

Annual Quality Assurance Report (AQAR) 2013-14

Submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
Bangalore

by
Guru Nanak College of Education
Dalewal, Hoshiarpur

run under the *aegis* of



Er. Parmjit Singh Foundation

Sri Guru Nanak Dev Education Trust

Dalewal, Distt. Hoshiarpur (Punjab) - 144208

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1	Name of the Institution	Guru Nanak College of Education
1.2	Address Line 1	Vill. Dalewal
	Address Line 2	P. O. Haryana
	City/ Town	Distt. Hoshiarpur
	State	PUNJAB
	Pin Code	144208
	Institution e-mail address	gnce03@rediffmail.com
	Contact No.s	8725002709
	Name of the Head of the Institution	Ms. Bandana Kumari (Officiating)
	Tel. No. with STD Code	01886-250867
	Mobile	9257268009
	Name of the IQAC Co-ordinator	Ms. Pushpinder Kaur
	Mobile	9814642543
	IQAC e-mail address	gnce03@rediffmail.com

1.3 NAAC Track ID PBCOTE:14612

1.4 NAAC Executive Committee No. & Date: EC/PCA &A/58/92 dated 10.03.2012

1.5 Website address: www.sgndetrust.org

Web-link of the AQAR: <http://www.sgndetrust.org/wp-content/uploads/2014/07/AQAR-2013-14.pdf>

1.6 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.52	2012	2017

1.7 Date of Establishment of IQAC: 23-07-2013

1.8 AQAR for the year 2013-14

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

- i. AQAR 2012-13 submitted to NAAC on 23-07-2013

1.10 Institutional Status

University	State <input type="checkbox"/>	Central <input type="checkbox"/>	Deemed <input type="checkbox"/>	Private <input type="checkbox"/>
Affiliated College	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Constituent College	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Autonomous college of UGC	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Regulatory Agency approved Institution	Yes <input checked="" type="checkbox"/> (NCTE)	No <input type="checkbox"/>		
Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/>	Women <input type="checkbox"/>	
	Urban <input type="checkbox"/>	Rural <input checked="" type="checkbox"/>	Tribal <input type="checkbox"/>	
Financial Status	Grant-in-aid <input type="checkbox"/>	UGC 2(f) <input type="checkbox"/>	UGC 12B <input type="checkbox"/>	
	Grant-in-aid + Self Financing <input type="checkbox"/>	Totally Self-financing <input checked="" type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts <input type="checkbox"/>	Science <input type="checkbox"/>	Commerce <input type="checkbox"/>	Law <input type="checkbox"/>	PEI (Phys Edu) <input type="checkbox"/>
TEI (Edu) <input checked="" type="checkbox"/>	Engineering <input type="checkbox"/>	Health Science <input type="checkbox"/>	Management <input type="checkbox"/>	
Others (Specify)	<input type="text"/>			

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

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

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>	
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE <input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE <input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST <input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>) <input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>	

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="04"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representative	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders Non Teaching Staff Faculty
 Students Alumni Others

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

2.13 Seminars and Conferences (only quality related)

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

Total No. International National State Institution Level

(ii) Themes:

State level Seminar on “Women Empowerment- Strategy for Development”
 Extension Lecture by Dr. Mustafa on “Teachers as Nation Builders”

2.14 Significant Activities and contributions made by IQAC

- Policy established for the College to bear the registration fees for faculty towards attending conferences/ seminars/ workshops etc.
- State level Seminar on “Women Empowerment- Strategy for Development” conducted
- Extension Lecture by Dr. Mustafa on “Teachers as Nation Builders” conducted
- Utilising educational technology in TLP was introduced
- Infrastructure increased by establishing one additional floor.

2.15 Plan of Action by IQAC/Outcome:

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • Prepare Comprehensive Academic Calendar • Extension Lectures by Experts • Organization of Curricular and Co-Curricular Activities • Create new and update existing Teaching- Learning Class room Resources • Planning for Special Coaching Classes for PTET/CTET etc. • Conduct One International Level Seminar 	<ul style="list-style-type: none"> • The Academic Calendar was followed completely • One Extension Lectures by External Experts Conducted • 8 activities organized • Several new PPT Lectures prepared • 10 Students availed Coaching • One state level seminar organised

* Attach the Academic Calendar of the year as Annexure.

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

Provide the details of the action taken

- Tentative budget approved by Management for organisation of State Level seminar
- Policy for the College to bear the registration fees for faculty towards attending conferences/ seminars/ workshops etc. was approved

Part – B

Criterion – I**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01	-	1	1
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01	-	1	1
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: Core and Elective options available to students

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	1

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

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

*Please provide an analysis of the feedback in the Annexure

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

No Revision/Update of Regulation is done by NCTE or affiliating University only

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

NO

Criterion – II**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty:

Total	Asst. Professor	Associate Professor	Professor	Others
15	17	-	-	-

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professor		Associate Professor		Professor		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	-	-	-	-	-	-	-	4	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	-	15
Presented papers	-	-	10
Resource Persons	-	-	-

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

- Utilising educational technology in TLP.

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				Pass %
		Distinction %	I %	II %	III %	
B. Ed.	193	-	100	-	-	100

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

- By preparing and monitoring the adherence to the institutional Academic Calendar.
- Analysis, execution of activity through IQAC meetings.
- Analysis of Mid-Term/ House tests, and final exam results
- Collecting and analysing feedback from various stakeholders
- Conducting Academic Audit of the College

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
Orientation programmes	-
Faculty exchange programme	2
Faculty training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others (experts and professional meet)	15
Faculty Development Programme at Institutional Level	15

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	4	-	-	-
Technical Staff	03	-	-	-

Criterion – III**3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

- Addition of research journals in the Library
- Policy established for the College to bear the registration fees for faculty towards attending conferences/ seminars/ workshops etc.

3.2 Details regarding major projects:

N. A. as Major project grants are not awarded to affiliated colleges

3.3 Details regarding minor projects:

N. A. as research project grants are not awarded to affiliated colleges

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

N.A as College is running B.Ed. Course only

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (<i>other than compulsory by the University</i>)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: N.A.

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For Colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any other (Specify)

3.10 Revenue generated through consultancy: We offer free consultancy to organisations

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	1	-	1
Sponsoring agencies			College Management		College Management

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

3.13 No. of collaboration International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding Agency From Management of College

Total

3.16 No. of patents received this year:

Nil, as B. Ed. Program is not geared towards creating patentable IP

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

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
-	-	-	-	-	-	-

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 organised:

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

- Blood Donation Camp
- Book Fair
- Extension Lecture by Dr. Manju Gera on Flander's Interaction Analysis
- Tree plantation drive
- Survey on social issues
- Visit to *Asha Kiran*- a school for children with special needs

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	2700 m ²	1350 m ²	-	4050sqmt
Class rooms	5	3	Management	8
Laboratories	7	3	Management	10
Seminar Halls	1	1	Management	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

- Library is partially automated.
- All administrative work is done through computer with internet facility.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8031	1012422	2267	490164	10593	1502586
Reference Books	308	166320	87	132643	395	298963
e-Books	-	-	-	-	-	-
Journals	15	13870			15	13870
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	40	4000	13	700	53	4700
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Lab	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	33	32	16 Mbps	-	-	1	-	-
Added	4	3	-	-	-	-	-	1
Total	37	35	-	-	-	1	-	1

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

16 Mbps Wi Fi Lease line from BSNL

4.6 Amount spent on maintenance in lakhs:

i) ICT	8.32
ii) Campus infrastructure and facilities	11.33
iii) Equipments	6.36
iv) Others	-
TOTAL	26.01

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Familiarizing students regarding support services in the starting of session by orientation program
- Publicizing the support services available to students through Notice Board and through the Committee Coordinators
- Acquainting students with latest information regarding PTET, CTET and higher education courses.
- Sharing the findings of result analysis and establishing the remedial measures in consultation with the students.

5.2 Efforts made by the institution for tracking the progression

- Student Progression is tracked through different committees formulated for the purposes like placement, consultancies, research etc.
- Committees are thoroughly constituted with senior faculty members with their convenors.

5.3 (a) Total number of students

UG	PG	Ph. D.	Others
200	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No.	%	Women	No.	%
	19	9.5		181	90.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
172	21	-	06	01	200	151	28	-	21	-	200

Demand Ratio: 200 : 210 **Dropout % =** 3.5%

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

Saturday Extra classes after Teaching Hours.

No. of students beneficiaries

10

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

Members of placement cell conducted counselling sessions time to time for guiding students regarding jobs entrance test and for further study

No. of students benefited

5.7 Details of campus placement N.A

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	13	45

5.8 Details of gender sensitization programmes

- Celebration of International Women’s Day.
- Awareness on Female Foeticide through Poster making competitions

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

	No. of students	Amount
Financial support from institution	4	76,500
Financial support from government	21	10,29,000
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 Number of social initiatives taken by students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission of the College:

- To prepare and develop competent, innovative and farsighted teachers who can meet the requirements of national competitive work and contribute to academic excellence.
- To provide value-based curriculum and dynamic academic environment for strengthening faith in humanistic, social and moral values as well as in Indian cultural heritage and democracy.
- To create facilities for imparting quality education and grow into a centre of excellence in the field of teacher education.

Vision of the College:

- To imbibe in our prospective teachers a sense of dedication, diligence, discrimination and dignity of teaching profession.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- There is no direct role of the college in curriculum development process, the curriculum for B.Ed. Course is developed by Panjab University and same is circulated to the affiliated colleges by the University.

6.3.2 Teaching and Learning

- Modification of teaching methods as per the individual needs of the students.
- Students are encouraged in active learning

6.3.3 Examination and Evaluation

- Annual examination system is followed by institution as per University Norms.
- Internal Evaluation through curricular activities like Seminar, Project Work, House Examination and assignment etc.

6.3.4 Research and Development

- Addition of research journals in the Library
- Policy established for the College to bear the registration fees for faculty towards attending conferences/ seminars/ workshops etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New books purchased.
- Physical infrastructure improved for improving the efficiency of Teaching-Learning process.

6.3.6 Human Resource Management

- All appointments are full-time, regular appointments
- The salaries are as per the scales of the regulatory agency
- PF benefit is given to the non-teaching staff
- Conveyance facility is available to all the staff members

6.3.7 Faculty and Staff recruitment

- Faculty or staff is recruited as per the norms framed by the Competent authority NCTE/ PU/Pb. Govt.

6.3.8 Industry Interaction / Collaboration

One MoU was signed this year

6.3.9 Admission of Students

- Admissions are made through the centralized counselling conducted by the Federation of Self Financed Colleges of Education of Punjab based on marks obtained in qualifying Entrance Examinations.
- Formation of help desk for admission.
- Formation of guidance and counselling cell.

6.4 Welfare Scheme for:

Teaching	PF, Provisions for Professional Growth
Non teaching	PF, conveyance, provisions for professional growth
Students	Scholarship

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Management
Administrative	Yes	University	Yes	Management

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

For UG Programmes	N.A.
For PG Programmes	N.A.

The Institute is an affiliated college, thereby conduction of exam and declaration of results is out of its purview.

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

N.A.

The Institute is an affiliated college, thereby examinations reforms are out of its purview

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

NA, We are an affiliated College

6.11 Activities and support from the Alumni Association

- Alumni meet is being regularly organised every year.
- Alumni help the students in placement, organizing programmes like environmental awareness program.

6.12 Activities and support from the Parent – Teacher Association

- Student's performance and their problems are discussed
- Engagement of parents in co-curricular activities

6.13 Development programmes for support staff

- Faculty participation in national seminar/extension Lecture/ Faculty Exchange Programmes etc. Besides research work
- Duty leaves are granted to the staff besides remuneration
- The College adopted a policy to pay for the registration fees of faculty for conferences/ seminars etc.

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

- The institute makes the environment Eco friendly by stopping use of disposable items.
- Co-curricular activities are encouraged by the institution like:- recycling of papers can be done by doing the activities like best out of waste to make an environment eco-friendly

Criterion – VII**7. Innovations and Best Practices**

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

- Activity based strategies 1. Peer group learning 2. Problem based learning 3. Co-operative learning.
- Use of ICT as a Technological teaching tool device.

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

- The Academic Calendar was followed completely
- One Extension Lectures by External Experts Conducted
- 8 activities organized
- Several new PPT Lectures prepared
- 10 Students availed Coaching
- One state level seminar organised

7.3 Give two Best Practices of the institution

- Interspersed and systematized work culture
- Collaboration of teaching learning resources.

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

7.4 Contribution to environmental awareness / protection

- Promote values of conservation of waste among the students by minimising the use of water.
- Educate the students to create awareness amongst public and sanitary workers to stop indiscriminate burning of waste which cause respiratory disease.
- Sensitized the students to minimise the use of plastic waste, not to throw them in public places as they choke drains and sewers of provide breeding ground for mosquitoes.

7.5 Whether environmental audit was conducted? Yes No

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

- The College is reaching out to students who are first generation learners
- The College is maintaining the requisite number of faculty
- Developing institutional collaboration network.
- Reaching out to our alumni for quality improvement
- 50% Concession in Tuition Fee for Fatherless students.
- 100% Concession in Tuition Fee for Parentless students
- 25% Concession in Tuition Fee for Siblings & Handicapped

8. Plans of institution for next year:

- Improve the infrastructure of the College
- Establish a Research Cell
- We intend to introduce M. Ed. Program in the College

Name: Ms. Pushpinder Kaur

Name: Ms. Bandana Kumari

Signature of Coordinator, IQAC

Signature of Chairperson, IQAC