

# **The Annual Quality Assurance Report (AQAR) of the IQAC July 01, 2014 to June 30, 2015**



**Historic College Building Est. – 1892**

Submitted By:

**Khalsa College of Education, G.T. Road,  
Amritsar – 143 002**

**\*RE-ACCREDITED 'A' GRADE AT 3.45 CGPA BY NAAC \* RECOGNIZED BY NCTE  
FOR B.Ed. & M.Ed. PROGRAMMES & UGC UNDER SECTION 2(F) & 12(B)**

**\*COVERED UNDER 95% DEFICIT GRANT-IN-AID BY GOVT. OF PUNJAB**

**\*\*AFFILIATED TO G.N.D.U. AMRITSAR**

---

Ph: (O) +91-183-5015600, 5063600, 2258283 Fax: +91-183-5015600 Mobile: 98151-50030, 95011-144111 Email: [jsdhillon@rediffmail.com](mailto:jsdhillon@rediffmail.com) Website: [www.kceasr.org](http://www.kceasr.org).

## **YEAR OF REPORT: JULY 01, 2014 TO JUNE 30, 2015**

### *An Overview of Khalsa College of Education, Amritsar*

*Khalsa College of Education has its roots in the main Khalsa College, Amritsar (Established in 1892). It started its onerous journey as a B.T. Deptt. in the year 1954. In 1959, the B.T. Deptt. took the shape of a full fledged independent college and was housed in the present magnificent building, then known as "Patiala House", a gift from His Highness Maharaja Rajinder Singh Mohinder Bahadur ruler of Patiala, at his coronation on October 23, 1890. Initially, there were two units of 100 B.T. students, subsequently one unit of J.B.T. and two more units of B.Ed. students were added.*

*In 1969, J.B.T. class was taken over by the State Govt. and shifted to J.B.T. centre, Verka. In 1969-70, M.Ed. class was added which is functioning satisfactorily till date and is providing teacher educators to this region and country. In the year 1987-88, G.N.D.U. started M.Phil (Education) class in this college, which was discontinued in 1995-96 with a plea that M.Phil had become irrelevant with the introduction of National Eligibility Test for the recruitment of college teachers. In the year 1991-92, the college took another progressive step and started one year Nursery and Elementary course with graduation as the basic qualification. However, this had to be discontinued in the session 1994-95, as the State Govt. did not recognize this course equivalent to B.Ed. At present, the college has 100 M.Ed., 400 B.Ed. and 45 PGDCA (T.E.) seats. This college also acts as a centre for in-service teacher training for B.Ed. (Distance Mode) of Jamia Millia Islamia, New Delhi. About 200 students are presently doing B.Ed. (D.M.) under the experienced guidance of the staff. From the session 2009-10 IGNOU has established a programme centre in this college for M.Ed. (Distance Mode) with an intake of 50 students. This college has produced maximum number of Ph.D's in Education in Punjab. Its contribution as an institution is much greater than the contribution of all the Colleges of Education in Punjab. The college has planned to start P.G. Diploma in Early Childcare and Education (PGDECCE), Certificate Course in Early Childcare and Education (CCECCE) and Certificate Course in Human Rights and Duties Education (CCHRDE). For these programmes, we are in the process to sign a Memorandum of Understanding (MOU) with New Zealand, Teritary College, Auckland. The college has already signed a memorandum of understanding with Finland National Board of Education for starting twin degree programmes & also for teachers/students exchange programmes. Each programme will have 50 seats. It is a matter of pride that Khalsa College of Education is*

*the first institution in the Northern Region, which has been recognized by N.C.T.E. and accepted as Nodal institution for the North Zone. The National Council of Teacher Education has also made this college a Master co-ordinating college for conducting Information Communication Technology Camps in Punjab and in neighbouring states. In future, this college will act as Multi-media Development and Research Centre of N.C.T.E. The college has been re-accredited as an 'A' grade institution by NAAC at 3.45/4 CGPA.*

*In the 9<sup>th</sup> plan, the college received special grant of Rs. 3.5 Lac for Women's hostel and Library extension. The project of Women's Hostel has been completed at the cost of Rs. 20 lac. Its credit goes to the present Managing Committee for spending more than Rs. 17 lac for the completion of this project. The hostel is well equipped with latest facilities and is named after Maharani Jindan in Commemoration of 200 years of Maharaja Ranjit Singh's coronation. In the 10th Plan, the college completed the extension of the first floor of Maharani Jindan Girls Hostel. During the session 2006-2007 Maharani Jindan Open Air Auditorium with a capacity of 1000 seats has been constructed in the hostel campus. The College has enhanced the intake capacity of boarders from 72 to 100 during the financial year 2010-11. During the Eleventh Plan, the College has received a sanction for a grant of Rs. 39.5 Lacs from UGC for the development of infrastructure. The UGC has established Mahatma Gandhi Study & Research Centre under UGC scheme of EPOCH Making Social Thinkers of India. For this project the college received a grant of Rs.9 Lacs. The college will continue to get this grant every year on the basis of performance & evaluation. A grant of Rupees 12 Lacs has been given by the Govt. of India for the installation of 5 KW Hybrid Solar Wind Energy System. The college has availed the subsidies from 33 to 75 % for the installation of Solar Water Heating Systems and LED Dusk- to-Dawn lighting system. The college has updated the college canteen with modern facilities. The college has also completed the project of shifting the computer laboratory to a newly constructed wing with ultra modern facilities. The computer lab has unlimited internet facility and Wi-Fi enabled Zone. A New hall of 1000 sq. ft. has been constructed for Gandhian Bhawan. This hall is attached with workshop area for creative arts, resource person's room & refreshment area to make it a well equipped & logistically functional. The project of Heritage Guest House has been completed with a cost of 40 Lacs and now it has become operational w.e.f. September 2009. It has accommodation of 20 well furnished rooms. The college has also undertaken the renovation of Jind Hostel with an estimated cost of Rs.25 Lacs. 40 Cubical rooms are ready for use from the session*

*2010-11. A new three storey block of 50 rooms have been added to the existing Jind Hostel with a cost of 1.2 crore. Now the total intake capacity of Jind Hostel is 230 students. The project of extension of library and Bhai Ram Singh Hall has already been completed. To enhance the capacity of the college hall, a music-cum-green room has been added. A verandah encompassing the existing hall has been added for making it eco-friendly. Physical Sciences and Life Sciences Laboratories have been renovated and shifted to more spacious building with modern amenities. The challenging task of renovation of the original structure has been undertaken vigorously. The old rooms have been given a new look by converting them into well equipped seminar room, guest rooms, craft room, a seminar hall and parking area. The College has undertaken the project of converting the classrooms into smart classrooms with modern technological equipments. College is having number of lush-green well maintained lawns for staff and students. An Open Air Theatre is a new addition to the previous building of the college.*

*The college celebrated its Golden Jubilee in the year 2003. College updated its library, laboratories and audio-visual centre. The college established a guidance and counseling centre to give the educational & occupational guidance to the students. The college has established a 'Legal Aid Clinic' in collaboration with the Distt. Legal Services Authority under the aegis of Punjab Legal Services Authority. The college is going to start a Network research centre. The college has created a placement cell through which every year a large number of PGDCA (T.E.), B.Ed. & M.Ed. students get placements in reputed institutions. Our college is producing highest number of UGC- NET/JRF qualified students, teacher educators & Principals in the country. The college has created Higher Education Institute Society and got it registered under Society's Registration Act XXI of 1860. This society is playing a major role in promotion of need based Information Communication Technology (ICT) courses along with other courses like IELTS, TOEFL etc. The college has established a modern language laboratory for providing facilities to the would be teachers to improve their communication skills .Not only this the college has created a recording room for recording the best teaching programmes for the feedback of the students. With all the financial help from the Govt. /Non-Govt. Agencies and with grace of God this College will become Model Institute in the field of Teacher Education in the days to come.*

## Part – A

**AQAR for the year**

July 01, 2014 to June 30, 2015

### 1. Details of the Institution

1.1 Name of the Institution

KHALSA COLLEGE OF EDUCATION,  
G.T. ROAD, AMRITSAR

1.2 Address Line 1

PRINCIPAL

Address Line 2

KHALSA COLLEGE OF EDUCATION, G.T.  
ROAD

City/Town

AMRITSAR

State

PUNJAB

Pin Code

143002

Institution e-mail address

[jsdhillon@rediffmail.com](mailto:jsdhillon@rediffmail.com)

Contact Nos.

0183-5015600, 5063600

Name of the Head of the Institution

Dr.J.S.Dhillon

Tel. No. with STD Code:

0183-5015600, 5063600

Mobile:

09815150030

Name of the IQAC Co-ordinator:

Dr.Harpreet Kaur

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	NA	2003	Sept 2008
2	2 <sup>nd</sup> Cycle	A	3.45	2011	Sept 15,2016

1.7 Date of Establishment of IQAC:

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

- i. AQAR 2010-2011 submitted to NAAC on 28/02/2016
- ii. AQAR 2011-2012 submitted to NAAC on 28/02/2016
- iii. AQAR 2012-2013 submitted to NAAC on 28/02/2016
- iv. AQAR 2013-2014 submitted to NAAC on 28/02/2016
- v. AQAR 2014-2015 submitted to NAAC on 28/02/2016

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

(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

#### 1.10 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

#### 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

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (Specify)

UGC-COP Programmes

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

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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 Workshop & Panel Discussion on NCTE Regulations-2014 , Implementation of Teacher Education Curriculum
2. Three days National Orientation workshop on Teacher Education Regulation-2014, Norms & standards & New Curriculum Framework on Physical Teacher Education Programme
3. Regional Consultative Meeting on New Education policy (NPE)- Teacher Education by NCTE
4. Beti Bachao- Beti Padaoo Programme

#### 2.14 Significant Activities and contributions made by IQAC

- Organised National Workshop on NCTE Regulations-2014
- Student's Feedback on Teachers conducted regularly
- In order to conduct Academic Audit, a Core Committee, comprising the Principal, IQAC Coordinator and Principal was constituted.
- Panel Discussion on NCTE Regulations-2014
- 03 international conferences, more than 6 national seminars, more than 40 extension lectures, 5 workshops etc were organized. This is the highest number of seminars\conferences\workshops organized during the last five years.
- The IQAC chalks out an Academic plan in the beginning of the session which helps the faculty and students in making the teaching –learning process more effective. The IQAC monitors the academic activities throughout the year, makes suggestions and incorporates the remedial measures.
- All the major committees of the College are represented in the IQAC.
- The IQAC has been involved in preparing many reports highlighting the activities of the college. Capacity building programmes are regularly organised for both teaching and non-teaching staff. The IQAC, through its activities, has been an agent of change in the institution ensuring efficient performance of academic and administrative tasks.

## 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:

<b>Plan of Action</b>	<b>Achievements</b>
1. To cater to the needs of slow learners through remedial classes	1. Remedial classes were conducted to help the slow learners improve their academic performance
2. To conduct an academic audit	2. Academic Audit was conducted. Meetings were held to facilitate interaction between IQAC and other stakeholders.
3. Research work	3. National and international conference, registration by faculty members for Ph.D.
4. Continue Evaluation	4. Executed
5. Enhancing connectivity and Networking and Work audit non-teaching	5. Executed
6. To inspire students to participate in Educational Fairs, provide education through the use of multimedia, CDs & DVDs etc and to organise Industrial trips for students.	6. Education through multimedia. CDs & DVDs is being provided to the students. Industrial visits for the science students have been planned.
7. To impart proper physical training to students by encouraging their participation in games	7. The participation of students in games and other extracurricular activities has been increased as compared to the previous years
8. Preparation of Self Study report for NAAC reaccreditation – Third cycle	8. The process of reaccreditation and preparation of the Self Study Report began with designing a template for data input on the intranet. Sessions were organised to disseminate information on NAAC, the different criteria for assessment. The writing process was carried out by the different

	committees, constituted by the Head of the Institution and led by a member of the IQAC. The completed report was reviewed by the Steering Committee.
9. Increasing visibility of the institution and Sustenance and enhancement of quality	9. Sessions, workshops and interaction on topics such as quality sustenance, enhancing the activities of IQAC, Networking with other IQAC, Capacity Building, Time Management have been conducted and the suggestions are being implemented. Two new Certificate is going to be introduced. The College has enhanced the visibility of the activities through wide media coverage.

*Academic Calendar of the year as Annexure- A*

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

Provide the details of the action taken

- With an increase in the number of certificate options and specializations, students are empowered with more knowledge and skills for the present job market.
- Management has approved AQAR
- The installation of the Networking and Research Centre has set the tone for an enhanced and efficient output in communication, academic tie-ups and collaborative knowledge development and has generated greater research rigor on campus.
- Encouraged Teachers for additional qualification (SLET/NET)
- Re-accreditation work in the process for third cycle.
- Training programmes/capacity building sessions for faculty and non-teaching staff create an efficient and smooth functioning of the respective offices.

## 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	01			
PG	02			01
UG	02			01
PG Diploma	01		01	01
Advanced Diploma				
Diploma				
Certificate				
Others (New added)	02			
<b>Total</b>	08		01	03

  

Interdisciplinary	03			
Innovative	01			

##### 1.2 (i) Flexibility of the Curriculum:

- The college provides 9 options to the students in pedagogical knowledge and 14 options are provided for teaching methodologies. Add on courses are also made available.
- The performance of the student in add on courses is reported in terms of broadband grades.

##### (ii) Pattern of programmes:

Pattern	Number of programmes
<b>2014-2015</b>	
Annual system	02
Semester system	01
<b>From 2015-2016</b>	
Semester	03

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

Co-operating schools (for PEI)

Mode of feedback : Online  Manual

A well-conceptualised feedback system, involving all major stakeholders, provides an understanding of ground realities, based on which guidelines are framed for programme planning, curriculum design and syllabus revision. The faculty, in consultation with experts, and using feedback from all stakeholders, revise the syllabi and ensure that they are up-to-date and comparable with the best in the country. Teaching excellence is also enhanced through structured feedback systems that evaluate teacher effectiveness in every course. In addition to formal feedback, individual faculty members also obtain informal feedback from students, review them and use them for improving their performance.

Feedback Performas appended in the **Annexure-B**

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

Yes, the curriculum was restructured in 2011 hence major changes were made in the current year. In M.Ed curriculum, more numbers of specializations were added and field experiences for the students were made compulsory. Grading system is there in practical work. The awards of sessional work is rational, logical and supported by empirical evidences. In B.Ed curriculum, more number of options were added in pedagogical knowledge and five add on courses were introduced viz. ICT integration in Pedagogy, Language proficiency, Art in Education, Physical education and Community services.

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

- Improvised Computer Centre with latest technologies
- Establishment of Gandhian Study Centre
- Establishment of Aurobindo Study Centre

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	21	17	02	02	-----

2.2 No. of permanent faculty with Ph.D. 08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	---	---	---	---	---	---	---	---	---	---

2.4 No. of Guest and Visiting faculty and Temporary faculty Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	18	16	8
Presented papers	16	13	05
Resource Persons	1	3	6

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

- Different models of teaching like advance organiser model by Ausubel, Inductive thinking Model by Taba and various innovative techniques like Peer Tutoring, collaborative learning, team teaching etc. adopted by the institution in Teaching and learning.
- Use of Problem solving ,Case studies and Role play methods in teaching learning
- Viewing and discussion of documentaries and movies
- Article review and Using language lab to enhance communicative skills.
- ICT enabled teaching -learning process.
- Experiential learning to reinforce the fundamentals of the subject
- Additional Skill Acquisition Programme (ASAP) benefitted students to acquire self-confidence and better communicative skill to pursue a bright career.

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

251 working

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

- Open book examination and Double valuation
- Evaluation of students is based on both Continuous Assessment (internal) and the End term Examinations (external)
- Special exam for meritorious students and slow learners
- Different methods of assessing the student – tests, quiz, seminars, assignments, projects, dramatization of plays, etc.

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

All the faculty members are involved in curriculum restructuring and syllabi revision. Feedback from the course teachers and interaction in the department help in incorporating current trends in various courses. Six of our faculty members are the member of BOS.

2.10 Average percentage of attendance of students

90%

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.	35	88.57%	11.42%			100%
B.Ed.	198	84%	16%			100%
PGDCA(TE)	21	71.428%	28.57%			100%

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

- The IQAC periodically conducts sessions to explore avenues to enhance teacher effectiveness through professional skill development training programmes.

- Feedback from the students, parents and others are obtained at regular intervals and later IQAC meets to resolve the problems stated if any.
- The College encourages research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia.
- Senior faculty and administrative heads discuss future plans of the institution and prepare a road map for quality assurance and enhancement.

#### 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	03
HRD programmes	18 E- Modules
Orientation programmes	02
Faculty exchange programme	05
Staff training conducted by the university	02
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	08
Others	-----

#### 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	06			
Technical Staff	02			

### Criterion – III

### **3. Research, Consultancy and Extension**

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

- Stakeholders involved in the IQAC committee to sensitize the faculty regarding the field problems
- 24x7 Internet facility available in the college making it a Wi-Fi campus.
- Permission granted to teachers to present papers in international, national and state level seminars and conferences.
- Permission granted to teachers to attend coursework in Ph.D with full pay
- Purchase of books\digital resources and psychological tests for researches
- Encourages Peer researchers
- Special increment of Rs. 2,000 for Ph.D awarded to the staff



3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				07
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				11
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	34	-----
Non-Peer Review Journals			
e-Journals	05	03	
Conference proceedings	02	02	-----

3.5 Details on Impact factor of publications: In process

Range                      Average                      h-index                      Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects (Gandhian study centre )				
Industry sponsored	5 years	UGC	9,00,000	Yes, 6,00,000
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify) Merger grant	5 years	UGC	7,90,000	Yes
Total			1690000	1390000

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 NA

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

3.9 For colleges; Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other

3.10 Revenue generated through consultancy

- Library fee to outsiders for consultation
- Attestation fee
- IGNOU Study Centre Research Supervision

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	02				
Sponsoring agencies	IATE, GERA				

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	<input type="text" value="6,00,000"/>	From Management of University/College	<input type="text"/>
Total	<input type="text" value="6,00,000"/>		

3.16 No. of patents received this year NIL

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
07		03 UGC		01	03	

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level  National level  International level

3.22 No. of students participated in NCC events:

University level  State level  National level  International level

3.23 No. of Awards won in NSS: University level  State level

National level  International level

3.24 No. of Awards won in NCC: University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum  NCC  NSS  Any other

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

- Financial assistance with contribution from faculty was forwarded to persons who contacted the college with relevant medical records.
- Consultancy service provide to the local community
- Provide tutoring for UGC and teacher eligibility test
- NSS camps were conducted to foster social responsibility amongst students.

- Infrastructural facilities of the college are extended to the local community for conducting programmes.
- Street play ‘Dastak’ under Swachh Bharat Campaign organised at our college
- The college’s games and sports facility was extended to impart training to the school children from the nearby schools.
- Programmes are conducted for maintaining communal harmony.
- Extension lectures on inclusive education
- Awareness programme on the power of subconscious mind and its application in the teaching profession
- Demonstration on traffic rules and roads uses awareness by ADC-Traffic in the college.
- Investor awareness programme for the faculty and commerce economics students.

#### **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	8.75 Acres	-----	Fees, 95 % grant in aid deficiet borne by College mangaement	8.75 acre
Class rooms	20	-----	Fees, 95 % grant in aid deficiet borne by College mangaement	20
Laboratories	07	-----	Fees, 95 % grant in aid deficiet	07

			borne by College mangaement	
Seminar Halls	03	-----	Fees, 95 % grant in aid deficiet borne by College mangaement	03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				-----
Value of the equipment purchased during the year (Rs. in Lakhs)				633191
Others				2476904

#### 4.2 Computerization of administration and library

<ul style="list-style-type: none"> <li>• Implementation of E-governance</li> <li>• Functional and updated website of the college <a href="http://www.kceasr.org">www.kceasr.org</a></li> <li>• Provision of Fully digitalised and automated library</li> <li>• The existing automated software is upgraded to meet the challenges of the day-to-day technical activities.</li> <li>• More number of E-Journals were added</li> <li>• Provision of CD Roms and DVD for the students and the staff</li> <li>• 24*7 internet and Wi-Fi facility</li> <li>• Computers with printer and scanner made available in the office and library</li> </ul>
--

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22420	884784	331	62,960	22751	947744 without UGC grant
Reference Books						
e-Books						

Journals	19	7780	20	10620	20	10620
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	1	2	3	1	3	0	0
Added	1	0	2	1	0	2	1	0
Total	41	1	4	4	1	5	1	0

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

- Wi-Fi campus and well equipped technology and computer laboratory
- Networking in administration office and library
- E-Governance and MIS
- College own website
- Compulsory ICT component for the students
- State- of- the- art automation software has immensely improved the quality of the documentation process
- INTEL workshops for faculty and students
- ICT enabled teaching learning process
- Annual accounts, financial statements, salaries received from the government, Provident fund, Arrear bills (excel format), Income Tax have been computerized through administration office.
- Video Conferencing facilities for online programmes and sessions.
- Online fee payment in the process.
- Biometric access control system and attendance system is installed

#### 4.6 Amount spent on maintenance in lakhs (for last three years):

i) ICT

334674

ii) Campus Infrastructure and facilities

248397 labs +5150759 building + 122889 transport +534704 furniture

iii) Equipments	633191
iv) Others	2476904
Total	9501518 or 95.01 lakhs

## **Criterion – V**

### **5. Student Support and Progression**

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation for the new students of M.Ed, B.Ed and PGDCA (TE) programme regarding the various available support services and curriculum
- Including student Members in various student support committees and encouraging them to disseminate the information about support services.
- Providing the information regarding various scholarships available and directing and encouraging students to avail it.
- Installation of Wi-Fi in the college library especially in the literary area.
- Subscription of online journals for easy accessibility of the students.
- Extension lectures for the awareness of the students.
- Tutorial system for the students in the college

#### 5.2 Efforts made by the institution for tracking the progression

- Feedback from students, faculty, parents and alumni of the Institution.
- Discussions held regarding student progression in the meetings of HODs, class co-ordinators and the staff.
- Internal assessment tests and university examination results and their evaluation
- Participation and performance of students in academic, cultural and sports competitions at college level, university level and national level.
- Quiz competitions to assess incremental academic growth among the students.
- Institution has placement cell so as to track the record of students progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others PGDCA (TE)
200	35		25

(b) No. of students outside the state

03

(c) No. of international students

Nil

**Percentage Men**

Class	No.	%
B.Ed	12	6%
M.Ed	2	2%
PGDCA (TE)	15	60%

**Percentage Women**

Class	No.	%
B.Ed	188	94%
M.Ed	33	94%
PGDCA (TE)	10	40%

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
146	24		28	2	200	145	24		28	03	200

Demand ratio 1:1 Dropout % Nil

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

- Teachers teach the B.Ed and M.Ed students by keeping in mind the syllabus of UGC-NET\ SLET\CTET\STET and other competitive exams.
- College has the richest library which purchases books on competitive examination from time to time for the students.
- Free and unlimited access o computers and internet facilities are provided to enable them to prepare for the competitive examination.
- Students are encouraged to study in the library during free time. Many newspapers, magazines and journals are available in the library for the reference of the students.

No. of students beneficiaries

90%



5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- The institution has setup educational clinic which is the hub of various services like guidance and counselling, placement, grievances redressal, legal aid etc.
- The Guidance and Counselling Centre extends counselling assistance to students with psychological, academic and social concerns. These services are provided on appointments that seek to enable students to function effectively and improve their wellness quotient. Guidance is also provided to face the interviews.
- The Career Guidance Cell (CGC) provides comprehensive services in the area of training, options regarding higher studies, internships and full-time placements for both undergraduate students and post-graduate students.
- Legal aid clinic creates awareness about the legal services and to provide help for the speedy disposal of cases.
- Student grievance is addressed to the Grievance cell.

No. of students benefitted

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
04	250	56	120

5.8 Details of gender sensitization programmes

- The institution has committee for sexual harassment which organises awareness programmes regarding gender equality, women’s rights and female foeticide etc.
- Awareness and video display on sexual harassment.
- Aids awareness day celebration every year in the college.
- An awareness campaign ‘Betis- Bachao Beti Padhao’ was organized in our college.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural:

State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution :		
SAF (Student Aid Fund)	08	27,000
M.Ed university toppers fee refundable	03	105250
B.Ed university toppers fee refundable	01	40000
Financial support from government:		
Sikh Minority scholarship by centre govt.	12 students Rs. 5300 per student	63600
SC students govt. scholarship	18 students Rs. 26256 per student	472608
Financial support from other sources:		
Bhupinder Singh Holland fund	02	90,000
Nirmaljit Singh memorial scholarship	01	5100
Chief Khalsa Diwan Education Committee	02	4,000

Number of students who received International/ National recognitions:		
Students received JRF fellowship	04	88000

#### 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:

- (i) Purchase of books in regional languages in the library.
- (ii) Installation of wi-fi facility in the computer lab and library.
- (iii) Provision of hygienic conditions in the canteen
- (iv) Revision in the date sheet of house test
- (v) Change of college timings
- (vi) Enrichment of book bank in the library
- (vii) Provision of competitive exam preparation reference material to the students.

### **Criterion – VI            6. Governance, Leadership and Management**

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

##### **Vision Statement of the Institution**

A globally compatible, secular, comprehensive institute of excellence in the field of teacher education, research and extension with a focus on the holistic development of individual and society through regional, national and international linkages.

##### **Mission of the institution**

1. To prepare passionate, innovative secular teachers with commitment to excellence and professional outlook.
2. To prepare teachers for 21<sup>st</sup> century with a focus to develop their competencies and chisel their skills required to compete in the world job market.
3. To enlarge intellectual horizon and develop intelligence, emotional and aesthetic sensibility.
4. To offer high quality and need based programmes in Teacher Education at affordable cost.
5. To promote, co-ordinate and regulate research in Teacher Education.
6. To develop professionalism in the would be teachers with special emphasis on professional ethics and professional outlook
7. To honour cultural and spiritual diversity and to offer a fertile ground for its preservation and promotion.
8. To establish linkages with state, national and international bodies working in the field of education in general and teacher education in particular.
9. To prepare teachers who are well-versed with the problems and issues of society and are able to give visionary leadership to it.
10. To develop an ambience of work culture, mutual respect, co-operation, peaceful co-existence and team work.

## 6.2 Does the Institution has a management Information System

- Yes, The College ensures a system of participative management whereby information flow and decision making processes are systematised and channelled through all key constituents of the College.
- The suggestions given by the Governing Body, the Management Committee and the Finance Committee are implemented by the various administrative offices, under the leadership and guidance of the Principal.
- Training for implementation of the E-Governance is provided to the staff.
- College own website [www.kceasr.org](http://www.kceasr.org).

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

### 6.3.1 Curriculum Development

- Introduction on add-on course and flexible number of options.
- An assessment of the effectiveness of the current curriculum is done through feedback obtained from faculty, students, alumnae, subject experts, employers and members of the academic audit. After reviewing suggestions from all stakeholders, the Curriculum Restructuring Committee brainstorms for additional inputs.
- Based on the framework given, departments develop an outline of the proposed programme/course, with details such as course description, objectives, unitisation of the courses, evaluation patterns and references. The experience gained by faculty members as resource persons at conferences, seminars/workshops and also as members of Boards of Studies and Academic Audit Committees in other institutions facilitates the process of revision.
- The major restructuring is done periodically after taking into consideration the feedback from all the stakeholders such as alumni, employers, industry and academic experts from educational institutions.
- Curriculum related workshops and orientation programmes are organised.
- Renewed the strategies for the question paper setting and remedial measures at the institutional level.

### 6.3.2 Teaching and Learning

- Different models of teaching like advance organiser model by Ausubel, Inductive thinking Model by Taba and various innovative techniques like Peer Tutoring, collaborative learning, team teaching etc. adopted by the institution in Teaching and learning.
- Use of Problem solving ,Case studies and Role play methods in teaching learning
- Viewing and discussion of documentaries and movies
- Article review and Using language lab to enhance communicative skills.
- ICT enabled teaching -learning process.
- Experiential learning to reinforce the fundamentals of the subject.
- Use of different models of teaching
- Use of Audio visual aids for effective teaching learning process.
- Use of video-conferencing
- Preparation and utilization of E- learning modules.

### 6.3.3 Examination and Evaluation

- Open book examination and Double valuation
- Evaluation of students is based on both Continuous Assessment (internal) and the End term Examinations (external)
- Special exam for meritorious students and slow learners
- Different methods of assessing the student – tests, quiz, seminars, assignments, projects, dramatization of plays, etc.
- Formative and summative assessments

### 6.3.4 Research and Development

- 24x7 Internet facility available in the college making it a Wi-Fi campus.
- Permission granted to teachers to present papers in international, national and state level seminars and conferences.
- Permission granted to teachers to attend coursework in Ph.D with full pay
- Purchase of books\digital resources and psychological tests for researches
- Encourages Peer researchers
- Special increment of Rs. 2,000 for Ph.D awarded to the staff
- Ph.D guided and supervised by our college faculty

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

- More number of reference and text books was added.
- Implementation of E-governance
- Functional and updated website of the college [www.kceasr.org](http://www.kceasr.org)
- Provision of Fully digitalised and automated library
- The existing automated software is upgraded to meet the challenges of the day-to-day technical activities.
- Provision of CD Roms and DVD for the students and the staff
- 24\*7 internet and Wi-Fi facility
- Computers with printer and scanner made available in the office and library
- Upgradation of College Canteen, water facilities and hostel facilities.
- Provision of Bhai Ram Singh Hall and Seminar Hall for various functions and activities.

### 6.3.6 Human Resource Management

- Orientation to teaching and non teaching staff.
- Recruiting the staff as per DPI\UGC\NCTE\GNDU norms
- Regular Performance appraisal and evaluations of the faculty before the promotion
- Regular seminars, workshops, extension lectures and conferences for the professional growth of the teachers and non-teaching staff
- Permission granted to teachers to present papers in international, national and state level seminars and conferences.
- Permission granted to teachers to attend coursework in Ph.D with full pay
- Training programmes are periodically organised for new recruits. In order to enhance capacities of staff need-based training/workshops are organised for faculty, administrative, and supportive staff.

### 6.3.7 Faculty and Staff recruitment

- Faculty are recruited based on the institutional laid policies, merit and interview performance.
- Advertisements inviting applications from qualified candidates are published in leading newspapers. Recruiting and selection of the staff as per DPI\UGC\NCTE\GNDU norms.
- The selection panel consists of the Principal, Secretary, members of the Management, a senior member of the faculty, an external subject expert by the university and nominee of the vice-chancellor. Candidates deemed suitable to meet the institutions requirements are appointed on probation for one year. They are given a permanent position by the Management after assessment of their performance.

### 6.3.8 Industry Interaction / Collaboration

- Collaboration with the practice teaching schools for training of the pupil teachers.
- Keeping in pace with the demands of the global job market, our institution has introduced three courses viz. PG Diploma in Early Childhood Care and Education, Certificate course in Early childhood care and Education and Certificate course in Human Rights and Duties Education. For these programmes, we are in the process to sign a Memorandum of Understanding (MOU) with Newzealand, Teritary College, Auckland and Newzealand. The college has already signed a memorandum of understanding with Finland National Board of Education for starting twin degree programmes & also for teachers/students exchange programmes. The college is also planning to start B.Ed (Special Education) in collaboration with university of Birmingham, U.K.

### 6.3.9 Admission of Students

- The College website and handbook contain information about the institution and the programmes offered. The handbook that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions. It is given to the applicants along with the application form.
- Centralised online counselling is done by the affiliating University for the admission of the B.Ed students. All information relating to admission processes is made known to the public by way of a Help Desk that is set up during admissions. Student volunteers assist in guiding the candidates and their parents during the admission process. The use of ICT has facilitated the admission process and has reduced the amount of paperwork as well as the use of paper.
- Admission for M.Ed is done by the college on the basis of written exam, merit and interview.
- Admission for PGDCA (TE) is done on first come first basis for those who are eligible according to university norms.

### 6.4 Welfare schemes for

Teaching	<p>Yes</p> <ul style="list-style-type: none"> <li>• Medical and health facilities</li> <li>• Loan facility</li> <li>• Flexi-timings provided for medical reasons</li> <li>• Contributory Provident Fund</li> <li>• Contribution towards medical insurance</li> <li>• Maternity leave</li> <li>• Increments for Ph.D and with pay leave for coursework</li> <li>• Permission to attend workshops, seminars, conferences etc.</li> <li>• Refreshment of the staff during staff meetings</li> <li>• Legal Aid services</li> </ul>
Non teaching	<p>Yes</p> <ul style="list-style-type: none"> <li>• Loan facilities</li> <li>• Uniforms for the supportive staff</li> </ul>



	<ul style="list-style-type: none"> <li>• Financial aid to educate the children of supportive staff</li> <li>• Festival advance</li> <li>• Admissions, scholarships and fee concessions for the children of administrative and supportive staff</li> <li>• Increments for administrative and supportive staff</li> <li>• Refreshment of the staff during staff meetings</li> <li>• Medical and health facilities</li> <li>• Legal Aid services</li> </ul>
Students	<p>Yes</p> <ul style="list-style-type: none"> <li>• Organise orientation programmes for the new students on all matters relating to academics, student discipline and services</li> <li>• Scholarships and fee concessions for the students</li> <li>• Set up of Educational Clinic for the students</li> <li>• Legal Aid services</li> <li>• The Career Guidance provides training for students to enhance their employability, in addition to providing information on job availability. It fosters partnerships and linkages with the corporate sector for placement and training opportunities.</li> <li>• Health and medical facilities under the supervision of a visiting doctor and a resident nurse.</li> <li>• Trained and professional counsellors are available on campus.</li> <li>• Organisation of student welfare activities, camps etc.</li> <li>• Students counselling</li> <li>• Provide Bus passes to the students in collaboration with the Transport department</li> <li>• Group insurance of the students</li> <li>• Campus placements</li> </ul>

6.5 Total corpus fund generated

12473283
----------

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	Special officers	Yes	Management
Administrative	Yes	Chartered Accountant	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?

- Open book examination and Double valuation
- Evaluation of students is based on both Continuous Assessment (internal) and the End term Examinations (external)
- Special exam for meritorious students and slow learners
- Different methods of assessing the student – tests, quiz, seminars, assignments, projects, dramatization of plays, etc.
- Formative and summative assessments
- Online submission of examination form
- Online Publication of End Semester Examination results
- Online registration of Supplementary Examinations
- Mark sheets printed with the photograph of the students

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

- Institution has the autonomy to add on important skill oriented options and courses.
- University provides autonomy for the admission of the M.Ed and PGDC (TE) students
- Autonomy to the teachers for teaching learning process.

#### 6.11 Activities and support from the Alumni Association

- Career guidance programme for the outgoing batch.
- Alumni general body meet.
- Scholarship for the students.

#### 6.12 Activities and support from the Parent – Teacher Association

- Orientation on Academic activities, there are some activities organised by the college wherein parents are encouraged to attend. In the beginning of the academic year it is mandatory that parents of new students attend an Orientation meeting with the principal.
- Parent teachers meetings are called once a year
- Feedback from parents
- Parents are called for the discussion on need basis

#### 6.13 Development programmes for support staff

- E-Governance and MIS training is given to the office staff
- Regular support staff meetings with the principal and preparatiuon of the duty chart in advance
- Changes in the academic activities are notified by the principal during the meeting
- Computer literacy and Soft skill training is given to the office staff
- Permission to the support staff to attend workshops and training programmes.
- Computer, internet and wi-fi facility

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

- Energy efficient lighting – LED lights and energy efficient PL lamps which consume less power are used in the College.
- A grant of Rupees 12 Lacs has been given by the Govt. of India for the installation of 5 KW Hybrid Solar Wind Energy System. The college has availed the subsidies from 33 to 75 % for the installation of Solar Water Heating Systems and LED Dusk- to- Dawn lighting system.
- The college has updated the college canteen with modern facilities.
- The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation.
- Some of the other eco initiatives are Segregation of waste, disposal, Solar powered lights, Safe disposal of laboratory wastes etc.
- Non smoking and proper recycling of sewage water.
- ‘No HORN’ zone and Eco friendly green campus
- Minimise use of paper is encouraged
- Maintenance of garden, flower pots, Interlocks and neat walk pathway is maintained.
- The process of green audit will be started shortly

### **Criterion – VII**

### **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.

The College periodically introduces new innovations like Projects/internships undertaken at the B.ED and M.ED level.

- Introduction of Skill Development courses which enhance employability.
- Introduction of Interdisciplinary courses to impart broad based learning.
- Flexible add on courses to encourage the students to widen their knowledge.
- Training in Soft Skills and technology increases self confidence, builds leadership qualities and skills for holistic development.
- Team teaching and peer tutoring as an effective tool for better learning.
- Implementation of E-Governance and digital library.
- More number of E-journals and E-Books.

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

In the first IQAC meeting of the year, action plan of the academic year 2014- 15 was discussed along with the goals of the IQAC. As per the action plan decided upon at the beginning, most of the activities are carried out. The major actions taken were:

- increase in the number of courses
- Enhanced research output.
- Training programmes/capacity building sessions for faculty and non-teaching staff.
- Increased academic tie ups
- Up-gradation and automation of library

7.3 Give two Best Practices of the institution

**1. Institutionalising the Mentoring System :**

The Mentoring System was introduced to monitor student progression both in academics and help students deal with issues related to life on campus and also give guidance related to their personal issues.

**2. Maximum Number of collaborations:** Keeping in pace with the demands of the global job market, our institution has introduced three courses viz. PG Diploma in Early Childhood Care and Education, Certificate course in Early childhood care and Education and Certificate course in Human Rights and Duties Education. For these programmes, we are in the process to sign a Memorandum of Understanding (MOU) with Newzealand, Teritary College, Auckland, Newzealand.

**3. Extensive use of ICT and Computerised administration:** The institution carries out the following activities with the help of computer:

- a) Creation of a question bank of different subject/papers. (Essay type, short answer type fill in the blank, multiple choice) etc.
- b) Creation of a database of students marks. After the evaluation is done the students are awarded marks or grades based on their performance, this is done for comparing the results for evaluation of the student's performance. In order to develop better insight of the concepts, at the completion of the topics/units, a holistic view is given and recapitulation is done. All possible questions related to the topics are discussed and framework of Model Answers is also provided by the concerned teachers. A question bank has also been created in college library and the students are encouraged to go through the University question papers.
- c) Development of scientific and objective criteria for evaluation of micro-teaching skills.
- d) Development of TAB (Teaching Assessment Battery) for evaluation of macro-lessons (composite lessons) (vide appendix- 2D).
- e) Conducting regular class tests/unit tests/monthly tests and providing feedback for further improvement.
- f) Assessment of teachers' performance by the students with the help of scientifically developed performana.
- g) Submission of monthly report by the teachers and its evaluation by the college Principal.
- h) Involvement of school subject teachers for assessment of trainees' performance during teaching practice.
- i) Extensive use of ICT, use of Audio-Visual aids, Power Point presentation, CD-ROMs, Transparencies, Models and Charts enhance the process of curriculum planning and transaction. Such use and application of ICT technology in Curriculum Design, Planning and Execution have helped to build an instructional resource material centre for the B.Ed and M.ED students.

#### 7.4 Contribution to environmental awareness / protection

One of the primary objectives of the institution is to sensitise students on environmental issues and to motivate them to promote ecological justice and sustainable development. The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management. Some of the eco initiatives of the campus include:

- The college has excellent campus with lush gardens and playground facilities, smart spacious and well ventilated classrooms with all logistic arrangements including comfortable furniture.
- Green cover with maximum trees
- Reverse Osmosis syaytem
- Energy efficient lighting
- Solar powered lights
- Safe disposal of laboratory wastes
- Sensitising the public on environmental issues and reaching out to the community on working towards environmental protection
- Commitment to the environment and fostering student involvement for “green” campus initiatives
- Non smoking and proper recycling of sewage water.
- ‘No HORN’ zone and Eco friendly green campus
- Minimise use of paper is encouraged
- A grant of Rupees 12 Lacs has been given by the Govt. of India for the installation of 5 KW Hybrid Solar Wind Energy System. The college has availed the subsidies from 33 to 75 % for the installation of Solar Water Heating Systems and LED Dusk-to-Dawn lighting system.

7.5 Whether environmental audit was conducted?    Yes     No

7.6 Any other relevant information the institution wishes to add. (For example SWOT analysis)

1. The college has excellent campus with plush gardens and playground facilities, smart spacious and well ventilated classrooms with all logistic arrangements including comfortable furniture.
2. The college has Heritage Guest House which is open to all intellectuals, scholars, academicians, examiners, experts, guest lecturers, visiting faculty etc.
3. Punctuality and regularity and over all discipline are the bench marks of the college.
4. Seminars, discussions, extension lectures, workshops etc are organized to facilitate better learning.
5. Eminent educationists, experts and community leaders are invited to deliver lectures.
6. Well qualified experienced and dedicated staff ever eager to work for the growth of the college and act as role model for the students.
7. Easy accessibility of the Principal, staff and tutors to redress students grievances.
8. Bulletin boards are arranged for displaying stimulating thoughts about education, current news, placement details, result and other information.
9. Clean drinking water facility.
10. Clean separate washrooms for teachers and students.
11. To help the students to locate books, a qualified librarian is appointed.
12. The college has :

➤ A rich library with rich collection of books covering wide range of areas like Educational, Literature, Art, Social Sciences, Religion, Science, Political, Economics. Beside Books, Educational Journals, Survey Reports, Encyclopedias, Reference Books and Magazines, Year Book Educational Abstracts are also available.

➤ A separate reading room for teachers and students is available.

➤ Internet and Photostat facility in the library.

➤ Educational clinic and legal aid clinic

➤ Physical Science laboratory, Psychology Laboratory, Computer Laboratory, Life Science Laboratory, Technology Laboratory, Language Laboratory.

➤ An Art Room.

➤ 3 Seminar Rooms.

➤ Sports Room, Punjabi Room, NSS Room.

➤ 2 Halls —1 Assembly Hall and 1 Examination Hall.

➤ 1 Girls Common Room.

➤ Spacious Parking facility.

➤ 2 Hostels (1 for boys (Jind Hostel) and 1 for girls (Maharani Jindan Girls Hostel) to accommodate outstationed students.

## **SWOT ANALYSIS OF THE COLLEGE**

### **STRENGTHS:**

- The college is a unique 116 years old historic building-Marvel blend of Sikh, Mughal and Gothic Architecture.
- State-of-the-art facilities-rich Library, Well equipped Laboratories, ICT Lab., Micro-Teaching Lab., Seminar Hall, Conference Hall, Art Gallery, Kala Bhawan, Open Air Theatre, Vast play grounds, well maintained hostels, canteen and Well Groomed Lawns and open Spaces for Nature-Watch.
- Excellent Academic environment for optimum allround growth of personality.
- Unlimited free access to Internet through wi-fi system.
- Yoga Theraphy, Physiotheraphy and Free Gymnasium facilities.
- Only institute with a State-of-Art Heritage Guest House.
- Backed with Hybrid Solar wind energy power system.
- A glorious past history of Achievements in academic and co-curricular activities, excellent results and Placements.
- College signed MOU with New Zealand, Teritary College, and Auckland for new courses.
- The college has a history of top 7 merit positions in university in M.Ed programme and 5 Top merit positions in B.Ed.
- The college has the honour to excel in co-curricular activities as college won championship trophy in zonal youth festival in which total 42 govt. and educational colleges participated.
- Post graduate diploma in early childhood care and education, Certificate course in early childhood care and education, Certificate course in human rights and duties education is going to be started.
- College has its own registered research journal "RESEARHER'S TANDEM"

### **WEAKNESSES:**

- Lack of Autonomy.
- Slow progress in identifying funding agencies for research projects

### **OPPORTUNITIES:**

- M.Ed. students are provided guidance for the preparation of UGC/NET examination , so number of students are able to qualify UGC/NET in the maiden attempt.
- Teachers are allowed to undertake part-time Diploma's /Degree's.
- Teachers have the oppurtunities to publish research articles in the college journal.
- College is also running B.Ed. (Jamia Millia Islamia) & M.Ed. (IGNOU ) programmes through distance mode.
- Increased opportunities to develop and establish new programmes to meet the new and growing demands of society
- Increasing interest from foreign institutions for collaborations

### **THREATS:**

- Mushroom growth of teacher education institutions is there in the State of Punjab which affects the quality of teacher education programmes.
- Various other opportunities in the market of jobs like call centres, BPOs and other central level jobs are the threats to the teacher education programme.
- As from the past few years the State Govt. is not recruiting teachers in the Govt. schools, demand for the B.Ed., course is going down.



## 8. Plans of institution for next year

- Curriculum reconstruction
- To develop collaborative academic and research programmes with national and international institutions and industries by increasing the existing sphere of collaboration with industries and educational organizations.
- Cleanliness and immunization drive in surrounding areas.
- To activate community development programmes of the society by exposing the students to various problems faced by society
- Creation of new block for new programmes
- More collaboration with national and international agencies.
- Focus on developing citizenship values.
- More focus on academic and green audit.
- More enhancements of consultancy services.
- Examination and administrative reforms.
- Enhancement in research publications.

*Name: Dr. Harpreet Kaur*

*Vice-Principal*



*\_Signature of the Coordinator, IQAC*

*Name: Dr. J.S.Dhillon*

*Principal*



*Signature of the Chairperson, IQAC*

\*\*\*

## ANNEXURE-A

*Academic Calendar 2014-15*

<b>MONTH</b>	<b>PROGRAMME</b>	<b>DATES</b>
<b>July, 2014</b>	<i>Induction Programme &amp; Familiarization of M.Ed.</i>	<i>July 16, 2014 (wed)</i>
	<i>Allotment of Supervisors</i>	<i>July 17, 2014(thu)</i>
	<i>Regular classes of M.Ed</i>	<i>July 18, 2014(fri)</i>
	<i>Induction Programme &amp; Familiarization of B.Ed.</i>	<i>July 28, 2014(mon)</i>
	<i>Familiarization,tutorials &amp; talent search</i>	<i>July 29-30, 2014(tue-wed)</i>
	<i>Regular classes of B.Ed</i>	<i>July 31, 2014(thu)</i>
<b>Aug, 2014</b>	<i>Induction Programme &amp; Familiarization of PGDCA(T.E.)</i>	<i>Aug. 01, 2014(fri)</i>
	<i>Ardas diwas</i>	<i>Aug. 02, 2014(sat)</i>
	<i>Swagat</i>	<i>Aug .09, 2014(sat)</i>
	<i>Independence Day</i>	<i>Aug .15, 2014(fri)</i>
	<i>Morning Assemblies</i>	<i>Aug .23,30, 2014 (sat)</i>
<b>Sept, 2014</b>	<i>Teacher's Day Celebration</i>	<i>Sept. 05, 2014 (fri)</i>
	<i>Morning Assemblies</i>	<i>Sept.06,13,20,27, 2014 (sat)</i>
	<i>Model Lessons (Micro &amp; Composite) by the subject teachers</i>	<i>Sept.8-11, 2014(mon-thu)</i>
<b>Oct., 2014</b>	<i>Celebration of Gandhi Jayanti Eve</i>	<i>Oct .02, 2014 (thu)</i>
	<i>Dussehera</i>	<i>Oct. 03, 2014(fri)</i>
	<i>G.N.D.U. Youth Festival For Colleges of Education</i>	<i>Oct .03-05, 2014(fri-sun)</i>
	<i>Micro Teaching Practice &amp; Micro Discussion Lessons</i>	<i>Oct. 06-10, 2014(mon-fri)</i>
	<i>Avtar Purab of Sri Guru Ramdass Ji</i>	<i>Oct .09, 2014 (thu)</i>
	<i>Celebration of U.N. International Day for Natural Disasters Reduction</i>	<i>Oct .14, 2014(tue)</i>
	<i>School Teaching Practice (in simulation)</i>	<i>Oct. 13-18, 2014(mon-sat)</i>
	<i>Diwali</i>	<i>Oct .23, 2014(thu)</i>
	<i>Viswhkarma day</i>	<i>Oct. 24, 2014(fri)</i>
	<i>Autumn Break</i>	<i>Oct. 27-Nov 01, 2014(mon-sat)</i>
<b>Nov., 2014</b>	<i>Ist House Test (2 Hrs. duration)</i>	<i>Nov .03-11, 2014 (mon-tue)</i>
	<i>Nagar Kirtan</i>	<i>Nov.05, 2014(wed)</i>
	<i>Avtar Purab Shri Guru Nanak Dev Ji</i>	<i>Nov .06, 2014 (thu)</i>
	<i>Submission of M.Ed. Synopsis (Last Date)</i>	<i>Nov .08, 2014(sat)</i>
	<i>First Discussion Lessons</i>	<i>Nov .13-15, 2014 (thu-sat)</i>
	<i>Inter School Declamation Contest, Fine Art &amp; Teaching Aids</i>	<i>Nov .22, 2014 (sat)</i>

	<i>Competition</i>	
	<i>World AIDS Day&amp; Morning Assembly</i>	<i>Nov .29, 2014(sat)</i>
<i>Dec, 2014</i>	<i>Inter College Skill-in-Teaching Competition</i>	<i>Dec. 06, 2014(sat)</i>
	<i>Human Rights Day Celebration</i>	<i>Dec .10, 2014 (wed)</i>
	<i>Morning Assemblies</i>	<i>Dec .13,20, 2014 (sat)</i>
	<i>Excursion/Picnic</i>	<i>Dec. 24, 2014 (wed)</i>
	<i>X-mas Day</i>	<i>Dec .25, 2014 (thu)</i>
	<i>NSS 10 days Camp (During vacations)</i>	<i>Dec .25, 2014-jan 03, 2015(thu-sat)</i>
	<i>Winter Break</i>	<i>Dec .25, 2014-jan 03, 2015(thu-sat)</i>

<i>Jan., 2015</i>	<i>IInd House Test ( 3 Hrs. duration)</i>	<i>Jan.05-12, 2015 (mon-mon)</i>
	<i>Morning Assemblies</i>	<i>Jan. 17,31, 2015 (sat)</i>
	<i>Avtar Purab Shri Guru Gobind Singh Ji</i>	<i>Jan .07, 2015 (wed)</i>
	<i>Lohri Celebration</i>	<i>Jan . 13, 2015 (tue)</i>
	<i>Celebration of Sports Day</i>	<i>Jan. 24, 2015 (sat)</i>
	<i>Holiday in lieu of Sports Day</i>	<i>Jan. 25, 2015(sun)</i>
	<i>Celebration of Republic Day Eve</i>	<i>Jan. 26, 2015(mon)</i>
	<i>IInd Composite Discussion Lessons</i>	<i>Jan. 28-31, 2015(wed-sat)</i>
<i>Feb., 2015</i>	<i>Subject-wise Quiz Competition (in the Morning Assemblies)</i>	<i>Feb. 07,14,21,28, 2015(sat)</i>
<i>Mar., 2015</i>	<i>International Women's Day</i>	<i>Mar.08, 2015 (sun)</i>
	<i>IIIrd House Test(3 Hrs. duration from full syllabus) of M.Ed., B.Ed. &amp; PGDCA (TE)</i>	<i>Mar. 14-21, 2015(sat-sat)</i>
	<i>Interactive Sessions, Feed Back for M.Ed. , B.Ed. &amp; PGDCA (T.E.) &amp; Remedial Programmes</i>	<i>Mar. 23-24, 2015(mon-tue)</i>
	<i>Preparatory Holidays for M.Ed., B.Ed. &amp; PGDCA(T.E.)</i>	<i>Mar. 25-April,03, 2015(wed-fri)</i>
<i>April, 2015</i>	<i>Final University Exams M.Ed., B.ED &amp; PGDCA (T.E.)</i>	<i>April 04-20, 2015(sat-mon)</i>
	<i>School Teaching Practice of B.Ed.</i>	<i>April 21-May 20, 2015(tue-wed)</i>
<i>May, 2015</i>	<i>Final Skill-in-Teaching Practical Examinations</i>	<i>May 21-30, 2015(thu-sat)</i>
	<i>Last Date for Submission of M.Ed. Dissertation</i>	<i>May 30, 2015(sat)</i>
<i>June, 2015</i>	<i>Summer Vacations</i>	<i>June 01-July 14, 2015(mon-tue)</i>

**ANNEXURE-B****Khalsa College of Education, Amritsar****Questionnaire – 1****Feedback from Students**

Name of the Student : \_\_\_\_\_ Year : \_\_\_\_\_

Some statements are given below to know your experiences during M.Ed./B.Ed./PGDCA (T.E.) course. You are requested to give your opinions neutrally.

<b>Parameters</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	Very Good	Good	Satisfactory	Unsatisfactory
1. Depth of the course content including project work if any				
2. Extent of coverage of course				
3. Applicability/relevance to real life situations				
4. Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)				
5. Clarity and relevance of textual reading material				
6. Relevance of additional source material (Library)				
7. Extent of effort required by students				
8. Overall rating				

**Khalsa College of Education, Amritsar**

**Questionnaire - 2**

*Student Feedback on Teachers*

**Name** \_\_\_\_\_

**Father's Name** \_\_\_\_\_

**Class** \_\_\_\_\_

**College Roll No.** \_\_\_\_\_

**Uni. Roll No.** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Educational Qualification** \_\_\_\_\_

**Permanent Address** \_\_\_\_\_  
\_\_\_\_\_

**Phone No. (With Code)** \_\_\_\_\_

Assess on the five points scale by putting A, B, C, D or E in the appropriate column.

**A-Excellent**  
**-Very Poor**

**B-Good**

**C-Satisfactory**

**D-Poor E**

<b>Subject</b>	<b>Name of Teacher</b>	<b>Knowledge</b>	<b>Preparation of Lecture</b>	<b>Presentation</b>	<b>Interactive Ability</b>	<b>Analytical Thinking</b>	<b>Resourcefulness</b>	<b>Individual attention</b>	<b>Pains Taking</b>	<b>Communication Skill</b>	<b>Language Ability</b>	<b>Democratic attitude</b>	<b>Enthusiastic</b>	<b>Affectionate</b>	<b>Cheerful</b>	<b>Patience</b>
<b>Paper-I</b>																
<b>Paper-II</b>																
<b>Paper-III</b>																
<b>Paper-IV</b>																
<b>Paper-V(a)</b>																
<b>Paper-V(b)</b>																

<b>Opt.</b>																
<b>Methodology I</b>																
<b>MethodologyII</b>																
<b>Art</b>																
<b>Computer Craft</b>																
<b>Phy.Edu.</b>																
<b>Community Service</b>																
<b>Technology &amp; Social Service</b>																

**Khalsa College of Education, Amritsar**

**Questionnaire - 3**

*Students' Overall Evaluation of Programme and Teaching*

This information will be used only for the improvement of the course and teaching in future. Your opinions will be kept secret.

**You may tick more than one answer to a question to the extent that they do not contradict each other.**

1. The syllabus of each course was
  - a) adequate
  - b) inadequate
  - c) challenging
  - d) dull
2. Background for benefiting from the course was
  - a) more than adequate
  - b) adequate
  - c) inadequate
  - d) cannot say
3. Was the course easy or difficult to understand?
  - a) easy
  - b) manageable
  - c) difficult
  - d) very difficult
4. How much of the syllabus was covered in the class?
  - a) 85 to 100%
  - b) 70 to 85%
  - c) 55 to 70%
  - d) less than 55%
5. What is your opinion about the library material and facilities for the course?
  - a) more than adequate
  - b) adequate
  - c) inadequate
  - d) very poor
6. To what extent were you able to get material for the prescribed readings?
  - a) Easily
  - b) with some difficulty
  - c) not available at all
  - d) with great difficulty

7. How well did the teacher prepare for the classes?
- a) thoroughly
  - b) satisfactorily
  - c) poorly
  - d) indifferently
8. How well was the teacher able to communicate?
- a) Always effective
  - b) sometimes effective
  - c) Just satisfactorily
  - d) generally ineffective
9. How far the teacher encourages student participation in class?
- a) mostly yes
  - b) sometimes
  - c) not at all
  - d) always
10. If yes, which of the following methods were used?
- a) Encouraged to raise questions
  - b) get involved in discussion in class
  - c) encourage discussion outside class
  - d) did not encourage
11. How helpful was the teacher in advising?
- a) Very helpful
  - b) sometimes helpful
  - c) not at all helpful
  - d) did not advise
12. The teacher's approach can best be described as
- a) Always courteous
  - b) sometimes rude
  - c) always indifferent
  - d) cannot say
13. Internal assessment was
- a) Always fair
  - b) sometimes unfair
  - c) Usually unfair
  - d) sometimes fair
14. What effect do you think the internal assessment will have on your course grade?
- a) Helps to improve
  - b) discouraging
  - c) no special effect
  - d) sometimes effective



15. How often did the teacher provide feedback on your performance?

- a) Regularly/in time
- b) with helpful comment
- c) often/ late
- d) without any comments

16. Were your assignments discussed with you?

- a) Yes, fully
- b) yes, partly
- c) not discussed at all
- d) sometimes discussed

17. Were you provided with a course contributory lecture too at the beginning?

- a) Yes
- b) no

If yes, was it helpful?

- a) Yes
- b) no

18. If you have other comments on the course and suggestions for the teacher you note down in the space given below.

---

---

---

---

---

**Khalsa College of Education, Amritsar**

**Parents Feedback Performa**

Parent's /Guardian's Name : \_\_\_\_\_ Occupation/Profession: \_\_\_\_\_

Qualification : \_\_\_\_\_ Contact Nos. : \_\_\_\_\_

<b>Sr. No</b>	<b>Statement</b>	<b>Strongly agree</b>	<b>Agree</b>	<b>Can't say</b>	<b>Disagree</b>	<b>Strongly disagree</b>
1	I chose this college for my ward as it is the best college in the Northern region					
2	The college has brought apparent change in my ward's behaviour					
3	The college has inculcated "Ethical Values" in my ward					
4	The college has induced work culture in my ward					
5	The college Principal is easily available whenever we face any problem					
6	We are often called to the institution for interactions, discussions & suggestions					
7	Our suggestions are valued in the institution					
8	We are often invited to the cultural functions in the college					
9	The academic environment of institute is praise worthy					
10	The institution regularly sends us the feedback regarding attendance & performance of the ward					

**Please fill the following information:**

- In what forms the college has helped your ward:
  - Fee concession: -----
  - Book Bank Facility : -----
  - Hostel Facility : -----
  - Special Coaching Facility: -----
- Are you a member of Parent Teacher Association: YES/NO
- Are you a member of Internal Quality Assurance Cell: YES/NO
- Any suggestion for further improvement of the institution:

---

---

**Khalsa College of Education, Amritsar**  
**Feedback on Practice Teaching by Teacher Educators**

Pupil/Teacher Name: \_\_\_\_\_ School Name: \_\_\_\_\_

Teacher Educator: \_\_\_\_\_

Sr.No.	Statement	Agree	Neutral	Disagree
1	Trainees present new & inspiring activity in the prayer assembly.			
2	Trainees give lessons using new methods & techniques.			
3	Trainees give lessons according to age of the student.			
4	Trainees give lessons using different teaching aids to satisfy students' curiosity.			
5	An interest is created in the student through lessons of the trainees.			
6	Trainees present the content with different illustrations.			
7	Trainees behave in a disciplined manner with students during lesson.			
8	Trainees complete the teaching of content in time limit.			
9	Trainees evaluate the student through different methods of evaluation.			
10	Trainees control the class during lessons.			
11	During lessons, we get an opportunity to recognize the trainees & to place them in the institutions as a teacher.			
12	Completes the allotted work successfully			

## **KHALSA COLLEGE OF EDUCATION, AMRITSAR**

*Placement Cell Performa (Session \_\_\_\_\_)*

### **Particulars of the Applicant**

**Name:** \_\_\_\_\_ **Father's Name** \_\_\_\_\_

**Date of birth :** \_\_\_\_\_ **Caste** \_\_\_\_\_ **Category:SC/ST/BC(Please tick it)**

**Correspondence Address** : \_\_\_\_\_

**Permanent Address** : \_\_\_\_\_

**Telephone Numbers: Code** \_\_\_\_\_ **Phone** \_\_\_\_\_, \_\_\_\_\_ **Mobile No.** \_\_\_\_\_

Affix the recent  
Passport size  
photograph

Examination passed	School/ College	Board/ Uni.	Session/ Year	Subjects	Marks Obtained/ Total Marks	%age & Division	Distinction (if any)	Honour (if any)	Medal
Matric									
BA/B.Sc. /B.Com.									
MA/M.Sc./ M.Com									
B.Ed. (T.Subjects)									
M.Ed.									
Any Other Qualification									

#### **Service History:**

	Institution	Post held	Nature of work	Salary	Period(From ___ to ___)
1.					
2.					
3.					

#### **Job-preferences:**

Sr. No.	Area	Nature of work	Expected Salary
1.			
2.			
3.			

**PLACE:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

*(Full Signature of the Candidate)*

**KHALSA COLLEGE OF EDUCATION, AMRITSAR**

**STUDENT'S FEED BACK Performa**

Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Class \_\_\_\_\_ College Roll No. \_\_\_\_\_ Uni.Roll No. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Educational Qualification \_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_ Phone No.(with Code) \_\_\_\_\_

*Evaluate on the five points scale by putting tick mark in the relevant column.*

<i>Sr.No.</i>	<i>Service</i>	<i>Excellent</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Poor</i>	<i>Very Poor</i>
1.	<i>College Library</i>					
2.	<i>Guidance &amp; Counselling Services</i>					
3.	<i>Placement &amp; Follow up Services</i>					
4.	<i>Psychology Lab.</i>					
5.	<i>Life Sci. Lab.</i>					
6.	<i>Phy. Sci.Lab.</i>					
7.	<i>Computer Lab</i>					
8.	<i>Technology Lab</i>					
9.	<i>Languages Lab</i>					
10.	<i>A.V. Aids Lab.</i>					
11.	<i>Tutorial System</i>					
12.	<i>Cultural &amp; Recreational Facilities</i>					
13.	<i>Music Room</i>					
14.	<i>Art Room Facilities</i>					

15.	<i>NSS &amp; Community Service</i>					
16.	<i>Sports Facilities</i>					
17.	<i>Guest House</i>					
18.	<i>Hostel Facilities</i>					
19.	<i>Drinking Water facility</i>					
20.	<i>Canteen Service</i>					
21.	<i>Washroom facilities</i>					
22.	<i>Parking facilities</i>					
23.	<i>Grievance &amp; Redressal cell</i>					
24.	<i>Class room furniture</i>					
25.	<i>Common Room</i>					
26.	<i>Overall Environment</i>					
27.	<i>Any other remark regarding infrastructural facilities</i>					

---

*(Full Signature of the Candidate)*

