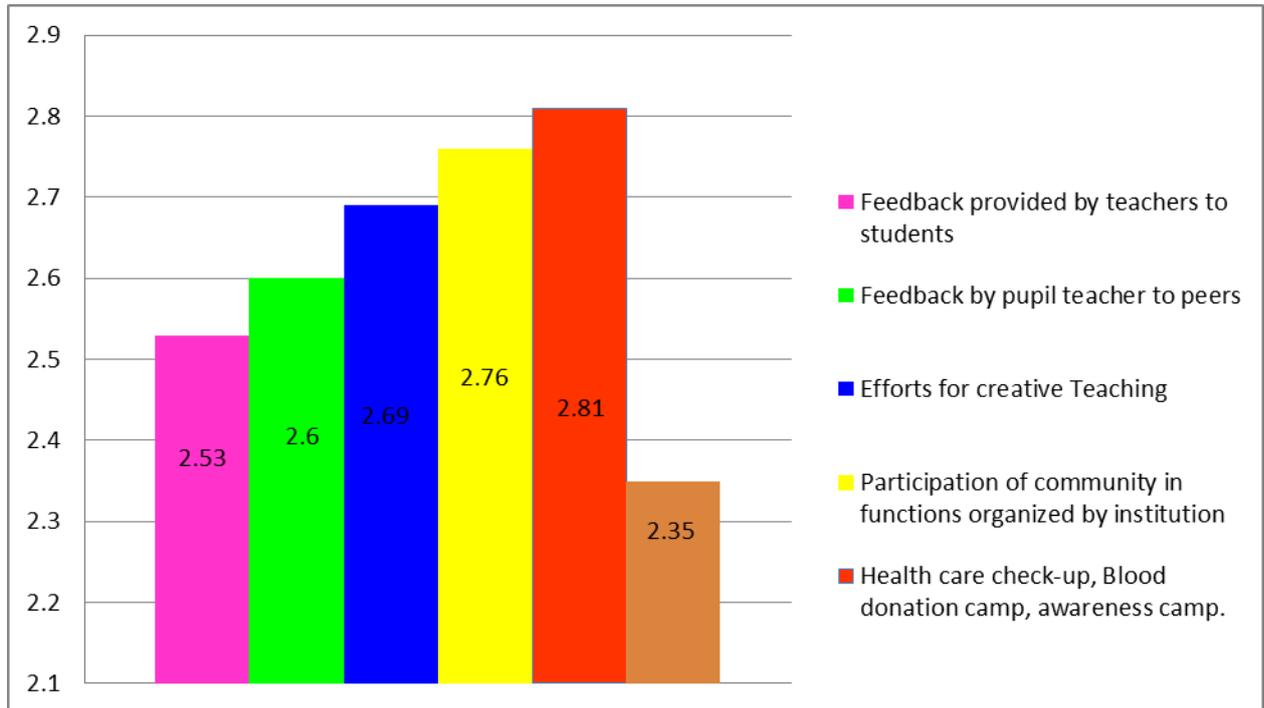
4. Analysis of feedback regarding accessibility of Course related material



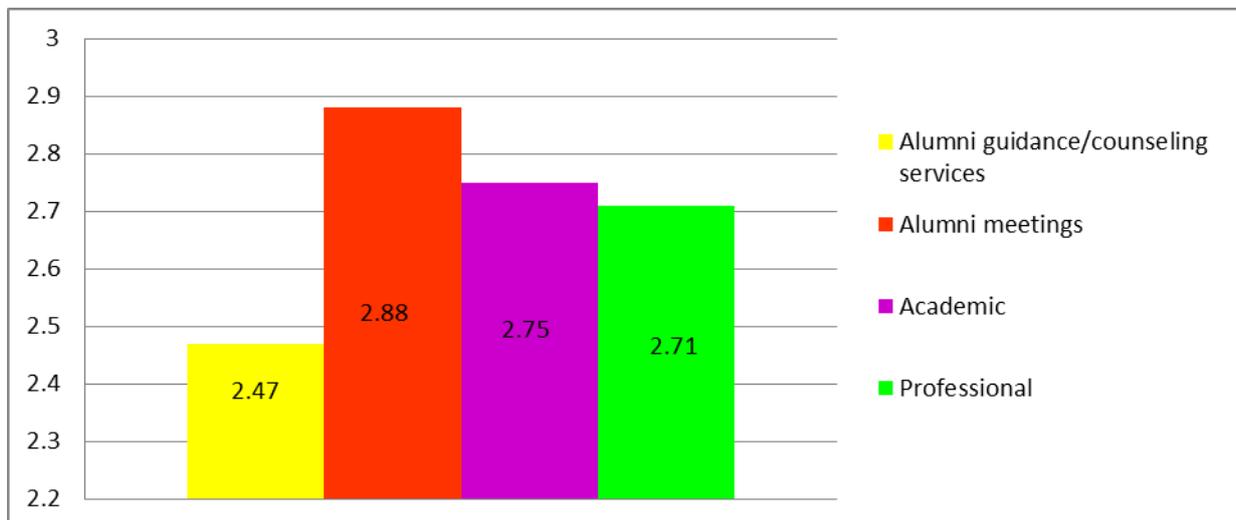
5. Graphical representation of Analysis of Feedback regarding Instructional Strategies



6. Graphical representation of Analysis of Feedback regarding Institutional functioning, community networking, Camps and extension lectures organised.

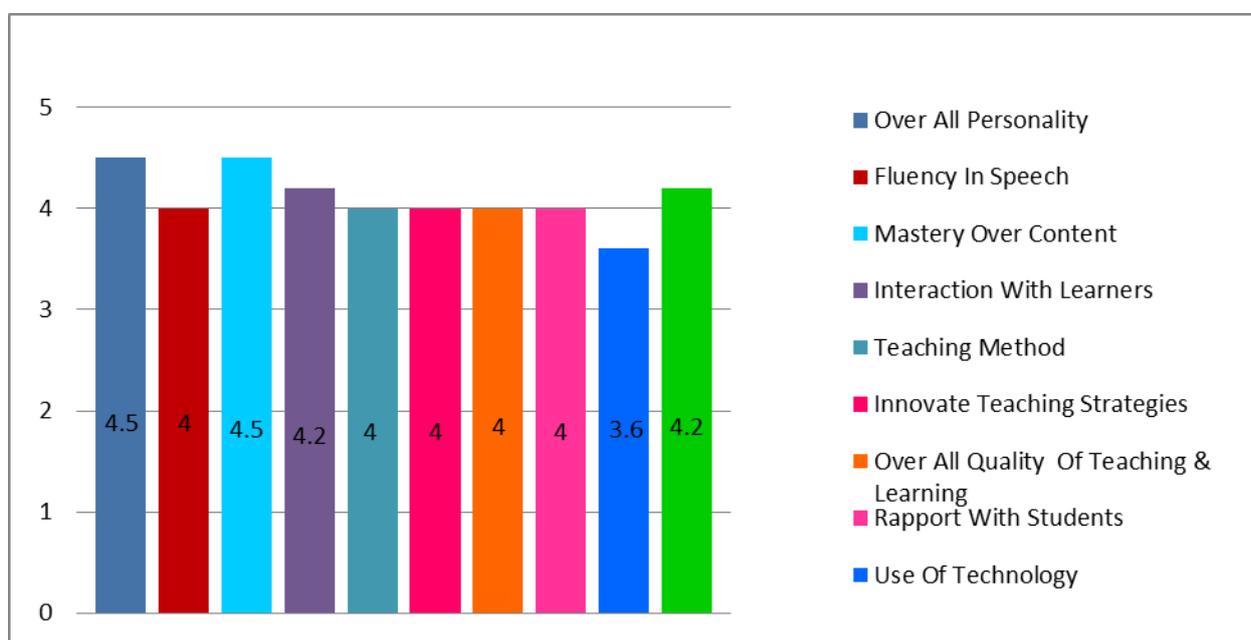


7. Graphical representation of Analysis of Feedback regarding Alumni, Institutional growth and Development.

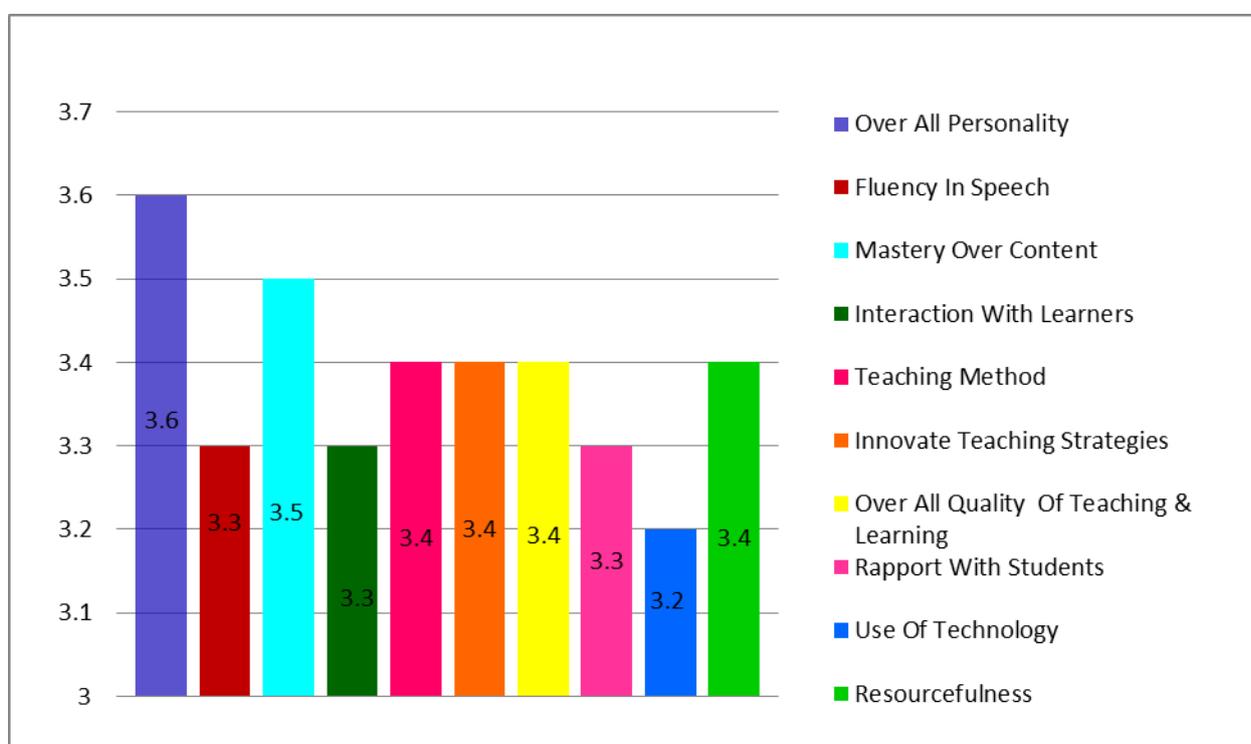


B. ANALYSIS OF STUDENT FEEDBACK PERFORMAS ON FACULTY

1. Graphical representation of Analysis of Feedback regarding Principal

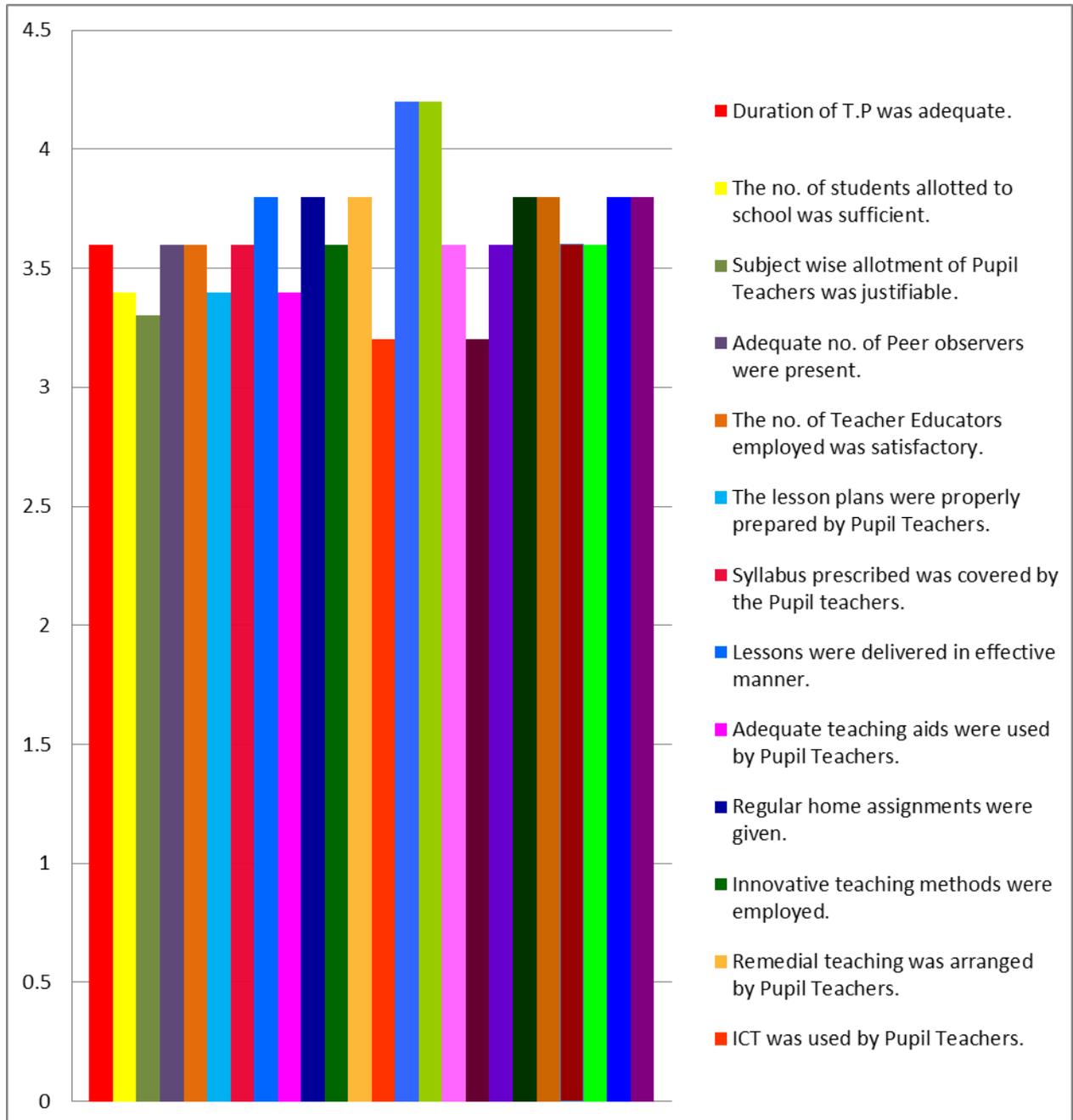


2. Graphical representation of Analysis of Feedback regarding Teaching Faculty



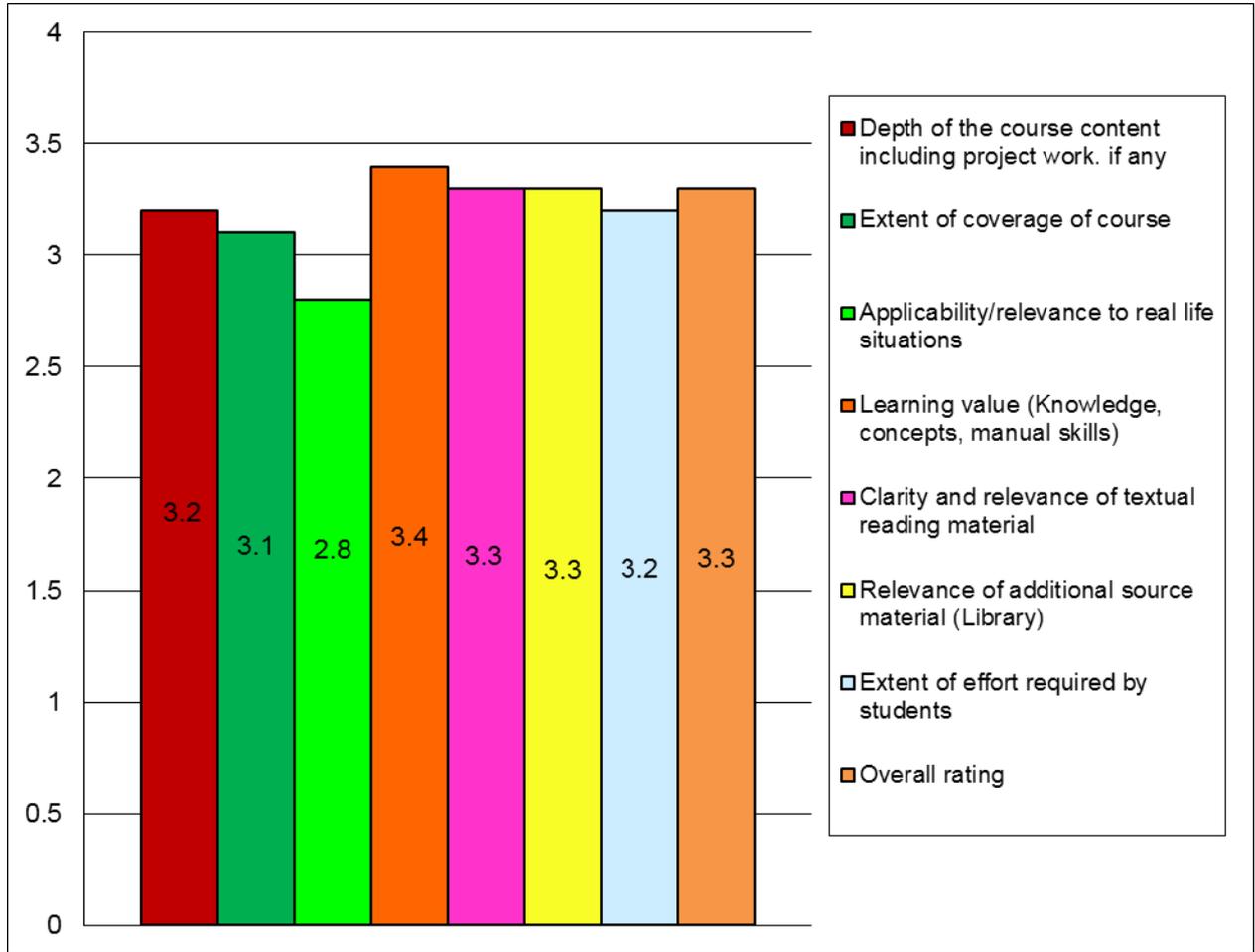
C. ANALYSIS OF TEACHING PRACTICE FEED BACK PERFORMAS

Graphical Representation of Analysis of Feedback regarding Teaching Practice from School Principals.



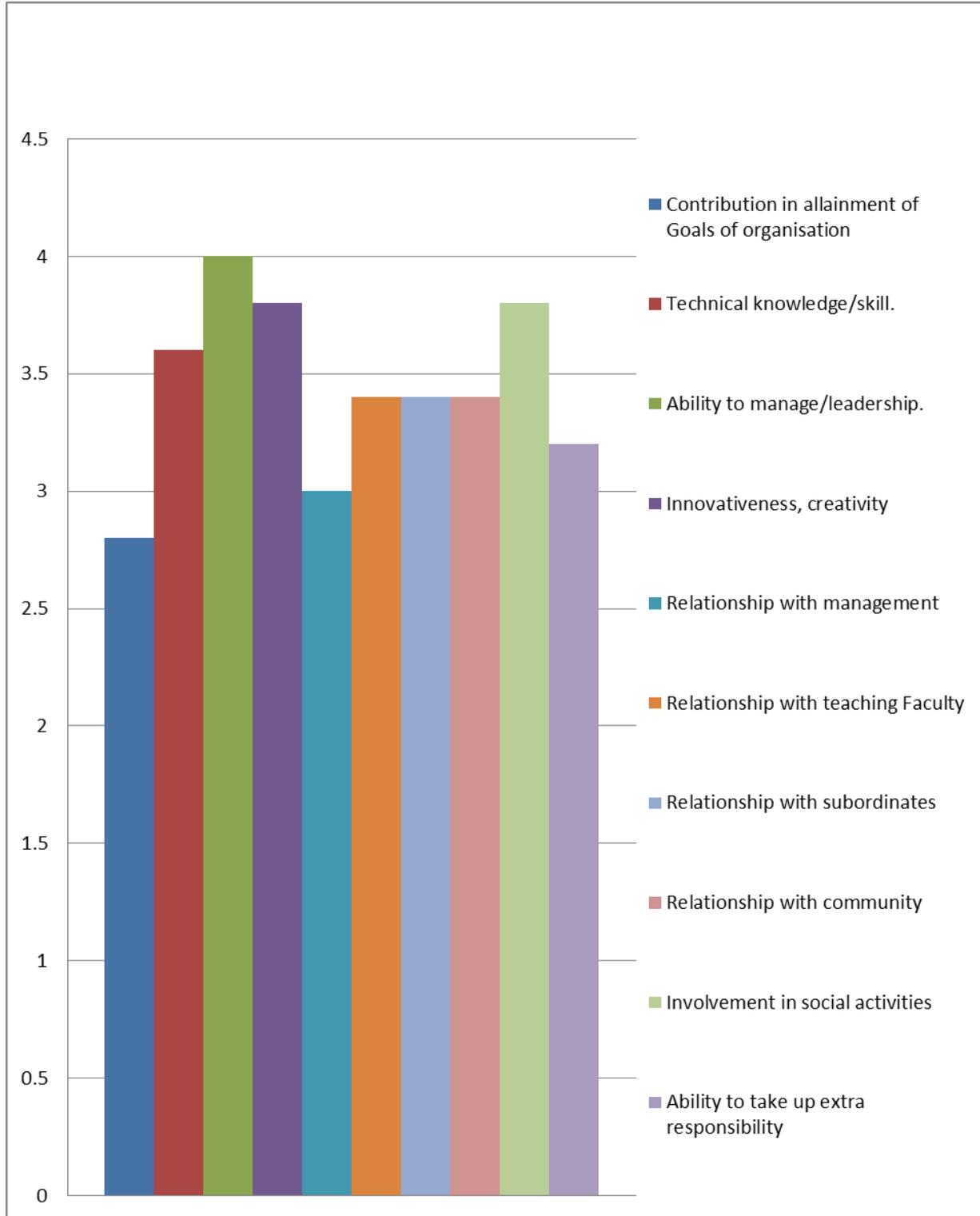
D. ANALYSIS OF STUDENT FEEDBACK PERFORMAS ON COURSE

Graphical Representation of Analysis of student Feedback regarding Course

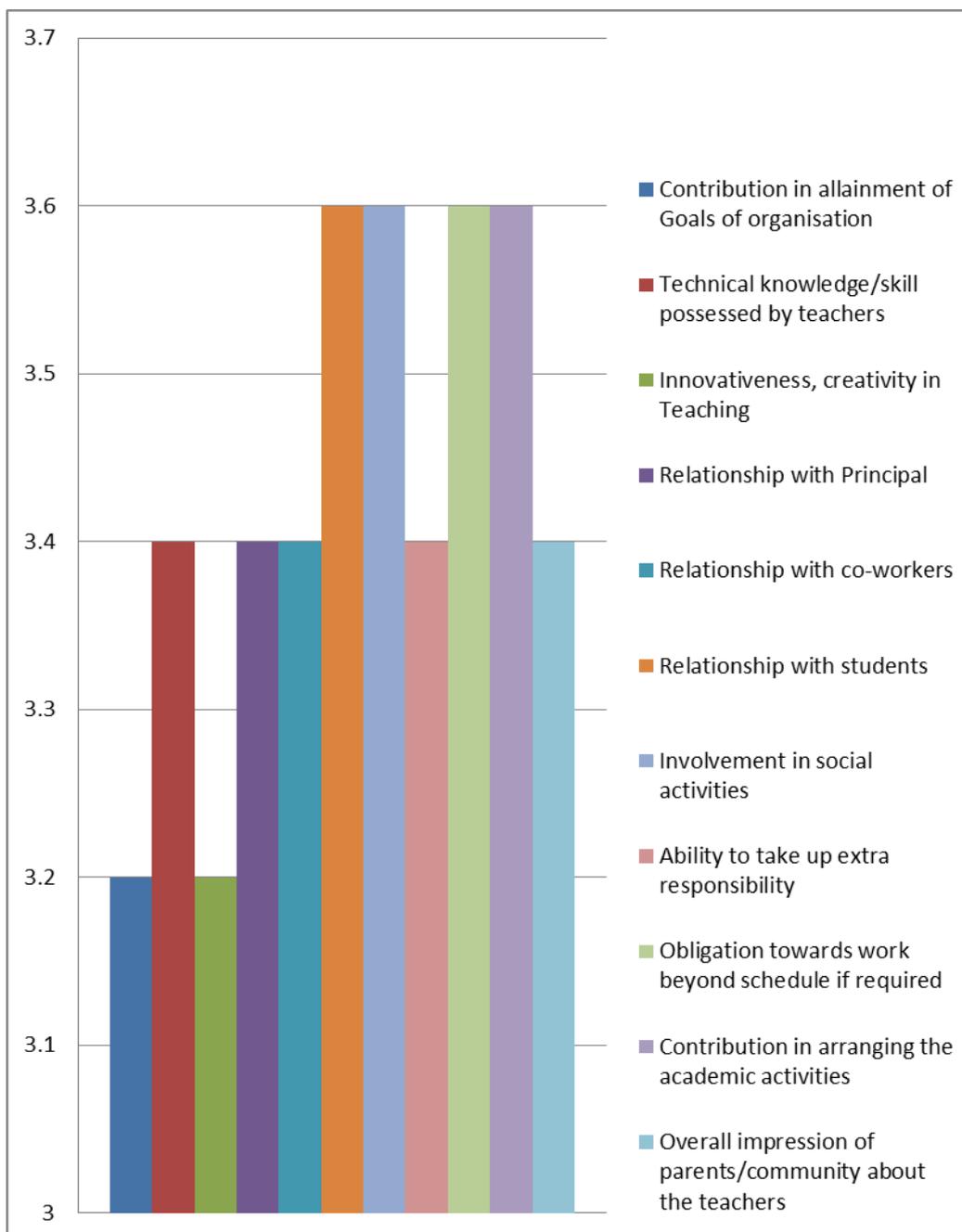


A. ANALYSIS OF EMPLOYER FEED BACK PERFORMAS

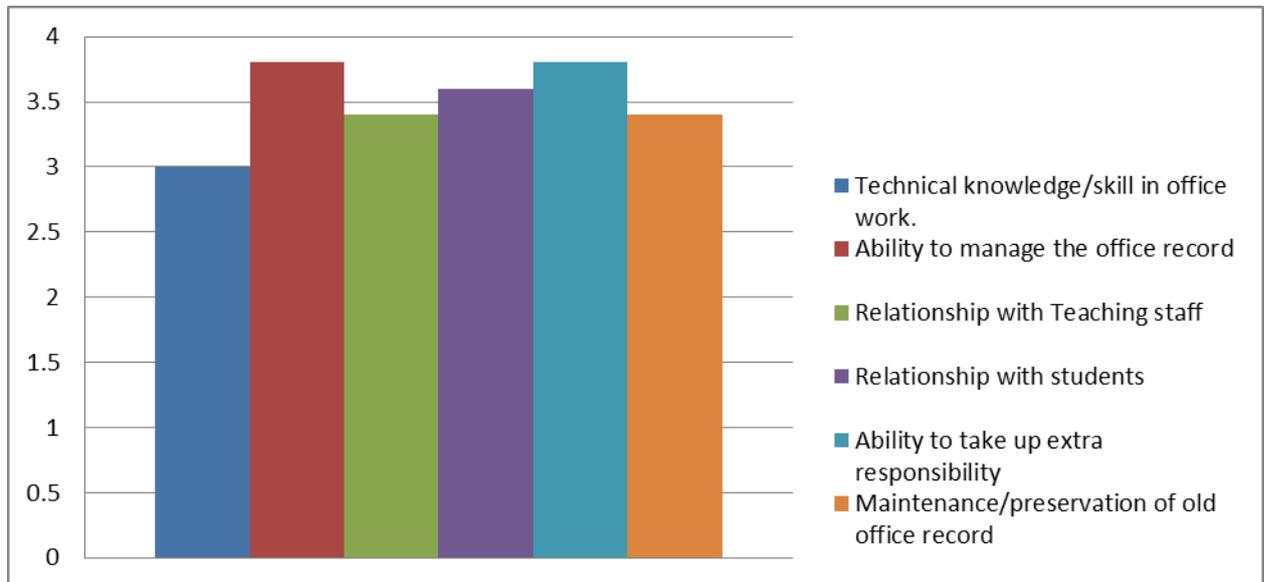
1. Graphical Representation of Analysis of Employers Feedback regarding Performance of Principal



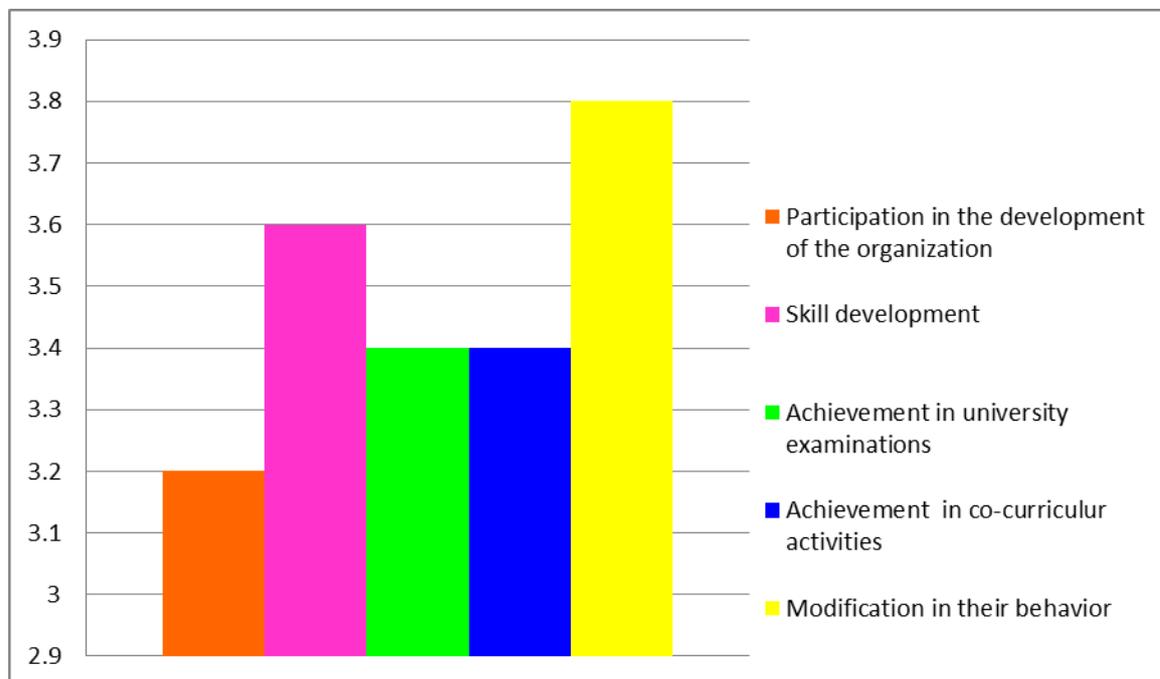
2. Graphical Representation of Analysis of Employers Feedback regarding Performance of Teaching Faculty



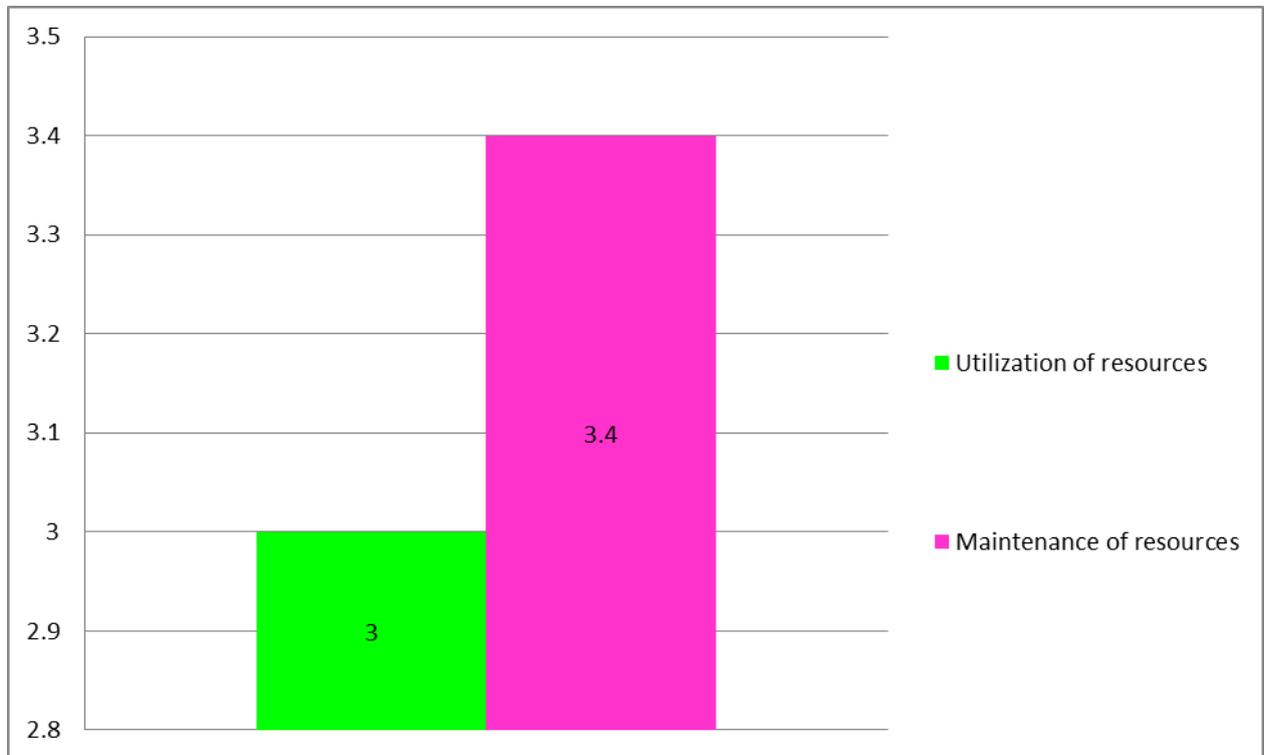
3. Graphical Representation of Analysis of Employers Feedback regarding Performance of Non-Teaching Faculty



4. Graphical Representation of Analysis of Employers Feedback regarding Performance of students



5. Graphical Representation of Analysis of Employers Feedback regarding Utilization of Material resources.



THE BEST PRACTICES OF THE INSTITUTION**Practice – I**

1. **TITLE OF THE PRACTICE: Resource Utilization for maximum student exposure.**
2. **GOAL:** To provide, create and manage maximum instructional facilities to give maximum exposure of prospective teachers. This practice has following principles:

Principle of Integration: It leads to integrate all the requisite facilities and resources for creating maximum exposure of students from academic, skill and technological point of view.

Principle of Search: It provides the use of existing technology for searching and discovering knowledge and information to bring out best achievements in University examinations. This goal has underlying principle of sharing of experiences and self realization for developing self study habits of student teachers leading to create love of learning and teaching.

3. **THE CONTEXT:** This practice of resource utilization depicts many hardships. The practice of bringing the maximum exposure of Pupil teachers has many challenging issues – lack of spirit of cooperation and boosting of spirit of staff and students. Further, it was a challenge to coordinate the various aspects of exposure of students to be obtained through faculty, non-teaching, existing instructional facilities, technological aspects and other agencies and resources of community, NGOs and government.

The implementation of this practice has a challenge of seeking befitting contribution from all the stake holders has been very much difficult and time consuming. The arrangement of requisite finance, manpower and student cooperation has always been a big challenge. The rivalry and unhealthy competition had been creating conflict now and then to obtain feedback from all the stake holders has been very much time consuming and unsatisfactory. Requirements of Communication among the stake holders and requisite means amounted delay in arriving at the desired achievements.

The constant change in emerging technology of teaching learning has become burning issues now a day. To cope up with it for its utilization in teaching learning process the existing learning resources have their availability at various places under the charge of various persons having different attitude in the benefit of student community. Some of these have negative approach and do not cooperate in their proper utilization for student community. The use of teaching learning resources needs the urge, devotion, time and hard work of teacher educators which is not sufficient. The demand of providing incentives, and training to the teacher educators in this aspect is rarely met out.

4. **THE PRACTICE:**

Information and knowledge regarding existing learning resources in the institution: The teacher educators identify the available learning resources in the institution which can facilitate in teaching learning process like Computer aided Learning, e- learning, learning by experiences, skill oriented teaching process etc. are discussed in the meeting of the staff council. The senior and junior members of the faculty share their experiences to identify a resource for a particular subject or a topic. The students are acquainted with available learning resources of the institution during orientation programme in the beginning of the session so that they can use it at their own level.

Information and knowledge regarding existing learning resources outside the institution:

The community has very rich and effective treasure of knowledge and information of historical, social, political economic, religious, environmental, technological fields. The various contents of our curriculum can be communicated through direct experiences and understanding by taking students there like evolutionary and revolutionary monuments , religious places, revealing innovation and research of human mind since ages.

5. Management for utilization of learning resources: the management for this best practice is planned in the beginning of the session. The entire curriculum of teacher education programme is designed on the basis of utilization of available resources in and out of the institution. The IQAC meetings contain the execution of this practice under the agenda. The focus in this meeting remains in updating the existing instructional facilities to ensure better internal quality of the institution. The requisite equipments, devices and materials in view of changing scenario is reviewed to facilitate the process of teaching and learning. It is ensured to use the available technical devices and teaching aids for best outcome of teaching learning process. The students are motivated to use the available technology of education to attain the best outcome of this practice, the e-learning system is encouraged and internet searching is made accessible to teacher educators and students. The skill in teaching programme is conducted in schools through enabling the student teachers to use maximum available instructional aids in the institution and in their practice schools during their internship. The experience of school teachers, the head of institution, subject experts and teacher educators is integrated in guiding student teachers and obtaining their feedback in respect of skill in teaching. This practice contains the survey of various government departments, judiciaries, religious and heritage places. This institution organizes workshops, seminars, extension lectures, celebrations of community and national days for creating and providing enlarged platform for learning experiences and opportunities.

6. EVIDENCE OF SUCCESS: The utilization of resources has key role in teaching learning process. It has the foundation for attainment of the knowledge and wisdom. The learning process comprises stimulation, experiences, interaction, innovation and creation. Under this best practice of the institution, the evidence of the best practice are enumerated as under:

- Cent percent University results with distinctions.
- Creation of skilful strata of teachers.
- Effective use of ICT at various levels of teaching learning process.
- Creation of teacher educators with better communication and technical skills.
- Creation of skill oriented environment
- Widening of area in perception, thinking, imagination of the students.

- Motivation for searching knowledge on internet.
- Attainment of life experiences in real life situation
- Attainment of quality of responsibility from social and educational point of view.
- Encouragement for peer group learning
- Development of positive frame of mind.
- Formation of healthy habits for self-realization an exposure of potentialities of the students.
- Development of scientific approach and attitude among the teacher educators and the students.
- Development of resourcefulness among the teacher educators and the students.
- Proper time management in curriculum transaction.

7. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:** The practice of utilization of teaching learning resources available inside and outside the institution has some problems:

- Lack of initiative on the part of teachers.
- Negative attitude of students.
- The majority of teacher educators do not have scientific approach, aptitude, calibre, interest, aptitude of using emerging technological devices.
- The time required to use these resources is not sufficient as it is time consuming practice.
- The support of officials, local leaders, NGOs having the position of learning resources is not obtained very easily.
- Sometimes resentment, negative approach and political and social differences are faced in this aspect.
- All the requisite adequate devices for prescribed curriculum are not available or obtainable or hired in and from out of the institution.
- The problems of finance
- quality of leadership of the institution are the major barriers in practicing this practice

. The implementation of this practice demands mutual cooperation, incentives which is rarely seen among the employees in and out of the institution.

Practice – II

1. **TITLE OF THE PRACTICE: Cooperative spirit in Organisation.**

2. **GOAL:** The objective of cooperative spirit in organization is:

1. To create environment of democratic setup, development of self- potentialities and contribution in the internal quality enhancement for delivery of curriculum.
2. To enable the student teachers to attain sense of service, creative thinking, group living, group behaviour and mutual understanding.

It has the vision of self respect for each one working in the institution and to develop team spirit of doing organizational activities for better products and better results of teaching learning process. It would enable everyone to share ones' experience for facilitating teaching learning process.

- #### 3. **THE CONTEXT:** The cooperative spirit of organization and management for boosting the existing system has many challenging issues like the tendency of shirking work, working half-heartedly, irresponsible behaviour, shifting of the responsibility, counter allegations etc among the staff and the students. The promotion of progressive behaviour and removal of non seriousness towards learning is one of the major problems in practising this practice. The negligence among the stake holders is a serious challenge for developing coordinated efforts in facilitating the teaching learning process. The personality traits of students and teachers play important role in organizing the cooperative spirit in enhancing in internal quality parameters of the institution. The fast changes in technology of teaching and learning can not be focused upon without internal and external coordination for enriching the spirit of individuals. This cooperative spirit towards support and progression of the students can bring marvellous and magnificent results. The cooperative spirit is based on spiritual values, heredity and environment, social background etc. for which analysis and evaluation of all the stake holders is to be made for deciding progressive path of the institution and the product.

4. **THE PRACTICE:**

- **Morning Assembly Program:** It is held to inculcate the value oriented behaviour among students and staff to have the mirror of the day to day curricular and co-curricular activities.
- **Special theme based morning assemblies on Saturdays**
- **Observance of Self discipline and punctuality:** The time table execution is observed by the punctuality of the students and the teachers in delivery and attending the classes. In this context, sense of self discipline and accountability is judged.

- **Organisation and Management of co-curricular and extra curricular activities :** The organization of co-curricular activities, seminars, workshops and sports meet have the foundations of mutual cooperation and coordination. All the activities are organized in Coordination to students, teaching and non teaching. The students are assigned various duties for making necessary arrangements under leadership of the faculty member. The groups formed for organisation of events has coordination among them. The management actively funds and participates in various programs of the institution. Various experts from departments of different universities, colleges are invited for disseminating knowledge among learners. The Guidance and counselling department coordinates with parents for required feedback for improving existing infrastructural and instructional facilities. The teaching practice schools coordinate in school experience programme for sharpening the teaching skills of pupil teachers. The alumni of the institution fully cooperate in various academic, co-academic, curricular and sports activities for betterment of the institution. The regular feedback is obtained from heads of various schools , alumni for ensuring enhancement of internal quality of the institution.

5. EVIDENCE OF SUCCESS: The evidence of successful implementation of this practice has brought following results:

- Better University results
- Effective research programmes.
- Regular and successful organisation of seminars.
- Diligence and pleasure in discharging one's duty.
- Mutual respect and self-evaluation.
- Participation of students in various activities at college, inter college and university level
- Development of progressive frame of mind of students, staff and management.
Learning by experience ids gained.
- Enlargement in learning opportunities.
- Development of self-discipline and healthy attitude.
- Development of leadership qualities.
- Enhancement in Social Skills.
- Development of peaceful co-existence. Collective responsibility
- Collective efforts.
- Attainment of group living, group thinking and group behavior.
Enlightenment of Self potentialities.
- Peer group learning and Group Discipline

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: The practice of cooperative spirit is very complicated but educative. It encounters tendencies and feelings of various religion ideological differences, party politics, groupism, rivalry, egoism. Some of the students, members of staff adopt conflicting attitude and negative approach of surpassing others. The implementation of this practice demands very much the experience, vision of leadership. This practice further needs the

calibre and capacity to protect the participants from untoward happenings in group behaviour. The dangers of egoistic conflicts and vested interests always haunt the mental chambers of organizers. The inadequate finance remains a problem in carrying on this practice but can be solved through creation of resources. In general this practice, strengthen the entire functioning of the Institution.

7. CONTACT DETAILS:

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City: V.PO Daudhar, Moga, Punjab

Pin-code: 142053

Accreditation status: 2.51 Grade B

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