

**Ghulam Ahmed College of Education**  
**Banjara Hills, Road No 3, Hyderabad.**  
**The Annual Quality Assurance Report (AQAR) of the IQAC**

Part – A

**1. Details of the Institution**

1.1 Name of the Institution

Ghulam Ahmed College of  
Education

1.2 Address Line 1

Mount Pleasant, 8-2-249 to 267

Address Line 2

Banjara Hills, Road No. 3

City/Town

Hyderabad

State

Telangana

Pin Code

500034

Institution e-mail address

gacoehyd@gmail.com

Contact Nos.

040-23280281,23280282

Name of the Head of the Institution

Prof. Vibha Asthana

Tel. No. with STD Code:

040-23280281,23280282

Mobile

09949900733

Name of the IQAC Co-ordinator:

Dr. N.Saroja

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)  
\*The number in the certificate given by NAAC (2007) is as posted in the box

1.5 Website address:

Web-link of the AQAR:

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

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.08	2009	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

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 2009-10 uploaded on college website
- ii. AQAR 2010-2011 uploaded on college website
- iii. AQAR 2011-12 uploaded on college website
- iv. AQAR 2012-13 uploaded on college website
- v. AQAR 2013-14 uploaded on college website

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Osmania University

1.13 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	<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="TEI"/>
UGC-COP Programmes	<input type="text" value="-"/>		

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text"/>	Faculty	<input type="text" value="6"/>
	Non-Teaching and Staff Student	<input type="text" value="5"/>	Alumni	<input type="text" value="1"/>
			Others	<input type="text" value="-"/>

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

If yes, mention the amount

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### 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. Training of the Trainer program.  
Orientation programme for teachers of Sultan -ul –uloom group of Public Schools with the help of Sikshashri Educational consultants.
2. Statistical procedures in Research.
3. Truth of life in the context of Metaphysics.
4. Academic Standards in classrooms.
5. Preparation and use of Teaching Aids in all subjects.

### 2.14 Significant Activities and contributions made by IQAC

The College signed an M.O.U with old city schools of Sultan-ul-uloom Education Society (SES) Hyderabad to conduct Skill Development Programmes.

- Offered Guidance and Counselling services
- Value inculcation
- Preparation of low cost material like paper flowers, candles, poster making, etc. Conducted Competitions.
- Orientation programme for the teachers- “Training of the trainers”
- Invited eminent persons from different fields to deliver Extension Lectures.
- Conducted campus Interviews for placement of teachers.

### 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
ICT skills to be developed.	Two days orientation programme was organised by ‘Google’ company for teacher educators and student teachers.
Revision Of B.Ed Curriculum Constructivist plan to be implemented.	Provided feedback of teachers and students. Revised period wise lesson plans.

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\* Academic Calendar of the year is attached as Annexure-1.

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body  IQAC

Provide the details of the action taken

AQAR for the year 2014-15 was discussed and approved in the Board of Governors Meeting held in April, 2015.

## 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	1			
UG	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others Add on Course in English Language proficiency				
<b>Total</b>	2			

Under Graduate Course: B.Ed.

Interdisciplinary	ICT			
Innovative 1	Apprenticeship Programme			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	M.Ed (1)
Trimester	
Annual	B.Ed

1.3 Feedback from stakeholders\*

Alumni  Parents  Employers  Students

*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools

\*Analysis of the feedback is in Annexure-2

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

Yes,

Curriculum revision took place in the year 2013 for B.Ed and M.Ed. At university level the curriculum is designed by the subject experts and after several reviews it is finalised and approved by the standing committee.

Salient aspects of B.Ed. Curriculum Revision

B.Ed. Curriculum revised and implemented from 2014-15 batch.

- Candidates will be awarded separate Class/Division/Grade in Theory and Practical Examinations.
- Credit Points were Introduced
- Grade Point Average
- GPA in Theory
- GPA in Practicals
- Syllabus: ICT was introduced as a full fledged paper  
Action Research was introduced as a project  
Case Study and life skill project was introduced

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	17	12	4	1	-

2.2 No. of permanent faculty with Ph.D. 4

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/	1	1	4
Presented papers			2
Resource Persons			

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

<p>Use of audio and video clips  Revised period wise period plans.  Constructivist plan implemented.  Credits introduced and applied in 2014-2015 at both formative and summative levels.  Institutional visits.  Drama, Skits, Role play.  Cultural practices related to different states.  Teaching aids Exhibition.  Integration of ICT in English language teaching.</p>
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2.7 Total No. of actual teaching days during this academic year

200

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

Nil

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

6

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage:

S.No.	Course	First with Distinction	First class	Second class	Third Class	Fail	Percentage
1.	B.Ed.	15	71	68	16		91%

			<b>Grade A</b>	<b>Grade B</b>	<b>Grade C</b>	<b>Fail</b>	<b>Percentage</b>
2.	M.Ed	16	13	4	1	nil	100%

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

- Contribution of IQAC: - It meets thrice in a year and discusses the Institutional Activities on the basis of the NAAC seven point criteria guidelines and advises the Institution for its betterment.
- Monitoring: - IQAC monitors through the feedback obtained from teachers and students. It gives suggestions in required areas.
- Evaluation: - IQAC evaluates the progress of the Institution through Result Analysis.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	8
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	4
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	10	-	-	-
Technical Staff	1	-	-	-

### **Criterion – III**

### 3. Research, Consultancy and Extension

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

**Total no. of Faculty Research Meets conducted – 2**  
 Apart from Faculty Research Meets, the following have been implemented

The students of M.Ed course were exposed to computerized statistical procedures for analyzing and interpreting the data.

The students of M.Ed did research on selected topics from different areas of education.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 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

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

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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
	0	0	0	0	0	0

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

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	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other <input type="text" value="-"/>

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

### **Extension Activities**

Teaching aids prepared by college students were distributed in Government schools.

Orientation programmes for in service school teachers were organized.

Invited eminent persons from the different fields to deliver Extension Lectures.

An extension lecture by Dr. Shubhakar Gajula on the topic “ Latest trends on statistical procedures” was organized on 13-03-2014.

An extension lecture by Dr. Baquar Hussain Qureshi, on “Truth of life in the context of Metaphysics” was organized on 4-02-2015.

Workshop on “Academic Standards to be followed in classrooms” was conducted, in December 2014.

Preparation of Teaching Aids in all subjects was taken up.

Conducted campus Interviews for the recruitment of teachers.

#### **• Personality Development and Communicative English Programmes:**

In order to improve the Communication Skills and Personality Development of the student teachers, several activities in English Language was conducted.

#### **Objectives of these activities were:**

to instil Confidence among the Learners towards English language

to develop speaking skills

to develop writing skills

to groom overall personality

#### **• Apprentice Ship Programme:**

In order to improve the content, contextual and conceptual competencies of the Student teachers, they were sent to C.B.S.E and State syllabi Schools in the twin cities for practice teaching.

### **Institutional Social Responsibility:**

• **IQ Test:** An IQ test was conducted for the students of Sultan Ul Uloom Public School by the Psychology Department of the college.

• **Extension of Science Laboratory facilities:** College extended the Science Laboratory facility to VIII, IX class students of Sultan Ul Uloom Public School.

- **Celebration of National Integration Day:** The students of the college celebrated National Integration day on 19, November 2014. They enacted skits, represented different states culture and organised several other activities.

- **Nutrition Day:**

As part of community project students of the College arranged an exhibition on Healthy Diet, Balanced Diet and Healthy Life Style on 27th February, 2015.

**A workshop on Value Integrated Teaching and Learning:**

A half day workshop was conducted for the students of the College on 4th February, 2015 on Value Integrated Teaching and Learning on the topic “Truth of life in the context of Meta-physics”.

**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		-	-	24 acres
Class rooms	10	-	-	10
Laboratories	5	-	-	5
Seminar Halls	1	-	-	1
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

- Computerization of Administration and Library.
- Analysis of marks (paper wise).

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10,096	8,80,754	297	69,171	10,580	9,49,925
Reference Books	3,121	3,20,920	73	3,500	3,194	3,24,420
e-Books	-	-	-	-	-	-
Journals	28	6790	-	-	28	6790
e-Journals(Amount is Subscribed to download information from e-journals from INFIBNET)	5	5,500	-	-	5	5,500
Digital Database	1	25,000	-	-	1	25,000
CD & Video	25	-	-	-	25	-
Others (specify)	1995	4,20,000	-	-	1995	4,20,000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	20	5	2	3	3		
Added		-	-	-	-		-	
Total	25	20	5	2	3	3		

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

- Training for Internet Browsing
- Training for PPT (PowerPoint Presentation )

4.6 Amount spent on maintenance in lakhs:

i) ICT	35,000
ii) Campus Infrastructure and facilities	768,000,00
iii) Equipments	
iv) Others	
<b>Total:</b>	



## Criterion – V

### 5. Student Support and Progression

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

IQAC has enhanced awareness in the following areas

- Good library resources are available in the Institution.
- Computer lab facility is available to the students, even beyond college hours.
- Supply of record books and prospectus.
- Formation of student council through elections.
- Mentoring for projects, internship, and dissertation.
- Physical needs of the students are taken care of through excellent campus facilities.
- Drinking water facility through two massive RO water coolers.
- Provision of photo copier.
- Placement services through Proper Channel.
- Conducts visits to important National Institutes of Significance.
- Provision of Reading Room facility.
- Health unit available.
- Provision of website facility.
- English language laboratory to improve Communication Skills.
- Awareness of societal needs and its implementation at the time of Apprenticeship Programme.

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

5.3 (a)

- Class Room Tests
- Mid Term Examinations
- Project Evaluation by Jury
- Display of Teaching aids after practice teaching
- Pre-Final Examinations
- Report on Field Activities
- Class Room Seminars
- Supervision of internship cum Teaching practice

(b) No. of students outside the state

2

(c) No. of international students

-

Men	No	%	Women	No	%
	20	8.51		215	91.49

Demand ratio: B.Ed through Ed.CET, M.Ed through OUCET  
(students opt for the college in the first phase counselling)

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

Tutorials for TET, CTET, DSC, NET exams.

No. of students beneficiaries

60

5.5 No. of students qualified in these examinations

NET	1	SET/SLET	2	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance No. of students benefited

220

1. Student counselling by counselling cell
2. Academic counselling by faculty members
3. Career guidance by --- Placement cell
4. Guest lecture by Seminar Committee

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>		
Number of Organizations Visited	of	Number of Students Participated	Number of Students Placed	of	Number of Students Placed
5		100	30		15

5.8 Details of gender sensitization programmes

The college has co-education, therefore equal importance is given to male and female students.

Apart from this the college faculty gives Guidance and Counselling to the student teachers on Gender Sensitization.

Gender sensitization is incorporated in the syllabus itself.

## 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	-	-
Financial support from government	78	Rs. 14,76,163
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed – Yes:

Student's grievances were redressed by offering Guidance and Counselling through Mentoring.

Too much of Practicum.

Lack of time and too many deadlines to meet.

## **Students Progression:**

- **Blood donation Camp:**

The College in Association with Red Cross of Andhra Pradesh conducted a blood donation Camp. Many students of the campus donated blood.

**Job Mela:** Apart from regular campus placements conducted by prestigious schools, a Job Mela was held in the campus.

## **Criterion – VI**

### **6. Governance, Leadership and Management**

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

**Vision:**

To produce quality teachers through holistic teacher education by igniting young minds towards excellence in education and societal commitment

**Mission:**

- To be a leader in providing flexible, quality teacher education to the minority student teachers of the community,
- To provide a high standard of training to student teachers through the B.Ed. and M.Ed. courses.
- To develop an integrated personality in its students
- To orient the students in the foundations of research
- To acquaint the in-service teachers with the latest trends/contemporary issues in education and help them solve their problems.

#### 6.2 Does the Institution has a management Information System: No

The following works are computerised in the Institution

- Fees Collection
- Evaluation: Entry of Internal Marks
- Result Analysis

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

##### 6.3.1 Curriculum Development

Active Participation of faculty in curriculum development.  
College Students give feedback on curriculum of the B.Ed and M.ed courses.  
Suggestion and feedback on the syllabus are sent to the University authorities.

### 6.3.2 Teaching and Learning

### 6.3.2 Teaching and Learning

- Micro teaching was implemented to develop the teaching skills in the pre service trainees to transact the content efficiently in the real class room.
- To improve the research skills of the student teachers, class seminars were organised on a regular basis in every subject offered.
- Projects are implemented and are showcased by the students before the jury to enhance and improve self confidence and leadership skills.
- Communicative English is introduced to improve the communication skills of the student teachers and equip them to face global challenges.
- On the job training through internship programme.
- On-site learning, field visit & field work
- Exposure programs in environmental awareness & civic senses.
- Community visits.
- Participation in National & State level seminars.
- Peer group teaching.
- Group discussion & role play.
- Guest Lectures & Special Lectures.
- Inter-Institutional interactions.
- Self-study online.
- Learning through Power-point presentations.
- Preparation of lesson modules through e-content.
- Use of audio visual media for supplementing class room teaching.
- Use of web based materials.
- Optimum use of internet facilities in the classroom.
- Applying teaching pedagogy such as communication games, focused group discussion and debates.
- Projects in translation / English language teaching.
- Demonstration and role play by the students.
- Brainstorming sessions.
- Case Study Method.
- News analysis.
- Fact finding.

The Teaching and Learning are taken care of through extensive use of ICT in Classroom

### 6.3.3 Examination and Evaluation

Continuous comprehensive evaluation was practiced in all the courses offered by the college they are as follows.

- Class Room Seminars
- Class Room Tests
- Midterm Examinations
- Pre-final Examinations
- Final Practical Examinations
- Final Theory Examinations

M.Ed

Dissertation “Viva Voce” through co-examiners (Internal & External Examiner)

#### **Projects**

Large group teaching by M.Ed students’

Field Experiences

### 6.3.4 Research and Development

- Identified issues of Community study has been taken for Research study area.
- In M.Ed Course, Dissertation is compulsory, apart from Mini research for class room seminars and projects for the students of the M.Ed. course.
- In the revised B.Ed curriculum Action Research was introduced as a stepping stone to enter the Arena of Research.
- Case Study is another platform to offer provision for Research projects

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

- Automation of the Library and its up gradation.
- Civil works like Repairs and Painting of the buildings have been under taken
- ICT: an amount of Rs: 12,023 were spent towards payment of Internet connections.
- Payment for annual maintenance Rs. 11,100.

### 6.3.6 Human Resource Management

Human resource Management comprised of recruiting, hiring and managing employees.

#### 1. Provision of professional Organisational Climate

- Time management among employees
- Offering freedom to employees to manage their own schedules

#### 2. Training and Development

- Study leave to improve their qualification opportunity

#### 3. Health and Safety

Priority was given to ‘Employee’s Health through permission’s paid leave and maternity leave.

### 6.3.7 Faculty and Staff recruitment

- Faculty and staff recruitment was done through a formal selection committee, as per university norms
- The Non-Teaching Staff were recruited through a formal selection committee constituted by the management

### 6.3.8 Industry Interaction / Collaboration

- College placement cell invites reputed schools for campus placements,
- Organised Job Mela
- Collaborated with reputed schools to conduct Apprenticeship programme, Internship programme,
- Arranged visits to National Institutes
- Collaborated with Old City Schools for their upliftment.

### 6.3.9 Admission of Students

- Admissions are based on EdCet entrance exam.
- Counselling in two phases (phase-I& phase-II) for merit students.
- Management quota.

### 6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	Scholarships

### 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? Yes

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative	Yes	OU	Yes	IQAC

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

For UG Programmes      Yes       No

For PG Programme      Yes       No

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

N / A

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

N/ A

6.11 Activities and support from the Alumni Association

- Most of the Alumni of the College are placed in reputed Educational Institutions in the twin cities and across the country.
- The support given by the Alumni is in the form of guest lectures, Participation in the activities of the College.
- The members of the Alumni contributed to quality enhancement.
- Few alumni members are the faculty members of the college.
- Alumni provide Job opportunity for the students of the college.

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

- Improving qualifications
- Skill development in ICT

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

- The college is part of Sultan-ul-uloom Education Society and is located within the sprawling campus of 24 acres.
- Maintenance of the campus with beautiful gardens and greenery.
- Students are oriented on environmental awareness.
- Students participated in tree plantation programme.
- Students decided not to use of plastic in the campus.



## 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.

- The college Computer Lab & Science Lab extended their facilities to the students of cooperating schools.
- Language lab has been introduced to enhance the communication skills of students' through different activities like :
  - Listening – Audio clips, News, lectures etc.
  - Speaking – Conversations, Public speaking, Debate, Group Discussion etc.
  - Reading – News papers, Articles, Stories, Reports etc.
  - Writing – Report writing, Resume, Leave and job Applications, Description of events etc.

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

All the activities and plans were completed as planned. Three IQAC meetings were conducted instead of four.

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

- College Community Service Program.
- Career Counselling and Skill Development

*\*The Best Practices are given in Annexure i and ii*

7.4 Contribution to environmental awareness / protection

NGC programs taken up by the B.Ed. students.  
School children & community people oriented towards water and power conservation.  
The students took up a special project on “Environment and its Care”.

7.5 Whether environmental audit was conducted?      Yes         No

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

<p><b>Strengths:</b></p> <ul style="list-style-type: none"> <li>• Qualified and dedicated staff</li> <li>• Thrust on Research is given for M.Ed students.</li> <li>• Admission procedure Strictly on Merit basis and as per the norms of the State Government.</li> <li>• Alumni Association and Placement services for its students.</li> </ul> <p><b>Weakness:</b></p> <ul style="list-style-type: none"> <li>• No Hostel facility is provided.</li> <li>• No Transportation facility for the students</li> <li>• Syllabus is over ambitious and the duration of the course is very short.</li> </ul> <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Provision for Staff to improve qualifications, attend seminars, refresher courses etc</li> </ul> <p><b>Challenges / Threats:</b></p> <ul style="list-style-type: none"> <li>• Due to increase in number of B.Ed Institutions filling of seats.</li> <li>• In present scenario preference is given to Call centres and BPO's by the youngsters.</li> </ul>
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#### 8. Plans of institution for next year

S.No	Month & Date	Description	Achievement
1	September, 2015		
	5th	Teacher's Day	
	20th	Faculty Meeting	
2	October	Staff Council Meeting	
3	November		
	14th	Children's' Day	
	11th	National Integration Day	
4	December		
	22nd	Workshop on "Academic Standards"	
5	January, 2016		
	10th	Alumni Meet	
	12th	Workshop on "Preparation of teaching Aids"	

	26th	Republic Day	
6	February, 2016		
	7th	Research Committee Meeting	
	16th	Academic Council meeting	
7	March, 2016	8 <sup>th</sup> March - Women's day	
8	April, 2016		
	3rd	Literary and Sports Activities	
9	May, 2016		
10	June, 2016		
	15th & 16th	Quest - Talent Search	
	24th	Academic Council Meeting	
11	July		
	1st & 2nd	ICT workshop	
12	August		
	15th	Independence Day	
	16th	Academic Council meeting	

\*General Plan of Activities

*Saroja*

*Signature of the Coordinator, IQAC*  
*IQAC*

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*Vibha Asthana*

*Signature of the Chairperson,*

**Part-A, 2.15 Annexure-1**

**Academic Calendar of the Year 2014-2015 \**

<b>S.No</b>	<b>Plan of Action</b>	<b>Achievements</b>
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1	Management Staff meetings	Completed
2	Reaccreditation Governing Council Meeting	Completed
3	Revision Of B.Ed Curriculum	Completed
4	Board of Studies Meeting	Month and Date
5	Academic Council Meeting	June, 2014
6.	Submission Of AQAR	July Completed
7.	ICT workshop	Completed
8.	Independence Day	celebrated
9.	Teacher' Day	Completed
10.	Nutrition Day	Completed
11.	World population Day	
12.	Literary and Sports Activities	Completed
13.	Internship for teacher trainees	Completed
14.	Projects	Completed
15.	Guest Lectures	Organized
16.	Internal Assessments	Completed
17.	World health Day	
18.	GACE Internal Quality Assurance Peer Co-Ordinators Meeting	Completed
19.	IQAC Meeting	Completed

## **Part-B 1.3 Feedback from Stake Holders\*:**

### **Employer**

The changes made by the State Government should be immediately incorporated in the Bed course, especially in the teaching methodology. Whenever the curriculum is revised by the University, the institution should equip with reference books and update the laboratories.

### **Students**

The Students opined that Demonstrations given by the methodology lecturers were useful for their practice teaching.

Felt that Communicative English is helpful to enrich their teaching skills, suggested that to continue in future batches.

### **Alumni**

The Alumni of the college suggested that the curriculum should be based on the current National Curriculum Framework 2009 and State Curriculum Framework 2011.

They suggested that Communicative English and Action Research programmes to be continued all times.

### **Cooperating schools**

- Appreciated the Student teachers active participation in the curricular and co-curricular activities.
- Appreciated the training given by the Methodology faculty
- Appreciated the Innovative lesson plans introduced by the college
- Advised the college to send the trainees for Internship cum teaching practice in the middle of the Academic year.

## **Part-B**

### **7.3 Give two best Practices of the Institution**

#### **BEST PRACTICE-I**

##### **1. Title of the Practice: College Community Service Program.**

##### **2. Goal:**

To instil the feeling of 'work is worship' in the students. In today's selfish, materialistic world, doing something for others without any benefit for oneself is a quality that needs to be developed in teachers. Hence community service was given a lot of importance.

##### **3. The context**

The biggest Challenge an individual faces is finding time to manage the course work and the commitment to the community.

Designing a Programme is not the challenge, implementing the programme as planned is the real challenge as it is to be incorporated within the stipulated Institutional timings.

The Institution is a professional college offering a very strenuous curriculum with a lot of theory and practicum. Most of the student teachers are married, with small children. The deciding challenge is the Quality of the service offered to the beneficiaries to their ultimate satisfaction.

#### **4. The Practice**

The student teachers were divided into small groups and they were sent to slum areas near their homes for a week. Their mentor would also accompany them. Topics like importance of immunization, prevention of diseases, tree plantation, spreading awareness of government schemes, etc were taken up.

This is a unique exposure and opportunity for the teacher trainees of all the courses of the college to understand what the community's needs are.

The students are exposed to the trauma and tribulation of the community people.

The main limitation of this programme is the duration of their stay. It varies in individual cases from days to a couple of months. There by making Institutional efforts and objective obsolete. The biggest constraint is the financial input. For e.g.: if the inmates are to be trained in ICT the Homes should have a computer lab, adequate finance to run the programme.

#### **5. Evidence of Success**

Success is a relative term therefore one cannot vouch for having achieved total success. However the very fact that having taken the programme on its shoulders, the Institution was able to fulfil the basic components of physically visiting the Homes as scheduled and trying its best to offer some awareness and skill development through speeches, cultural activities and other inputs like making the Inmates express their aspiration and ambitions, thus providing a ray of hope and reassurance for a better Quality of life to the inmates on their release from the Home.

The self satisfaction and a sense of achievement is the evidence of success in terms of the Institutional commitment to achieve the bench marks on review of results. The challenge experienced by every individual student and staff to complete the mission is a litmus test to their quality of volunteerism and Perseverance.

#### **6. Problems Encountered and Resources Required**

The greatest impediments to carry out the mission successfully are two in number. The time management factor. In the case of GACE it is a Teacher Education Institute offering a highly professional course with a voluminous amount of theory and practicum. More over for more than a month the teacher trainees are away in Teaching Practice and Apprenticeship programme. In the case of M.Ed students they have semester system which means structured time line, and dissertation work which involves an Intensive Research.

Most of the teacher trainees are married, with school going children or pregnant women sometimes with advanced pregnant conditions.

## **7. Notes:**

Every individual is committed and Quality conscious. There is a passionate commitment towards the cause. The practical problems faced due to lack of time, fragile health, and the physical distance is the crux of the problem in delivering the service without missing the Quality.

## **BEST PRACTICE-II**

### **1. Title of the practice: Career Counselling and Skill Development.**

### **2. Goal:**

To prepare the students to be successful in job market to shape the students to achieve core competencies to face local demands and also global requirements. To develop human resources for national growth to build the capacity of students in communication skills, group discussion as well as improve the presentation skills.

### **3. The Context:**

The different employers or even the corporate world lament that majority of students who come from seeking job are not employable for the lack of skills. Students who are from rural background and first generation learners are very weak in communication skill and general knowledge and about their career. Hence the college authority realizes these problems of the students and started to launch a career counselling and placement cell in the College. The cell is functioning properly for the last ten years in the college.

### **4. The practices:**

Considering the mediocre students in communication skills, English language lab is established in the college. The regular training for teacher trainees in English language lab has made a good impact. The lab is handled by an expert team with a view to strengthen the communication skills in English. The career Counselling and the placement cell have also made a tremendous impact on the career building of the students. The placement cell of the college arranges pre-placement training by conducting group discussion; mock Interview, Aptitude test as well as counselling in logical reasoning.

### **5. Evidence of Success:**

An analysis of the feedback obtained from the students and the guardians on the usefulness and relevance of the skill development through Career-Counselling and placement Cell, shows that they appreciate this innovative system adopted in the college. The placement cell is also very much optimistic with the performance of the students in the Campus recruitment drive. A number of students placed in different organizations. Students try to take admission in our college so that they may get such facility, which is being imparted in our college.

## **6. Problems Encountered and Resource Required:**

Most of the students belong to the first Generation learners; hence they face difficulty in grasping power, concentration and interest in classes.

Shortage of Lab Assistant to handle English language lab. Competent teachers, well prepared study materials, facility for conducting on-line tests are required for successful implementation of this practice.