Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report (AQAR)

For the Period 1st July 2017 to 30th June 2018

of

Gaurav College of Education

Chomu, Jaipur (Raj.)

(Application ID – RJCOTE25692)

Submitted to

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ❧ *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- ❧ *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- ❧ *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- ❧ *To undertake quality-related research studies, consultancy and training programmes, and*

- ❧ *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- ➤ *Contributing to National Development*
- ➤ *Fostering Global Competencies among Students*
- ➤ *Inculcating a Value System among Students*
- ➤ *Promoting the Use of Technology*
- ➤ *Quest for Excellence*

Contents

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

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016**:

➡ Having a functional IQAC.
➡ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
➡ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
➡ Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution	Gaurav College of Education
1.2 Address Line 1	Bhairav Temple, Near Giriraj, Petrol Pump,
Address Line 2	Ringus Road, Chomu
City/Town	Chomu
State	Rajasthan
Pin Code	303702
Institution e-mail address	gcecjr@gmail.com
Contact Nos.	9829292586
Name of the Head of the Institution:	Dr. Pramod Kasana
Tel. No. with STD Code:	01423-223888
Mobile:	9252052992

Name of the IQAC Co-ordinator: Miss. Asha Kiran Sharma

Mobile: 9549146972

IQAC e-mail address: iqac.gecej@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* RJCOTE-25692

1.4 **NAAC Executive Committee No. & Date:** EC(SC)/21/A&A/25.1 dated 23-01-2017.
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

1.5 Website address: www.gcecj.org

Web-link of the AQAR: http://gcecj.org/all_pdf/AQAR.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.12	2017	22/01/2022
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   13/02/2013

1.8 AQAR for the year *(for example 2010-11)*   2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

i.   AQAR ___02/04/2018_____ _____ (DD/MM/YYYY)4
ii. AQAR___28/06/2019_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ✓

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

Autonomous college of UGC   Yes ☐   No ✓

Regulatory Agency approved Institution   Yes ✓   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ✓   Men ☐   Women ☐

Urban ✓   Rural ☐   Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ✓ Engineering ☐   Health Science ☐   Management ☐

Others (Specify)   . Education (B.Ed.)

1.12 Name of the Affiliating University *(for the Colleges)*   University of Rajasthan, Jaipur

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

Autonomy by State/Central Govt. / University   No

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*)   No

UGC-COP Programmes   No

2. IQAC Composition and Activities

2.1 No. of Teachers   04

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   01

2.4 No. of Management representatives   02

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and   01
       community representatives

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   03

2.9 Total No. of members   15

2.10 No. of IQAC meetings held -   05

2.11 No. of meetings with various stakeholders: No.   01   Faculty   01

Non-Teaching Staff Students | 01 | Alumni | 01 | Others | 01

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

If yes, mention the amount

NO   ☐   ✓

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 1 | International | | National | | State | 1 | Institution Level | 1

(ii) Themes   Institute Level Workshop on Learning Style

2.14 Significant Activities and contributions made by IQAC

One Workshop/Orientation Programme, College Audit

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Workshops Organized Tutorial & Cultural Classes.	All Faculty members participated, B.Ed Students attended & taken advantage of classes.
ICT Training	All Teaching & Non-Teaching staff benefited with this training.

Attach the Academic Calendar of the year as Annexure-1-   *Enclosed*

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

B.Ed. Education is key to development and is the third eye that broadens the horizon of the vision. It empowers people and inspires hope in them. The quality sustenance, the focal areas such as infrastructural development, curriculum review, faculty orientation, enhancing student motivation have to be strengthened which would go a long way in stabilized the achieved quality of education status.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	01	-	01	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	01	-	01	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	01

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

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

*Please provide an analysis of the feedback in the Annexure- 2

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

> N.A.

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

> N.A.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	15	0	01	0

2.2 No. of permanent faculty with Ph.D.   02

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
15	0	0	0	01	0	0	0	16	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   06   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	05	10
Presented papers	0	04	02
Resource Persons	0	0	0

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

Lectures by ICT & Orientation Programme

2.7 Total No. of actual teaching days during this academic year   204

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

Photo Copy, Multiple Choice Questions

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   01

2.10 Average percentage of attendance of students   95%

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed. Part-I	91	11	75	05		100%
B.Ed. Part-II	92	10	79	01		97.82

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

 1. Academic Audit 2. Purchase Books 3. Collect Feedback 4. Organize Orientation Programme

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	01
Faculty exchange programme	04
Staff training conducted by the university	0
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
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	08	0	0	0
Technical Staff	03	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

> ➢ Teachers are encouraged to attend seminar/workshops and also provide seed money of Rs. 10000/- for doing Ph.D.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	02	0
e-Journals	0	0	0
Conference proceedings	0	01	0

3.5 Details on Impact factor of publications:

Range [ ]   Average [✓]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	-	-	-
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. | 02 | Chapters in Edited Books | 0 |

                        ii) Without ISBN No. | 01 |

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 | Nil |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	01	0	0
Sponsoring agencies	N.A.	N.A.	N.A.	N.A.	N.A.

3.12 No. of faculty served as experts, chairpersons or resource persons | 0 |

3.13 No. of collaborations   International | 0 | National | 0 | Any other | 01 |

3.14 No. of linkages created during this year | |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 0 | From Management of University/College | 20000 |

Total | 20000 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
     who are Ph. D. Guides

0

   and students registered under them

0

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 0   State level 0

National level 0   International level 0

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 0   State level 0

National level 0   International level 0

3.25 No. of Extension activities organized

University forum [0]　　College forum [02]

NCC [0]　　NSS [0]　　Any other [0]

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

- Tree Plantation Programme.

- Blood Donation Camp.

- Health Checkup camp.

- Organize social awareness rally & other activations

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	0.6918 Acre			
Class rooms	10			
Laboratories	07			
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	0.54 laks			
Others				

4.2 Computerization of administration and library

MIS in administration & Comprised Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4436	455736				
Reference Books	1769					
e-Books						
Journals	15	67570				
e-Journals	05					
Digital Database	01					
CD & Video	35					
Others (Audio & Video Cassettes)	22					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	34	30	34	02	0	02	01	0
Added	02	0	02	0	0	0	01	0
Total	36	30	36	02	0	02	02	0

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

MIS & Net Working

4.6 Amount spent on maintenance in lakhs :

i)   ICT
40445

ii) Campus Infrastructure and facilities
100000

iii) Equipments
97043

iv) Others
200000

Total :
4.37488

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC are suggested to the college for students support system enhancing.

5.2 Efforts made by the institution for tracking the progression

> Progressions are regularly monitored by IQAC and J. Kala Associates Chartered Accountants.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
188			

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
93	49.46

Women

No	%
95	50.53

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
06	08	11	70	0	95	09	13	07	64	0	93

Demand ratio   Dropout %   2.65

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

> Coaching for various competitive examinations & library provides the books required for these examinations.

No. of students beneficiaries

56

5.5 No. of students qualified in these examinations

NET `01` SET/SLET `0` GATE `0` CAT `0`

IAS/IPS etc `0` State PSC `01` UPSC `10` Others `04`

5.6 Details of student counselling and career guidance

> A separate career guidance & placement cell is established
> & functioning for career guidance.

No. of students benefitted `45`

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	59	32	20

5.8 Details of gender sensitization programmes

> Save Girls, Girls Teaching, Compaign & Rallies, Nukad Natkas,
> Organised as a part of social awareness program etc.

5.9 Students Activities

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

State/ University level `02` National level `0` International level `0`

No. of students participated in cultural events

State/ University level `02` 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 `03`   National level `0`   International level `0`

Cultural: State/ University level `02`   National level `0`   International level `0`

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	02	11000
Financial support from government	As per Govt. Norms	
Financial support from other sources	Nil	
Number of students who received International/ National recognitions	N.A.	

5.11   Student organised / initiatives

Fairs   : State/ University level `01`   National level `0`   International level `0`

Exhibition: State/ University level `01`   National level `0`   International level `0`

5.12   No. of social initiatives undertaken by the students   `02`

5.13 Major grievances of students (if any) redressed: _____Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission

The mission of the our college is to promote Excellence through Diversity of Knowledge, Diversity of Culture, and Diversity of Communication. Towards this end, York College seeks to provide prospective teachers with the following knowledge, skills, and dispositions:

Diversity of Knowledge:

Broad and deep knowledge of academic content Broad and deep knowledge of pedagogy Ability to be reflective practitioners with a strong conviction that learning is a lifelong process achievable by all Openness to examining the power and biases of knowledge and knowledge construction

Diversity of Culture:

Ability to be caring and ethical persons in order to build teaching and learning environments that draw on the strengths of students' diverse cultures and learning styles Ability to prepare students to be active and effective participants in a political and social democracy

Diversity of Communication:

Strong communication skills Strong technological literacy skills Ability to collaborate with parents and leaders/agencies in the local community Ability to collaborate with the professional educational community

Vision

The vision of the our college is to develop a cadre of professional educators who, having been taught by models of good teaching, are prepared with an array of theories, tools, and skills necessary to create rich learning environments in which urban children and youth can strive for and reach success.
To prepare competent and committed school teachers.
• To develop sense of social responsibility in would be teachers.
• To impart skills of working with the community.
• To impart education and skill to prepare teacher who can efficiently take the responsibility of developing cognative, cognitive and psychomotor aspects of the personality of children.

6.2 Does the Institution has a management Information System

Yes, the college has a management information system.

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

6.3.1 Curriculum Development

As the college follows the syllabus and curriculum of university of Rajasthan there is no scope of curriculum development. However the college has its own academic calendar to run and complete the syllabus. However, teachers take part in meeting of the staff council, teacher council from time to time. Few faculty members also participate in university curriculum development as member of Board of studies.

6.3.2 Teaching and Learning

> At this college integration of traditional as well as modernize methodology of instructions are used to impart the instruction & providing various learning experience to the student teachers. The traditional methodology include lecture method, discussion, heuristic method where as modern methodology include use of modern technologies, interaction, models, source method, project method, problem solving method, demonstration and experimentations etc.

> Teaching skills practiced through micro teaching.

6.3.3 Examination and Evaluation

Methods of evaluation, code of conduct are communicated to the students. The printed prospectus gives all the necessary information .Periodic tests, pre-annual examination are conducted for B. Ed. course. Students also prepare charts, modal etc. Final examination is conducted by the University of Rajasthan, Jaipur.

The assessment and evaluation outcome in house examinations, unit test and internal assessment are communicated in personal and remedial session are organized to remove the weakness and failures in conceded subject.

6.3.4 Research and Development

The Teachers are encouraged to do research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library: No of books and Journals are increased.

ICT: Equipping the computer lab with latest web tools.

Equipping the Psychology laboratory with new Psychological tests.

Equipping science laboratory with new instruments for science experiments.

All labs are equipped.

6.3.6 Human Resource Management

At present time there is no vacant post in college. When college need any teaching and non teaching post it recruit by timely.

6.3.7 Faculty and Staff recruitment

Recruitment and selection as per UGC/University/ State Government norms.

Well qualified staff includes interview with teaching has been adopted for faculty recruitment.

6.3.8 Industry Interaction / Collaboration

➢ Collaboration with MJF Multi Speciality Hospital & MJF Ayurveda Hospital.

➢ Collaborate with 21 schools in jaipur.

6.3.9 Admission of Students

As per the policy of the State Government, the college admits students through a Common Entrance test (PTET) conducted by the co-ordinator PTET (e.g. MDS University, Ajmer). The students have a choice to opt for any B.Ed. college, depending upon their merit score. Since the admission in B.Ed. course is given on the basis of merit achieved in PTET. All the advertisement regarding PTET is made by co-ordinator PTET. Although at the time of admission the institution provide prospects to all candidates in which all information regarding course, management, institution etc is given.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

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	J. Kala & Associates	Yes	IQAC
Administrative	Yes	J. Kala & Associates	Yes	IQAC

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

For UG Programmes (B.Ed.)   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   No [ ]

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

> The college continued the existing examination system introduced by the University of Rajasthan Jaipur.

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

> No

6.11 Activities and support from the Alumni Association

> The Alumni Association conduct meetings twice in a year and discussing the developments in the college. The Alumni Association has been sponsoring the sponsoring the following ranks I,II & III prizes and awarded every college annual day function.

6.12 Activities and support from the Parent – Teacher Association

> Parent Teacher Association (PTA) meeting are conducted. The feedback is obtained from parents regarding the college and parents to discuss students discipline, attendance, dress code and internal examinations.

6.13 Development programmes for support staff

> Every year college encourage the faculty members to attend UGC sponsored refresher courses and encourage the faculty members to attend national and international seminars and college gives all expenditure to attend the seminars to faculty.

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

> Proper care was taken for making the campus eco-friendly with a small lown. The potted plants are placed in the open space. Every year a tree plantation program is organised by college.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> ➢ Staff sports is conducted to promote positive atmosphere in the institution.
>
> ➢ System of organizing remedial classes.
>
> ➢ Faculty development programmes.
>
> ➢ Annual PTA interaction.

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

> ➢ To introduce innovative methods and ICT integration.
>
> ➢ To organize national and State level Seminars. All the departments are planning to send the proposal to the NAAC for organizing National and State Level seminars.
>
> ➢ To organize community service programmes and blood donation camps.
>
> ➢ To improve library facilities.

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

> ➢ Encourage research and higher learning.
>
> ➢ Encourage in governance and leadership.
>
> ➢ Curricular aspects.

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

7.4 Contribution to environmental awareness / protection

> College organization rally on environmental awareness was conducted on 13/04/2017 in the nearby chomu.
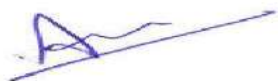
7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

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

> ➢ Exploring the faculty empowerment through linkage with Rajasthan University and other higher institutes.
>
> ➢ Up gradation of professional qualifications by the teachers including Ph.D.
>
> ➢ Effective co-curricular activities.
>
> ➢ Add sponsored research projects.
>
> ➢ To promote research activities.

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

> ➢ To start new program like B.Ed.- M.Ed. Integrated course.
>
> ➢ To organize International seminars.
>
> ➢ To IQAC more modified.

Name: Miss. Asha Kiran Sharma   *Name: Dr. Pramod Kasana*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test

PEI   -   Physical Education Institution

SAP   -   Special Assistance Programme

SF   -   Self Financing

SLET   -   State Level Eligibility Test

TEI   -   Teacher Education Institution

UPE   -   University with Potential Excellence

UPSC   -   Union Public Service Commission

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"शैक्षणिक पंचाग 2017-18"

जुलाई 2017

(रविवार – 05 अवकाश –00, कार्य दिवस –26 , कुल दिवस – 31)

01 जुलाई से नया सत्र प्रारम्भ, 09 जुलाई गुरूपूर्णिमा (उत्सव), 11 जुलाई विश्व जनसंख्या दिवस, 23 जुलाई बालगंगाधर तिलक जयन्ती।

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

अगस्त 2017

(रविवार – 04 अवकाश –02, कार्य दिवस –25, कुल दिवस – 31)

07 अगस्त रक्षा बन्धन त्यौहार (अवकाश), 10 अगस्त बी.एड. प्रथम वर्ष सत्रारम्भ, 11 अगस्त से स्वतन्त्रता दिवस समारोह की तैयारी, 15 अगस्त स्वतंत्रता दिवस समारोह एवं श्रीकृष्ण जन्माष्टी (उत्सव),, 21 अगस्त बी.एड. द्वितीय वर्ष सत्रारम्भ, 25 अगस्त बी.एड. प्रथम वर्ष के नवआगुन्तक प्रशिक्षणार्थियों की फ्रेशर पार्टी, 31 अगस्त रामदेव जयन्ती व तेजा दशमी (अवकाश) ।

सितम्बर 2017

(रविवार – 04 अवकाश –04, कार्य दिवस –22, कुल दिवस – 30)

01 सितम्बर बी.एड. प्रथम वर्ष कक्षा आरम्भ, 02 सितम्बर ईदुल जुहा (अवकाश), 05 सितम्बर शिक्षक दिवस (उत्सव), 08 सितम्बर विश्व साक्षरता दिवस (उत्सव), 14 सितम्बर हिन्दी दिवस, 21 सितम्बर नवरात्रा स्थापना अवकाश, 24 सितम्बर सें बी.एड. द्वितीय वर्ष की इर्न्टनशिप प्रारम्भ, 28 सितम्बर दुर्गाअष्टमी (अवकाश), 30 सितम्बर विजयादशमी (अवकाश), बी.एड. प्रथम व द्वितीय वर्ष की सैद्धान्तिक कक्षाऐं।

September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

अक्टूबर 2017

(रविवार – 05 अवकाश –14 , कार्य दिवस – 12, कुल दिवस – 31)

01 अक्टूबर मोहर्रम (अवकाश), 02 अक्टूबर महात्मा गाँधी जयन्ती, 03 अक्टूबर से बी.एड. प्रथम वर्ष सैद्धान्तिक कक्षाएँ, 15 से 22 अक्टूबर मध्यावधि ⁄ दीपावली (अवकाश) 19 अक्टूबर दीपावली (अवकाश), 20 अक्टूबर गोवर्धन पूजा (अवकाश), 21 अक्टूबर को भैयादूज (अवकाश), 24 अक्टूबर UNO दिवस (उत्सव)।

नवम्बर 2017

(रविवार – 04 अवकाश – 01, कार्य दिवस – 25, कुल दिवस – 30)

03 नवम्बर से बी.एड. प्रथम वर्ष सूक्ष्म शिक्षण प्रारम्भ, 04 नवम्बर गुरूनानक जयन्ती (अवकाश) 11 नवम्बर राष्ट्रीय शिक्षा दिवस (उत्सव), 14 नवम्बर बाल दिवस (उत्सव), 16 नवम्बर दैनिक शिक्षण अभ्यास से पूर्व प्रदर्शन पाठ योजना बी.एड. प्रथम वर्ष।

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

दिसम्बर 2017

(रविवार – 05 अवकाश – 07, कार्य दिवस – 19, कुल दिवस – 31)

01 दिसम्बर विश्व एड्स दिवस, 02 दिसम्बर बारावफात अवकाश, 10 दिसम्बर बी.एड. प्रथम वर्ष इर्न्टनशिप कार्यक्रम प्रस्तावित, 24–31 दिसम्बर शीतकालीन (अवकाश), 25 दिसम्बर क्रिसमस डे एवं गुरू गोविन्द सिंह जयन्ती (अवकाश)।

जनवरी 2018

(रविवार – 04 अवकाश – 06, कार्य दिवस – 21, कुल दिवस – 31)

01 जनवरी नववर्ष 2018 (उत्सव), – बी.एड. प्रथम वर्ष इर्न्टनशिप/दैनिक शिक्षण अभ्यास, 12 जनवरी युवा दिवस (उत्सव)/स्वामी विवेकानन्द जयन्ती, 14 जनवरी मकर संक्रान्ति (अवकाश), 22 जनवरी बसन्त पंचमी/सरस्वती जयन्ती (उत्सव), 23 जनवरी सुभाष चन्द्र बोस जयन्ती, 23 जनवरी से गणतन्त्र दिवस समारोह की तैयारी, 26 जनवरी गणतंत्र दिवस समारोह आयोजन, 30 जनवरी शहीद दिवस। बी.एड. द्वितीय वर्ष की सैद्धान्तिक कक्षाऐं,

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

फरवरी 2018

(रविवार – 04 अवकाश – 01, कार्य दिवस – 23, कुल दिवस – 28)

बी.एड. प्रथम एवं द्वितीय वर्ष की सैद्धान्तिक कक्षाऐं एवं सत्रीय कार्य आवंटन, 10 फरवरी स्वामी दयानन्द जयन्ती, 13 फरवरी महा शिवरात्री (अवकाश), 28 फरवरी राष्ट्रीय विज्ञान दिवस (उत्सव),

मार्च 2018

(रविवार – 04 अवकाश – 05, कार्य दिवस – 22, कुल दिवस – 31)

01 मार्च होलिका दहन (अवकाश), 02 मार्च धुलण्डी (अवकाश), 05 मार्च से बी.एड. प्रथम एवं द्वितीय वर्ष का खेल सप्ताह प्रारम्भ, 15 मार्च विश्व उपभोक्ता दिवस, 16 मार्च शैक्षिक भ्रमण (बी.एड. प्रथम एवं द्वितीय वर्ष) 19 मार्च चेटीचण्ड (अवकाश), 25 मार्च रामनवमी (अवकाश), 29 मार्च महावीर जयन्ती (अवकाश)। 30 मार्च राजस्थान दिवस/गुड फ्राईडे (अवकाश)।

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

अप्रेल 2018

(रविवार – 05 अवकाश – 01, कार्य दिवस – 24, कुल दिवस – 30)

09 अप्रेल बी.एड. प्रथम एवं द्वितीय वर्ष का समालोचनात्मक पाठ कार्यक्रम प्रारम्भ, 14 अप्रेल डॉ. भीमराव अम्बेडकर जयन्ती (अवकाश), 16 अप्रेल से बी.एड. प्रथम एवं द्वितीय वर्ष का सांस्कृतिक सप्ताह का आयोजन। अप्रेल माह में राष्ट्रीय संगोष्ठी प्रस्तावित।

मई 2018

(रविवार – 04 अवकाश – 00, कार्य दिवस – 27, कुल दिवस – 31)

12 मई बी.एड. प्रथम एवं द्वितीय वर्ष का ओपन एयर सेशन / एस.यू.पी.डब्ल्यू केम्प का आयोजन।

May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

जून 2018

(रविवार – 04 अवकाश – 01, कार्य दिवस – 25, कुल दिवस – 30)

01 जून से बी.एड. प्रथम एवं द्वितीय वर्ष की वार्षिक पाठ योजना कार्यशाला, 13 जून से बी.एड. प्रथम एवं द्वितीय वर्ष की आन्तरिक परीक्षाओं का आयोजन।

Annexure-2
Analysis of Feedback