



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution	GEETA CO EDUCATION T T COLLEGE
Name of the head of the Institution	Dr. Satpal Swami
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01506251030
Mobile no.	9414760599
Registered Email	satpal.swami71@gmail.com
Alternate Email	sumitra.gbvn@gmail.com
Address	Ward No.-16, Kupli Road
City/Town	NEW GHARSANA, ANUPGARH
State/UT	Rajasthan
Pincode	335711

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. VEENA
Phone no/Alternate Phone no.	01506251030
Mobile no.	7014374314
Registered Email	satpal.swami71@gmail.com
Alternate Email	sumitra.gbvn@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.geetacollege.in/gallery/documents/662b8c75e7c8b.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.geetacollege.in/gallery/documents/661f990ebdc21.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.13	2015	03-Mar-2015	02-Mar-2020

6. Date of Establishment of IQAC	01-Feb-2010
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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
Seminar of Women Empowerment	10-Dec-2016 1	165

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

1

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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)

We have transparent making Process and implied it through out the year. We have well furnished student teacher collaboration organising any programme. The students feed back system is updated and transparent. The Parent feedback System is working properly and executed every year. Students of institution were sent to participate in CoCurriculum activities and sports events.

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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	Achivements/Outcomes
1. Proposal for the use of innovative and ICTbased teaching learning material.	Students and teachers were motivated to make better use of ICT tools to make teachinglearning effective.

2. Suggestions provided for participation in social work and organizing community programs.	Rural visits were conducted to survey the social awareness of the students.
4. Preparation for alumni meeting and cultural programmes for alumni.	An alumni Association meeting was organized in the college
5. NAAC AQAR preparation for NAAC accreditation.	AQAR Coordinator presented a summary report of AQAR for the session
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	12-Jan-2017
17. Does the Institution have Management Information System ?	No

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

Curriculum has a wider scope , and it does not include various subjects only , rather it includes various learning activities which helps in the proper development of a child s over-all personality . The organization conducts various activities to meet the needs of its Students , like Wise-sports examinations, Debate competitions, Recitation essay competitions, Art, Music, Yoga etc. All these activities add to the proper and over-all development of the students .For the better conduct of the Curriculum, annual function and annual sports are also organized , there by students are encourage through prize distribution. This helps in boosting the Spirit and talent of our students. Teaching Facilities and resources are used as per the needs of the students and all the programmer , evaluation are done Keeping in mind the development of our students .Various learning source , like Library, Science laboratory, Psychology laboratory, Smart class, Computer laboratory and Laboratory for each subject is used for Knowledge and information. In this, one institution determines its aims by analyzing the Curriculum development and the progress of every aspect of its students and keeps on moving further in the light of development

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	00	00	00

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
B.A.BEd	INTEGRATED	03/10/2016
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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	NILL	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
NILL	Nil	0
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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	354
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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
Feed back in the GEETA CO-EDUCATION T.T. COLLEGE is taken from time to time to the students and teachers, in which students are asked about their education and other academic programs . The opinions of children and teacher s are also taken into account about the improvement of academic programs and other programs and the improvement in it. Students are treated well and their ideas

are given importance and the freedom to choose a method to do their work and execute it, so that the students will continue to fulfill their objective properly. Students are also given personalized, productive information about their progress. To receive feedback they are given a project from time to time so that they can present their assigned tasks in a good way, class test is also done from time to time in which students reflect their education results. And the students whose results are lacking are motivated to improve them. So that their next result would be better and they do it better. They are allowed to discuss any topic related to the subject from which their intelligence is assessed, so that we take feedback of children. From time to time, an effort is made to evaluate the talent of the students by evaluating the talent exams and co- Curriculum activities

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	Teachers Training	200	176	176
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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	361	0	35	0	35

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	Number of smart classrooms	E-resources and techniques used
35	35	4	3	2	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
361	35	1:10

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
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positions			the current year	Ph.D
35	35	0	35	4

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
No Data Entered/Not Applicable !!!			
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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
BEd	EDU	FIRST	08/07/2017	25/11/2017
BEd	EDU	SECOND	08/07/2017	25/11/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The students progress in both academic and non academic field is monitored continuously and feedback given so as to bring about their improvement. The assessment of our students begins right from the beginning by way of an entry level test and an aptitude test so as to know about their level. The Talents day programme is organized to assess the multi skills our students. The students are assessed in the fields that the University syllabus demands . Apart from the syllabus requirements the continuous progress of our students is observed by means of the test papers, unit tests oral questions etc that are asked during the course hours. Tutorial sessions are arranged for the academically poor. The teaching skills of the students are assessed in their micro teaching, criticism, Induction and Internship lessons. The teacher educators as well as mentor teachers of the respective schools and the peers evaluate the student teachers teaching skill and give them adequate feedback.

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

The academic calendar of the institution is prepared every year adhering to the academic calendar prepared by the Maharaja Ganga Singh University. The Institution's Vision, Mission, Motto, code of conduct , the various facilities available In the institution , the courses offered in the institution, the faculty and staff, class hours and attendance , exam dates and important days of celebrations and observations etc. are detailed in the Institutional Calendar .It also gives details of the time schedule of the exams . The website of the college also notifies the dates of the start of admission, reopening of classes, University Examinations and semester breaks .

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)

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<http://geetacollege.in/page.php?id=5>

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
EDU	BEd	EDUCATION	185	185	100
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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)

<http://geetacollege.in/page.php?id=5>

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
No Data Entered/Not Applicable !!!				
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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
NILL	NILL	

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
NILL	NILL	NILL	Nill	Nill
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NILL	NILL	NILL	NILL	NILL	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
00	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)
Nil	00	0	00
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	0
No file uploaded.	

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
00	00	0	Nil	0	0	0
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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
0	0	0	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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!			
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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 activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!					
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
No Data Entered/Not Applicable !!!			
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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
5.5	5.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Others	Existing

[View File](#)

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NILL	Nill	NILL	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7350	Nill	100	Nill	7450	Nill
Reference Books	840	Nill	10	Nill	850	Nill
Journals	11	Nill	1	Nill	12	Nill
Others(s pecify)	20	Nill	5	Nill	25	Nill
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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
NILL	NILL	NILL	Nill
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	20	15	1	1	1	2	0	30	0
Added	0	0	0	0	0	0	0	0	0
Total	20	15	1	1	1	2	0	30	0

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

0 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
NILL	Nill

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
1.5	1.2	8.5	3.2

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)

Maximizing the utility of the material resources available for the good of the society is the guiding principle of our policy in maintaining and utilizing and sharing our physical, academic and support facilities. The college serves as a venue for many a programmes that does not intervene with its normal functioning. The seminar halls and auditorium as well as classrooms have been open to the conduct of programmes. The library facilities are availed by the B.Ed. students from other institutions free of cost. The parking area is used by the staff of the Model school too. To equip the students to face the competitions in the global world, the institution strives to empower her students with the latest trends in and physical resources to make them e-literate and academically excel through smart classrooms. For achieving this, institution has set the policy for upgrading and to maintain academic resources and physical resources. A library committee consisting of librarian, and teachers are set to manage library resources and buy books and suggest journals and e-journals. Along with that individual teachers are free to suggest and buy books for the library, which they may feel suitable. Class libraries are maintained by optional teachers. Optional teachers are in charge of Laboratories. In the beginning of each academic year, optional teachers decide and upgrade the equipment and materials required for the lab. For the recreation and physical development, due importance is given for Sports. The institution has a well maintained ground, a gym and sports room. An amount is allocated for the maintenance of sports equipment. Repair and maintenance of computers are done properly. Proper service of computers and smart board are done periodically. For the maintenance of computers and IT complaint register is kept in which class teachers can enter their requirements which is addressed immediately. Computer facilities in the classroom can be availed by the students at any time from 9.00 am to 3.pm. Optional classes as well as multipurpose classroom are smart classrooms with active inspire software. There is also internet facility in every classroom. Proper care is taken for the maintenance of the classroom. Before the commencement of each academic year, management ensures that the classrooms are properly maintained and furnished. Overall the institution have a strong policy for the maintenance of physical, academic and support facilities of the institution.

<http://geetacollege.in/page.php?id=16>

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	POST MATRIC SCHOLARSHIP FROM STATE GOVT.	68	1836000
Financial Support from Other Sources			
a) National	0	0	0

b)International	0	0	0
No file uploaded.			

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 implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 passedin the comp. exam	Number of studentsp placed
2016	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!	
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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
No Data Entered/Not Applicable !!!		
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Co- Curriculum activities are the essential activity of the Educational system .It helps in all round development of students in every fields . Various types of co- Curriculum activities are prepared under the various types of C.C.A in the collage as well as under the Supervision of the teacher students get provided stage as per their interest . Election for various posts students union in collage ,which winner students of GCTTC college assist in accomplishment of different types of program such as speech contest ,writing competition ,Essay writing competition ,Hindi Diwas , Rakhi making contest , Rangoli competition , talent hunt singing competition , Dancing competition , etc. In additional many events such as Various social programs such as sanitation , road safety, blood donation camps, personality development camp etc. are organised last year under the NSS program of the collage Cleanliness, Awareness campaign program held in Kishanpur village, Students gave message to the villages through the street darma ,music and dance which lasted for one week. This campaign was successfully completed by about 50 students. In the next program ,Conservation of the environment is an important challenge for our environment considering this fact concluded the plantation program at the collage camps. A peat by understanding that, we have to take responsibility for our college camps.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

44

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Cultural activities and Social Work

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)

Administrative power is decentralized and there are a number of bodies like Staff Council, Finance Committee, Admission Committee, Planning Committee, Library Committee, Evaluation and Examination Committee, Research and Publication Committee, Student Welfare Committee, Placement Cell, Anti Ragging Cell, IQAC, College Council, Grievance Redressal Cell that shoulder the responsibility. Decisions are taken in consultation with the respective committees formed in the beginning of the academic year. Meetings are held, matters discussed and decisions made collectively. The student body and the stakeholders also contribute in the running of the institution. Feedback is received, suggestions accepted and improvements made. The students opinion are given due consideration in planning out club activities, arts and sports activities, charitable activities, tour programmes, camp etc.

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

Partial

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
Curriculum Development	The curriculum prescribed by the university is transacted in line with the Vision and Mission of the Institution. The regular staff and IQAC Meetings and the meetings of the various committees plan both the curricular and co curricular activities of the college.
Teaching and Learning	An efficient teaching? learning system has been established which includes • Tutorial sessions • Seminars • Micro teaching • Simulations and workshops • Internship and induction programmes
Examination and Evaluation	Examination and Evaluation is conducted semester wise as per the directions from the MAHARAJA GANGASINGH University, BIKANER. Apart from this the students progress is monitored both for theory and practical purposes in a regular and continuous basis Test Papers. Our Institution serves as the center for the centralized valuation camp for B.Ed university exams.
Library, ICT and Physical Infrastructure / Instrumentation	The institution has a good library with a good collection of books and journals for the updation of knowledge of teachers and students.The institution has a computer lab and a language lab. Photocopier machines are there for providing reprographic facilities to students and staff.
Human Resource Management	Fully qualified teachers are recruited keeping to the guidelines

established by UGC, NTCE the State Government. The teaching staff is encouraged to undergo faculty development programmes for updation about the performance of the faculty. The non teaching staff is also encouraged to participate in staff development programmes and to undertake higher studies.

Admission of Students

The admission procedure for the B.Ed is in adherence to the rules and regulations of the regulatory bodies namely NCTE, Maharaja Gangasingh University and the State Government.

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

E-governance area	Details
Finance and Accounts	Finance and account institute uses two types of internal and external finance system accountant prepare all accounts and financial records and maintain cash book registers bill book bill files etc. all expenditure and purchasing are controlled and planted by committees and the principal is supervised and permitted by management specially the president and secretary Central Academy Education Society after internal accounting the Chartered Accountant who is appointed by society prepare audit data and balance sheet. Balance Sheet Sealed and sing principal, President, and CA. salary of faculty and others and transfer directly to the bank in their accounts college conducted regular audit books and accounts.
Planning and Development	Planning and Development The development of the prospective academic plan is initiated keeping in view the National policies in higher education, existing priorities, and local needs. It begins with members of management committees and Principal with IQAC members including faculty members, staff, and students. This is followed by a formal meeting of faculty and administrative staff convened by the Principal, where the plan is discussed and responsibility is assigned to prepare a draft incorporating all stakeholders' views. The final draft is presented to the Governing/management Committee for its approval. Thus the academic plan is prepared in partnership with faculty administrative staff, and the student council.

Administration	The administration is full of communication and coordination with all faculties and students. The notices are maintained and circulated through written form and WhatsApp. Leave process and department recreation is maintained through on-time attendance and records of teaching and non-teaching staff and students maintain through registers meetings of staff conducted on Face to Face mode. All matters are discussed openly at the conference table. The administrative level works on different levels such as the principal, academic, charge, in-charges of different committees, and student council. The principal is responsible for every discussion and work done by college staff. Messages will be provided for students for every piece of information related to college and academics.
Student Admission and Support	The students with 50 general and 45 for others in bachelor degree and in masters degree in science/ commerce/ arts are eligible to apply for admission in the B.Ed. course. In the Programme shall be the same as decided by the NCTE/Government of Rajasthan from Time to Time. B.Ed. and M.Ed. admission shall be made on merit on the basis of marks obtained in the PTET and PMET. The fees for both courses are determined by the state government.
Examination	Admission of students in the college is done through the Pre Teacher of Education Test. After clearing the PTET, the college is allotted according to the students choice. The internal and external exam pattern has been decided by the university for assessment in the college. The basis of the internal exam is completely the studies and activities of the college. An internal exam is conducted once a year, which is planned at the end of the session. Almost the entire course comes in this exam. This exam is of 10 marks. Students scoring less than 4 marks are sent for remedial teaching. After teaching, efforts are made to improve their score by taking their exam again. In all the compulsory written examinations in B.Ed first year, marks of test 10 marks 5 marks assignment 5 marks activity are added. And in pedagogy, 10 marks test 5 marks

assignment 5 marks criticism lessons are taken. And in all the practical exams, school observation was 10 numbers, internship 40 numbers, criticism 10 numbers, co-curricular activity 10 numbers, open-air session 10 numbers, multi-dimensional appraisal 15 numbers, and 5 numbers are of action research. EPC 1st and 2nd consist of 5-5 number tests and 2.5-2.5 number activities and assignments. Except for EPC, 80 marks examination is conducted by the university in all the subjects.

An EPC has 40 marks paper. These examinations are conducted by the MGSU BIKANER at the end of the session.

Similarly, in the second year, there are 4 compulsory papers in the internal assessment of 20 marks respectively, in which 10 marks are for tests 5 assignments 5 activities. The remaining five papers in which 2 methods, 2 EPC, and 1 environment have internal marking out of 10 numbers. Which is done by 5 tests 2.5 assignments 2.5 activities. Activities are activities carried out throughout the session, in which elocution, paper reading, creative writing, group discussion, debate, etc. are major activities. In the first year, there is an internship of 4 weeks, in which 10-10 lessons are held in both subjects. And the students have to give compulsory attendance of at least 28 days. In the second year, there is an internship of 16 weeks, in which it is necessary to make 35-35 lessons in both subjects. And at least 96 days out of 120 attendance is necessary. 5-5 ICT lesson plans are made by the students, in which all the lessons have to be made using various new educational techniques. PPT, OHP Transparency, etc. are the main ones.

Apart from this, 10 marks are for organizing co-curricular activities in the school, which the students have to organize in the school during the internship. An individual appraisal is also made to be filled by the students, in which the student while giving his complete information, tells about his shortcomings and the changes brought about by the internship. It is 20 marks. Various literary and cultural activities are also organized in the college throughout the session,

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
No Data Entered/Not Applicable !!!				
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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)
2016	FDP on Meditation and Yoga	FDP on Meditation and Yoga	21/12/2016	23/12/2016	15	3
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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
12	35	2	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Medical facility (oncampus) • Routine Health check-up. • Annual Diwali gift. • Annual gettogether function. • Scholarship scheme to the wards of the members.	• Medical facility (oncampus) • Routine Health check-up. • Annual Diwali gift. • Annual gettogether function. • Scholarship scheme to the wards of the members.	• Scholarship • Medical facility (oncampus) • Routine Health check-up. • Annual Diwali gift. • Annual gettogether function. • Scholarship scheme to the wards of the members.

6.4 – Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting internal and

external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency. The mechanisms used to monitor effective and efficient use of financial resources are as below: 1) Before the commencement of every financial year, management decides the college budget after consulting with Principal and department heads. 2) College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non-recurring expenses like lab equipment purchases, furniture and other development expenses. 3) The expenses will be monitored by the accounts department as per the budget allocated by the management. 4) The depreciation costs of various things purchased in the preceding years are also worked out.

Process of the internal audit: All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed for the last five years. Process of the external

audit: The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

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
Nil	0	NIL
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6.4.3 – Total corpus fund generated

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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	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

1. Parent-Teacher meetings are conducted twice a year. 2. Parent-Teacher feedbacks form are collected and the necessary action is also taken. 3. ParentTeacher suggestions for imparting quality education are always welcomed. 4. Parent-Teacher association/committee participate in institutional activities such as Annual Function, Alumni Meet, Felicitation Ceremony, Workshop,

Seminars, celebration of Independence Day and republic day etc.

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

1. Faculty development programmes have found a prime place in the agenda of the institution. 2. Opportunities for interaction with eminent educationists and also with national students is provided. 3, Multi skill (communication skills, social skills ICT skill) development programmes was organised for students.

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

1. Faculty development programmes have found a prime place in the agenda of the institution. 2. Opportunities for interaction with eminent educationists and also with national students is provided. 3, Multi skill (communication skills, social skills ICT skill) development programmes was organised for students.

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	Preparation of Yearly Academic Calendar on the basis of University Academic Calendar	24/09/2016	24/09/2016	24/09/2016	11
2016	Renovation of Library along with Student's Reading room Library automation	24/12/2016	24/12/2016	24/12/2016	340
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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
Human right's day quiz competition chart and ppt	07/01/2017	07/01/2017	130	70

presentation by Social Service club				
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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
The institution has a rain water harvesting tank of 600 liters capacity. Due to the intermittent rains in Rajasthan this supports nearly 30 of water usage of the institution. The solar panels of 1 KW capacity serves as a backup at times of electricity power failure for the institution's office, seminar hall and two adjacent classrooms which also serve as the university examination rooms. Nature Club took the initiative of planting samplings

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Any other similar facility	Yes	Nil

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
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Hand Book calendar	Nil	The code of conduct and college calendar gives a description of the general rule and behaviour that a student should follow in the institution. This is given to the students at the start of the academic year.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Morning Assembly	26/08/2016	08/07/2017	361
2 day Community living camp based	10/02/2017	11/02/2017	315

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

1. Eco friendly products were prepared by Ist year B.Ed batch students

3.A lush green ambience is maintained .

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The Context: Students undergo various problems of stress like personal, academic, physical, mental, etc.. Students are new to professional college life. It creates a lot of stress, especially to hostel students who are away from family for the first time. Students from educationally weak background feel complex and hesitations in class and unable to perform well due to inhibitions. Statistics reveal increasing number of suicides and dropouts. Considering the student-teacher ratio in classrooms, it is difficult at times to give personal attention to each student in class. One solution therefore is a 'Mentor' who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress. 2. The Practice. • Each teacher is assigned around 10-12 students for the complete duration of their study. • They meet at least once a month to discuss, clarify and share various problems which may be personal or academic, etc. • The mentors encourage the students to participate in co-curricular and extracurricular activities and sports. • Their academic performance and other activities are all recorded. • The mentors also keep in touch with the parents on their attendance, test performance, fee payment, examinations etc. on weekly basis • The mentors also counsel the students in need of emotional problems. • When the students have any problem in any department either with the staff or with work completion the mentors speak with the respective staff and sorts out the problem. • Mentors take special care of weak students, who are given advice on how to study, prepare a time table for study and clarify the doubts and also given notes to study. • Chief Mentor of department takes the progress of counseling of students by mentors. • Students problems are discussed with the departmental heads, other faculties and necessary action taken to solve it.

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

<http://www.geetacollege.in>

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

Geeta Co-Education teacher training college is far better on the basis of performance in differ aspects i.e. paying attention on different types of teaching activities from other institution because of institution have distinguished objectives. the main objective of the institution is to maintain the Internal quality . Internal quality related to availability of resources and excellence in activities application academically and in a administrative ways. According to UGC guideline institution integrate the quality and ruling policies and established internal quality department . Our institution follow each and ever guideline , Executing and evaluation of answer sheet , maintain institutions prestige. The policy of the institution to inhance the internal

quality of a students by NAAC. Institution policy is not only giving higher education to students but also make them aware about their responsibilities for society. the motive is to create a honest ,able and disciplined students who will not only fallow the moral responsibilities but also fallow the different aspects of institution culture .Our institutional follow:- - Those rules and regulations are followed which are beneficial for students and institution through which institution run smoothly - Those activities and programmers are executed which makes performance best - Maintaining regularly the reform system for student , teaching staff and educational resources. Our Institution follow and give priority to all the facts discussed above. The objective of the institution is to fulfil 1) These facts continuously for regularly in the path of development . Our students performance is best in the university examination every year top ten student of a our institution are in merit list 2) lastly on the basics of priority and ability definitely it will said that our institution is best in all the aspects of teacher education.

Provide the weblink of the institution

<http://www.geetacollege.in>

8.Future Plans of Actions for Next Academic Year

We have planed for next academic year in various sections. After the admission we will organise introductry meeting between students and teachers so that every stek holder will know about each other. Teacher will know about their student whether they are of what quality and knowledge andthat way they will prerpair advanced methods and material to be taught. We also planed to create such an environment where education should be of whole carriculm for the next academic year in segments of syllabus and activities running along with each other. For the next academic year we have desied that new course of Integrated be started in our collage. we alredy have prepared different building sections where B.A.B..Ed Course will be taught. We have taken NOC for Starting B.A.B.Ed in our collage and we have taken approval of concerned bodies.