



Yearly Status Report - 2016-2017

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	GURU RAM DASS B. ED. COLLEGE
Name of the head of the Institution	Dr. (Mrs.) Sarabjit kaur
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01638250884
Mobile no.	9855206499
Registered Email	grd.college@rediffmail.com
Alternate Email	s_jeet_gill@yahoo.com
Address	D.A.V. COLLEGE ROAD, VILLAGE CHAK ROOM WALA
City/Town	JALALABAD WSET
State/UT	Punjab
Pincode	152024

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Ms Vanika Nagpal			
Phone no/Alternate Phone no.		01638250884			
Mobile no.		9914202030			
Registered Email		vanikawatts82@gmail.com			
Alternate Email		grd.college@rediffmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://grdcollegejbd.org/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.grdcollegejbd.org/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.77	2011	08-Jan-2011	07-Jan-2016
2	B++	2.87	2016	02-Dec-2016	01-Dec-2021
6. Date of Establishment of IQAC			01-Aug-2009		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
No Data Entered/Not Applicable!!!					

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2017 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

10

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

WORKSHOP ON GENDER SENSITIZATION ART OF LIVING CAMP NATIK SIKHYA EXAM NATIONAL SEMINAR

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
ORGANIZE WORKSHOP	ONE WEEK
ORGANIZE SEMINAR	ICSSR
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
GRD AQAR CELL	01-Aug-2016
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	01-Aug-2016
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	17-Apr-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The College is affiliated to Panjab University, Chandigarh and follows the curriculum prescribed by the university. The college is recognized as a premiere institute of learning as it promotes academic excellence. The college prepares academic calendar for each session in accordance with the schedule provided by the university. An active plan for timely implementation is formulated by the institution to ensure effective delivery. To monitor academic performance an academic committee consisting the heads of various departments and chaired by the Principal prepares policies after strategizing the best methods to successfully implement the curriculum. Various strategies are worked out after discussions with the members. The Prospectus mentions the Semester specific courses and also the evaluation procedure and weightage for both General and Honours programmes. Class wise Time Table is drafted and finalized well ahead of the commencement of semester. The papers/options are allotted after careful consideration of the qualifications, subject specializations, experience and performance. Faculties are encouraged to prepare an active plan for their classroom teachings of the each</p>

semester even before the academic year commences. The preparation of such a plan helps with effective distribution of syllabus, clarity of curriculum and timely completion of the course. The teaching plans are prepared by the respective teachers who are in charge of the subjects. Continuous evaluation is maintained throughout the year by conducting tests after completion of syllabus. The minimum number of working days as stipulated by the university is adhered to every year. Continuous assessment and academic progress of students through Internal Tests is followed. All the laboratories are replenished every year as per the requirement of the curriculum. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, Departmental Quiz, paper presentation by the students, projects, group assignments, term papers, educational tours, field trips and industrial visits for effective delivery of curriculum, which are done in a planned manner. Along with the traditional chalk and talk method use of ICT based learning has been incorporated in all departments for communication with students to make the teaching learning process more learnercentric. YouTube assisted learning experiential learning, participative learning ProblemSolving method are also used for effective curriculum delivery. College organises interdisciplinary competitions, events or exhibitions. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective teachers. Proper attendance is ensured by giving timely SMS .The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500

words

The institution ensures effective curriculum delivery through a well planned and documentation process. All the programmes taught in the College are affiliated to Panjab University, Chandigarh. The College is well equipped with smart class room audio visual & other ICT facilities which are extensively used by Teacher's in day to day Teaching to make delivery of the curriculum attractive curriculum interactive teaching is promoted through students participation in group discussion, quizzes and seminars. Special lectures delivered by eminent scholars on topic related to curriculum further intensity students learning experience.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
PERSONALITY DEVELOPMENT PROGRAMME	18/10/2016	100
MORAL EDUCATION LECTURE	06/02/2017	200
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Bed	SCHOOL INTERNSHIP PROGRAMME	200
MEd	FIELD BASED EXPERIENCE	50
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The institution Collects feedback on curriculum aspects and courses from different stake folders such as a students, alumni, faculty, employees, once the feedback is analyzed and valuable suggestions given were considered and necessary action was executive.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Bed	B. ED. GENERAL	200	200	200
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	200	50	16	6	6

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
16	16	40	12	4	10
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, Mentoring system is followed in the college. • Total numbers of students are divided into small groups headed by staff members. Mentor groups are formed in which 10 to 12 students are assigned a mentor. • There is a provision for Mentor period in the time table. Mentor groups meet during the mentor periods weekly and as and when they have some personal or study problems • Small group interactions and personal care is provided

in mentor groups to share their experiences and discuss their problems. • Mentors provide counseling to the students for their educational, personal, psychological, vocational, emotional problems. • Mentors motivate students to develop positive attitude and participate in curricular and co-curricular activities. • Morning assembly is organized by each mentor group in which all the students of the group participate, such an activity instills confidence for public speaking. • All the mentor incharges prepare a cumulative record profile of the students to keep a track of their development. • The institution has a central library, cyber library and enriched resources in college library for effective teaching and mentoring.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
250	16	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	16	0	16	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	DR SARABJIT KAUR	Principal	<ul style="list-style-type: none"> Award for Eminent Educationist by The Indus Foundation USA India (2016) Best Psychologist Award IPERA, Agra
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MEd	M ED	4	01/05/2017	31/10/2017
BEd	B ED	4	01/05/2017	31/08/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal Assessment: There is a provision of continuous evaluation of the student's progress which is monitored by keeping the records of the performance of each student in the each activity. There is internal evaluation (10) in each of the theory paper as well as methodology papers which is based on • Class attendance • Participation of the student in class discussion • Written assignments • Snap tests • General behavior • Seminar Performance. • Internal evaluation for the practical in each subject is also 10 which is based on the specified practical work such as Practice teaching and its records • Preparation of practical files • Online evaluation of assignments submitted by

students, regular class tests House examinations, Student Seminar • Group discussions, PowerPoint presentations, debate competition, dissertations, short-term field tours and report preparation, assignments etc. • Students' areas of weakness are filtered from the evaluation of their series of internal assessment • Students are divided into groups, each group comprising academically strong and not-so-strong students and made to discuss and write assignments together contribution/ knowledge gained by members of the group is tested through interactions • Oral presentations by students during the last 10 minutes of the class periods • Students deliver a short lecture on the taught topic in the same class, subject to availability of time • Welcome discussions on topics from the syllabus on which research may be initiated. There is 30 internal assessment in each of the subject for M.Ed class. The internal assessment for the dissertation work is 100 marks which are submitted by their supervisors. The internal assessment is based on the sessional work of the students.

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

The institution is an affiliated college. Examinations are conducted at the end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through student notice board, notice boards, college website and also verbally by the faculty members of the college. All departments conduct internal assessment of students and students are well informed about these internal examinations well in advance . Internal assessment dates are also

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://grdcollegejbd.org>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generatePDF_agar/College%20has%20a%20Feed%20back%20Performa%20that%20seeks%20feedback%20related%20to%20teaching%20learning%20evaluation%20,teachers,infrastructure.%20The%20report%20of%20academic%20session%20is%20approved%20by%20IOAC.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	0	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	0
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	0	0	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
EDUCATION	3
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	0	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	3	4	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
PULSE POLIO PROGRAMME	PANJAB UNIVERITY, CHANDIGARH	2	50
SOCIAL AWARENESS RALLY	PANJAB UNIVERITY, CHANDIGARH	2	50
GROUP ACTIVITIES	PANJAB UNIVERITY, CHANDIGARH	2	50
SEMINAR ON TRAFFIC RUELS AWARENESS PRGORAMME	PANJAB UNIVERITY, CHANDIGARH	2	50
SWACCH BHARAT ABHIYAN	PANJAB UNIVERITY, CHANDIGARH	2	50
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	0	0
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10	9.08

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS	Nature of automation (fully	Version	Year of automation
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software	or partially)		
E GRANTHAYALA	Partially	4.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10826	709013	200	100731	11026	809744
Reference Books	600	90000	30	7500	630	97500
Journals	34	25000	4	3000	38	28000
CD & Video	300	3000	50	1200	350	4200
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	30	20	30	0	0	3	7	2	0
Added	0	0	0	0	0	0	0	0	0
Total	30	20	30	0	0	3	7	2	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
FREE	http://grdcollegejbd.org/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2	1.24	3	2.3

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The facilities and infrastructure is planned as per the norms and requirements of NCTE and Panjab University, Chandigarh. • The management has a separate department to maintain the infrastructure of all the institutions under its administration. • There is a Director (Development), Registrar and a supervisor appointed to look after the development and maintenance work. • The building is white washed / painted every alternative year. • There is a workshop to handle the dilapidated work. The institute has a contract mechanism under which electric work, wood work, sanitary work etc. are accomplished. • The college building is fully insured against any kind accidental damages. The hardware and software purchased from the market are maintained under the Maintenance Contract Agreement (AMC) i.e. Intercom, Photostat, Fax, Computers, Water Coolers etc. are covered under the maintenance agreements. • The institution regularly spends a portion of its budget for the proper upkeep and maintenance of its infrastructure. Termite treatment is carried out from time to time.

www.grdcollegejbd.org

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Discount By College	22	309500
Financial Support from Other Sources			
a) National	Post Matric Scholarsh	279	20204650
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL	Nil	0	0
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	SBI LIFE INSURANCE	15	20	10	8
2016	ICICI	50	20	12	10

PRUDENTIAL

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
IOC CHEMICALS	160	5	30	10	4
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
PANJAB UNIVERSITY INTER ZONAL YOUTH FESTIVAL	UNIVERSITY	40
PANJAB UNIVERSITY INTER COLLEGE LEVEL	UNIVERSITY	10
ATHLETEC MEET	COLLEGE	420
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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

No Data Entered/Not Applicable !!!

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No Data Entered/Not Applicable !!!

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

- The institution continues to strive for excellence in all its endeavours with decentralization and participatory approach. The College has a coordination committee comprising of President, Vice-President, Secretary, Director, Registrar and other members to provide leadership for the effective administration. It monitors the developmental activities, transaction of teaching and learning activities, class results, financial transactions, Human resource management etc
- The management of the institution always strives to put best efforts for quality sustenance and enhancement and takes various measures for the same. The management has appointed the Director development and Registrar to monitor and guide the Principal and faculty in undertaking developmental activities of the institution and also maintaining its tradition of providing quality education.
- Enterprise Resource Planning Software has been installed in the institution for integrating data and information regarding administration and academic aspect. .
- The management reviews the activities of the institution by informal visits and is also formally invited for meetings, functions or any other get together.
- Principal holds regular meetings to identify responsibilities keeping in view the abilities, competencies and work load of the staff. Principal ensures that each faculty member is equally involved in all college activities
- In the beginning of every session, a meeting of staff and principal is organized to review the activities of the previous session.
- Important duties and responsibilities are assigned committee wise according to the events and activities to be held in current year. Minutes of meeting are recorded. .
- The internal administration of the college works smoothly. There is democratic and human environment prevailing in the campus. There is a good rapport between the Principal and the Staff members.
- Central student council which includes class representatives of B.Ed. and M.Ed. also put forward their queries and problems during meetings with the Principal and faculty.
- Central Student Council is formed every year which helps in active involvement in decision making in all major activities

and functions Central Student Council solves the problems of teacher trainees with the help of Principal and faculty. • Central student council is a part of the IQAC and participate in strategic decision making.

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

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> • Annual Academic Calendar is made available to the students at the time of admissions to ensure maximum participation according to interest and abilities of the students. • : The college prospectus is made available to the students at the time of admissions. The prospectus has detailed information about the college history, its achievements, infrastructure, rules and regulations, outline of the courses and curriculum. • Fully online admission system from application to the counselling process has ensured a transparent process and students have been admitted on the basis of merit in the state level entrance test.
Human Resource Management	<ul style="list-style-type: none"> • Students are encouraged to participate in seminars, special lectures, field tours, quiz, debate etc to increase their skill and experience. Details can be found in the the college website • College organized national seminars, international conference, workshop and special lectures to enrich students and staff in the academic year 2016-2017 • Faculty members are encouraged to participate in trainings, workshops and staff development programme.
Library, ICT and Physical Infrastructure / Instrumentation	Renovation and upgradation of laboratories, subscribing journals for the library, waiting room construction, purchase of new computers is under process in the current academic year
Curriculum Development	Curriculum designing and development is decided by the affiliating university. Principal and Faculty members interact with the university and provide their views related to curriculum development.
Teaching and Learning	the teachers adopt interactive methods of teaching like group discussion, heuristic method, project method, problem solving method,

demonstrations, e-learning method. Collaborative teaching learning approach, etc. are used in the college to provide sufficient scope for effective learning. Various models of teaching are used for effective teaching .• The college ensures integration of traditional as well as latest learning methodologies to impart instruction and providing various learning experiences to the prospective teachers. • Individual attention is paid to each student by providing on the spot feedback regarding the response and performance of the learner. • Students are given assignments as well as project work concerning teaching methodology subjects.

Examination and Evaluation

Semester examinations are conducted by the affiliating university. College conducts internal assessment of students according to the university guidelines. Class tests/surprise tests, student seminars, interactive sessions, practical examinations, debates etc are conducted by departments to evaluate the students. Examination subcommittees and tabulation subcommittees have been formed by the Teachers Council for effective implementation of the evaluation reforms of the university

Research and Development

Encouraging joint research by faculty members, which has resulted in their national and international joint publications. Encouraging faculty members to undertake major and minor research projects and disbursement of received research funds for purchase of items without delay. • College has a Research Cell in order to promote research activities among the students and staff

Industry Interaction / Collaboration

• Links and Collaborations with NCERT, NCTE, CTE, CDC, Panjab University, Chandigarh, to organize international and national seminars, workshops, faculty development programmes. • Association with more than 10 practicing schools, DIET, CTE, AIAER, GERA helps us in realization of paradigm shift made by the state in secondary school curriculum which enable faculty to train our would be teachers in a desired manner. • The excellent rapport with our practice teaching schools helps our student teachers to experience directly the

functioning of a full-fledged school. This makes the internship programme effective and fruitful.

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

E-governance area	Details
Planning and Development	College has a functional in house ERP,. It includes students' database, faculty, hostel and staff database, feedback system, evaluation and attendance system etc.
Administration	The college academic and administrative bodies are headed by the Principal. The Principal delegates duties and responsibilities to these bodies for effective administration. The administration of the college is decentralized in the following way: • Governing body assigns administrative powers to the Principal. • Principal forms various staff committees for supervision and conduct of various college activities. • Meetings are held with the Class Representatives regarding administrative activities. Suggestions of faculty and students are sought while taking administrative decisions.
Finance and Accounts	Salary of faculty members and staff is transferred directly to the bank account.
Student Admission and Support	<ul style="list-style-type: none"> • Applications are submitted for admission to BEd and MEd course through the online admission portal .Centralized Admission is done through State Level Entrance Test. • A help desk is set up in the college during Summer break to facilitate the aspirants for preparing and applying for the course. • Merit list is prepared and uploaded by fully computerized system • Online counselling is scheduled based on the merit list of candidates
Examination	<ul style="list-style-type: none"> • Faculty members of this college follow table marking and perform their evaluation duties as examiner as and when appointed by the university. • Prior to the University exams the students are made to take house exams to ensure their eligibility for university examination

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Medical assistance, Provident Fund, Resident ialquarters, Gratuity and leave encashment as retiral benefit	Loan facility, Medical assistance, Provide nt Fund, Residential quarters, Gratuity and leave encashment as retiral benefit, uniform to class IV employees	Scholarships from Student Aid Fund, Alumni Fund

6.4 – Financial Management and Resource Mobilization

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

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

government rules are strictly followed.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

2200

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CA	Yes	College Manager
Administrative	Yes	Mr Praksit Aggarwal	Yes	Mr Sham Sunder

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

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

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

- Each teaching staff acts as a mentor to one non-teaching staff member and his/her family and regularly monitors his families progress like their children's education, family health well-being etc.
- Loan facility, Medical assistance, Provident Fund, Residential quarters and uniforms to class IV employees

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

Curriculum lab is made to keep the teachers and students abreast about changes in curriculum and teaching methodologies all over the globe, to provide students and teachers with up to date curriculum materials and encouraging teachers for revising and developing curriculum. Syllabi of different boards , to begin with CBSE and Punjab board syllabi for classes 6 to 10 has been procured. Soft copies of textbooks of CBSE (NCERT), classes 6 to 10.. Teaching Practice Lesson Plan Diaries, Micro Teaching Plan diary, Practical File, Assignment, Project Survey, Action Research, Books of School Curriculum etc. The curriculum lab will be open to use for all students, faculty, and staff during regular college

hours. The staff and students will be allowed free access to the material on issue and return basis. Delhi Public World School, Jalalabad (West) Distt Fazilka has been adopted as a model school. Demonstrated innovative teaching technique using blending mode of learning i.e. effective use of traditional method and use of technology. The faculty was given assistance in optimal use of OHP so as to increase the attention and participation of students. Workshops in preparing e-content updating blogs were organised .E-Lessons in Micro teaching, Models of Teaching have been developed and uploaded on youtube. Adopted Village Surghuri and conducted rallies and sensitization programmes and lectures for Village folk and Youth in the month of Dec 2016 and Jan 2017. The theme of the programme is Youth against Disease and Dirt .Adopted the village Surghuri. Village Surghuri to sensitise the village folk about health and hygiene, to counsel the parents about the benefits of education. Career counselling is being given to students through career talks in schools. Meeting with the sarpanch of the village in the college campus. Meeting with the panchayat members to discuss the objectives and awareness about health and hygiene to the villagers. An interaction session with village women to discuss facts about sanitation and poor hygiene. Another session was conducted to discuss the impact of poor hygiene practices and how it can be controlled (open defecation) and the issues of sanitation with adolescent girls of the village.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	PERSONALITY DEVELOPMENT CAMP	25/11/2016	05/12/2016	10/12/2016	25
2017	EXTENSION LECTURE ON ENVIRONMENTAL EDUCATION	01/02/2017	13/02/2017	16/02/2017	150
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
AWARENESS CAMP ON FEMALE FOETICIDE	22/08/2016	22/08/2016	130	70
Women Empowerment	19/09/2016	19/09/2016	115	77

GENDER SENSITIZATION	06/02/2017	06/02/2017	120	80
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The institution is eco friendly and is located in a pollution free area in a peaceful atmosphere away from the city's hustle and bustle. The institution keeps in view the environmental issues and it is ensured that all the rooms are airy and well ventilated, spacious and well furnished with sufficient provision of fans and tube lights.. • A special event is organized for tree plantation every year, where 15-20 trees are planted in the campus, teaching practice schools and surrounding areas. • The institution emphasizes on the minimum use of paper. An awareness drive is conducted in the form of NSS and various extension activities to give knowledge regarding cleanliness and maintenance of campus and surroundings. •</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Physical facilities	Yes	2
Provision for lift	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	2
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	Nil	1	07/11/2016	01	Environmental Sustainability	Environmental Sustainability	189
2017	Nil	1	01/10/2016	01	Cleaness Camp on Birth Anniversary of Mahatma	Cleaness	215

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Morning Prayer	04/09/2017	Morning assembly is organized by each House in which all the students participate, such an activity instills confidence for public speaking On every day the House groups organize morning assembly where students recite prayers, discuss current news, thoughts and talks on various societal and current issues Morning assembly facilitates spiritual, moral and religious value inculcation and develop insight on current issues

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Vigilance Awareness Week	03/03/2016	03/03/2016	248
Republic Day Celebration	26/01/2017	26/01/2017	240

[View File](#)

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

The institution is eco friendly and is located in a pollution free area in a peaceful atmosphere away from the city's hustle and bustle. The institution keeps in view the environmental issues and it is ensured that all the rooms are airy and well ventilated, spacious and well furnished with sufficient provision of fans and tube lights..

- A special event is organized for tree plantation every year, where 20-30 trees are planted in the campus, teaching practice schools and surrounding areas.
- The institution emphasizes on the minimum use of paper. Students are motivated to submit online assignments to reduce the use of papers.
- An awareness drive is conducted in the form of NSS and various extension activities to give knowledge regarding cleanliness and maintenance of campus and surroundings. .Rough papers are used for office work and notes.Garbage burning is prohibited and pits are made to collect and decompose the garbage.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Organization of Daily Morning Assembly by mentor of the house daily. A contribution of all the students in the morning assembly is mandatory which helps in harmonious development of students. In the Morning assembly students recite prayers, discuss current news, thoughts and talks on various societal and

current issues. The institution tries its best to inculcate the moral and spiritual values among the student teachers through morning assembly. It is compulsory for every student teacher to participate in the morning assembly • Emphasis on Indian Value System through morning assembly, clubs societies and curricular activities • Morning Assembly by each mentor group (starts with religious prayer, then 4-6 speeches by students, news, thought of the day, important facts, stories, powerpoint presentations, a teacher's address ends with National Anthem, all students attend in college uniform. In morning assembly videos and presentations related to diversity are highlighted. • All the mentor incharges prepare a cumulative record profile of the students to keep a track of their development. 2 Finishing School Programme To upgrade the teacher education programme a unique concept of Finishing School Programme has been incorporated in the college curriculum. Modules covered under this programme are- • Soft Skill development • Effective communication Skills • Interpersonal Skill • Resume Writing • Mock Interviews • Continuous and Comprehensive Evaluation

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

www.grdcollegejbd.org

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The faculty practices diversity of instruction by using varied methods of teaching styles as required in different situations. • The diversity of instruction is ensured through varied classroom techniques, use of electronic gadgets in classroom teaching, use of digital learning methods and materials, Online open source learning programmes, Micro learning modules, case studies and writings, discussion forums, quiz makers, peer reviewed assignments etc. • Students are given instructions for practical and field work by optimum utilization of technologically well equipped laboratories i.e ET Laboratory, Method Laboratory and Computer Laboratory • The students are encouraged to adopt these technologies in their practice teaching sessions, student seminars and presentations. • The institution has introduced the concept of simulated learning / peer learning/ micro learning. • In addition the staff also engages in E-Content development. • Broadband with the unlimited internet connection • Computerized library with e-resources • College website with updates • Enrollment in Inflibnet • Language lab • Automated office • Develop power point presentations.

Provide the weblink of the institution

www.grdcollegejbd.org

8.Future Plans of Actions for Next Academic Year

• Upgradation of existing laboratories and purchase of equipment to promote student projects and research activities of faculty members. • Organization of workshop, seminar and job oriented services by the Career Counselling and Placement Unit. The college plans to organize job interviews by local companies and also organize interactive sessions of final year students with skilled professionals and alumni • Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching-learning, research. • Organization of workshop for E-content development at a larger scale and duration to promote the use of Eresources among all faculty members. number of teachers will be encouraged • Increasing the number of environment friendly initiatives by NSS and ensuring participation of maximum students in such initiatives • Promoting participation of students and staff in seminars, workshops, sports and

cultural activities organized by the college and external agencies • Promoting activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff