



## Yearly Status Report - 2017-2018

### 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, Jaat Colony |
| City/Town                                     | New Mandi Gharsana                   |
| State/UT                                      | Rajasthan                            |
| Pincode                                       | 335711                               |

#### 2. Institutional Status

|                                        |                                 |
|----------------------------------------|---------------------------------|
| Affiliated / Constituent               | <b>Affiliated</b>               |
| Type of Institution                    | <b>Co-education</b>             |
| Location                               | <b>Rural</b>                    |
| Financial Status                       | <b>private</b>                  |
| Name of the IQAC co-ordinator/Director | <b>Dr. VEENA</b>                |
| Phone no/Alternate Phone no.           | <b>01506251030</b>              |
| Mobile no.                             | <b>9414506430</b>               |
| Registered Email                       | <b>sumitra.gbvn@gmail.com</b>   |
| Alternate Email                        | <b>satpal.swami71@gmail.com</b> |

### 3. Website Address

|                                                                          |                                                                                                                                               |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Web-link of the AQAR: (Previous Academic Year)                           | <a href="https://www.geetacollege.in/gallery/documents/662b8c75e7c8b.pdf">https://www.geetacollege.in/gallery/documents/662b8c75e7c8b.pdf</a> |
| <b>4. Whether Academic Calendar prepared during the year</b>             | <b>Yes</b>                                                                                                                                    |
| if yes,whether it is uploaded in the institutional website:<br>Weblink : | <a href="https://www.geetacollege.in/gallery/documents/662f33d018a14.pdf">https://www.geetacollege.in/gallery/documents/662f33d018a14.pdf</a> |

### 5. Accreditation Details

| Cycle    | Grade    | CGPA        | Year of Accreditation | Validity           |                    |
|----------|----------|-------------|-----------------------|--------------------|--------------------|
|          |          |             |                       | Period From        | Period To          |
| <b>1</b> | <b>B</b> | <b>2.13</b> | <b>2015</b>           | <b>03-Mar-2015</b> | <b>02-Mar-2020</b> |

|                                         |                    |
|-----------------------------------------|--------------------|
| <b>6. Date of Establishment of IQAC</b> | <b>01-Feb-2010</b> |
|-----------------------------------------|--------------------|

### 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 |
| <b>Awareness Program on Thalassemia Day</b>                               | <b>09-Nov-2017</b><br><b>1</b> | <b>112</b>                            |
| <b>Awareness programme on</b>                                             | <b>01-Dec-2017</b>             | <b>91</b>                             |

|                                                                                             |                                |            |
|---------------------------------------------------------------------------------------------|--------------------------------|------------|
| <b>AIDS</b>                                                                                 | <b>1</b>                       |            |
| <b>Human Right day celebrations</b>                                                         | <b>11-Dec-2017</b><br><b>1</b> | <b>168</b> |
| <b>Youth Day celebration</b>                                                                | <b>12-Jan-2018</b><br><b>1</b> | <b>112</b> |
| <b>Extension lecture on quality and innovation of higher education in present Rajasthan</b> | <b>26-Jan-2018</b><br><b>1</b> | <b>46</b>  |
| <b>Voting awareness rally</b>                                                               | <b>27-Jan-2018</b><br><b>1</b> | <b>126</b> |
| <b>Yoga camp</b>                                                                            | <b>01-Feb-2018</b><br><b>3</b> | <b>44</b>  |

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[View Uploaded File](#)

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

| Institution/Department/Faculty     | Scheme     | Funding Agency | Year of award with duration | Amount   |
|------------------------------------|------------|----------------|-----------------------------|----------|
| <b>NIL</b>                         | <b>NIL</b> | <b>NIL</b>     | <b>2018</b><br><b>00</b>    | <b>0</b> |
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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 :**

**2**

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?**

**Yes**

If yes, mention the amount

**24000**

Year

**2017**

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

Significant contributions made by IQAC a) Ensuring timely, efficient, and progressive performance of academic, administrative, and management tasks. b) Relevant and quality academic/ research Work. c) Equitable access to and affordability of academic programmes for various sections of society. d) Optimization and integration of Innovate and effective methods of teaching and learning. e) The credibility of the Internal and External assessment and evaluation process.

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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.                                                                                                                                                      |
| 3. Proposal for the lecture and seminars on environmental issues.                           | Activities related to environment quiz competitions, poster making, tree plantation and minimal use of polythene, etc. were conducted for environmental awareness in the college for environmental awareness among the students. |
| 4. Preparation for alumni meeting and cultural programmes for alumni.                       | An alumni Association meeting was organized in the college on 7/10/2017 and 10/2/ 2018 in which former students participated.                                                                                                    |
| 5. NAAC AQAR preparation for NAAC accreditation.                                            | QAR Coordinator presented a summary report of AQAR for the session 2017-18.                                                                                                                                                      |

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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

2018

|                                                               |             |
|---------------------------------------------------------------|-------------|
| Date of Submission                                            | 22-Feb-2018 |
| 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

Academic planning is done before the inception of the academic year and conveners of different committees contribute to the preparation of the academic calendar. Distribution of workload and preparation of B.Ed. and B.A.Ed. the timetable is done in advance. Teachers being the important source of the learning process, the appointments of the teachers are done well in advance before the commencement of the academic year so that teaching is not hampered. The college Academic calendar and Timetable are uploaded on the website before the academic year commencement. All faculty members are involved in scheduling academic, co-curricular, and extracurricular events to enrich the learning process. The College follows the curriculum designed by MGSU, Bikaner Though the syllabus is prescribed by the University, teachers use an innovative method for better delivery of curriculum transactions. The use of ICT tools, student presentations, and group discussions in the classroom enriches the learning experiences. All the new students are oriented to the prescribed syllabus as well as college Clubs/committees at the beginning of the academic year. The college thus ensures gearing every student for effective transaction of knowledge. The college organizes remedial classes for weak learners and the emphasis is given to the conceptual clarity of students. Library orientation is also conducted for the students to familiarize them with the library rules and regulations. The institution has a well-maintained library, with the latest books required for curriculum delivery. Subject teachers with the librarian give the requirements and ensure that the list of books needed for their subjects is available for the students. Our College believes in reaching out to students by adopting learner-centric approaches.

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 |
|------------------------------------|--------------------------|-----------------------|
| No Data Entered/Not Applicable !!! |                          |                       |
| No file uploaded.                  |                          |                       |

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 |
|----------------------------------|--------------------------|-------------------------------------------------------|
|                                  |                          |                                                       |

**No Data Entered/Not Applicable !!!**

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

Certificate

Diploma Course

**No Data Entered/Not Applicable !!!**

### 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 |
|------------------------------------|----------------------|-----------------------------|
| <b>Digital Literacy</b>            | <b>26/12/2017</b>    | <b>41</b>                   |
| <a href="#">View Uploaded File</a> |                      |                             |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title            | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|------------------------------------|--------------------------|-----------------------------------------------------------|
| <b>BEd</b>                         | <b>PRACTICE SCHOOL</b>   | <b>365</b>                                                |
| <a href="#">View Uploaded File</a> |                          |                                                           |

### 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Feedback is obtained through a well-structured questionnaire from Students, Teachers, Alumni, and Parents. Feedback obtained from the students is examined scrupulously and utilized for their further educational improvement. The teachers actively contribute towards the development of an institution by removing syllabus-related difficulties. The employer takes every care for the overall development of the institution. The college alumni and parents conducted meetings and share ideas for the progress of the institution in all respects. Interactions with eminent alumni members are arranged on regular basis. Thus, all the stakeholders provide timely service to be utilized.</b> |

## 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 |
|------------------------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| <b>BEd</b>                         | <b>TEACHING SUBJECT</b>  | <b>200</b>                | <b>190</b>                     | <b>190</b>        |
| <b>B.A.BEd</b>                     | <b>TEACHING SUBJECT</b>  | <b>50</b>                 | <b>19</b>                      | <b>19</b>         |
| <a href="#">View Uploaded File</a> |                          |                           |                                |                   |

## 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 |
|------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------|
| 2017 | 384                                                 | 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                         | 28                                              | 5                                 | 2                                | 2                          | 0                               |

[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)

Geeta Co-Education Teacher's Training College has systematic student monitoring systems for the maximum development of pupil teachers. another goal of monitoring is to develop a better and more effective relationship between students and teachers. All faculty members work as mentors of students for developing confidence, teaching competency, and positive attitudes in the students. For the year 2017 – 2018 college has a student base of 384 students and 35 teaching faculties. Each teacher acts as a mentor for 11 students. The mentor for each student will be the same teacher till to they complete the course. Mentor teachers of the institution share their knowledge, information, and experiences with the students. The main objects of student monitoring are following · To ensure a good relationship between students and teachers · To enhance life skills in the students · To enhance students' academic performance · To maintain regularity and discipline in the student's · To develop effective teaching competency In the monitoring system, students regularly meet with their mentor teacher and discuss their educational and career-related problems. Mentoring system is performing as a Guidance and counseling cell.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|------------------------------------------------|-----------------------------|-----------------------|
| 384                                            | 35                          | 1:11                  |

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|------------------------------------------|--------------------------|
| 35                          | 35                      | 0                | 0                                        | 3                        |

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

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---------------|---------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------|
| Nil           | NIL                                                                                               | Nil         | Nil                                                                          |

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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                                | ----           | FIRST YEAR     | 12/05/2018                                               | 31/07/2018                                                            |
| BEd                                | -----          | SECOND YEAR    | 12/05/2018                                               | 31/07/2018                                                            |
| B.A.BEd                            | -----          | FIRST YEAR     | 12/05/2018                                               | 31/07/2018                                                            |
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

GEETA CO-EDU.T.T.COLLEGE has a firm belief in continuous evaluation of the students for their sustainable performance. Hence, a structured evaluation process has been designed and implemented. We organize several class tests, internal examinations, pre-university exams, and practical exams as per the university guidelines and pattern. The institute ensures that the students are well prepared for these exams thus objectives and subjective tests are prepared before the commencements of the session. The core examination committee and a team of exam coordinators from each department schedule and execute different examinations. Internal flying squad of the senior faculty members and CCTV cameras are deployed in all the classrooms, exam cell, and laboratory for strict monitoring of exams. Results of each exam are declared within a week of the completion of the exam. Students can see their answers sheets and discuss queries with concerning faculty members. Following are the evaluation reforms initiated on the continuous internal evaluation (CIE) system

1. Regular class tests are conducted and their records are maintained.
2. Internal examinations are conducted twice a year.
3. Pre-university exams are conducted before the commencement of final university exams.
4. Mock practical and viva-voce are also conducted on regular basis.

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

Before the commencement of every session, respective departments prepare a detailed study plan, assignments for the individual teachers, and the number of classes allotted to each course. Based on this, the Routine Subcommittee prepares a detailed timetable and academic calendar for the entire session. This is distributed to the teachers and the students. Our academic calendar provides important information about teaching dates, examination dates, extra-curricular activities, and annual-based examinations. This effectiveness of the process is maintained through efficient monitoring by the Principal who ensures that all departments

## 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)

<https://www.geetacollege.in/NAAC/AQAR/2017-18/2.6.1.-Student-Performance-andLearning-Outcomes.pdf>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the | Number of students passed in final year | Pass Percentage |
|----------------|----------------|--------------------------|------------------------------------|-----------------------------------------|-----------------|
|----------------|----------------|--------------------------|------------------------------------|-----------------------------------------|-----------------|

|                                    |            |                 |                        |             |              |
|------------------------------------|------------|-----------------|------------------------|-------------|--------------|
|                                    |            |                 | final year examination | examination |              |
| <b>EDU</b>                         | <b>BEd</b> | <b>TEACHING</b> | <b>175</b>             | <b>172</b>  | <b>98.28</b> |
| <a href="#">View Uploaded File</a> |            |                 |                        |             |              |

## 2.7 – Student Satisfaction Survey

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

<https://www.geetacollege.in/NAAC/AQAR/2017-18/2.7.1.-Students-Satisfaction-Survey.pdf>

## 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 |
|------------------------------------|-----------|----------------------------|------------------------|---------------------------------|
| <b>Nil</b>                         | <b>00</b> | <b>NIL</b>                 | <b>0</b>               | <b>0</b>                        |
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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              |
|--------------------------------------------------|--------------------------------------------------|-------------------|
| <b>Innovative Practices in Teacher Education</b> | <b>GEETA CO-EDUCATION T.T. COLLEGE, GHARSANA</b> | <b>18/01/2018</b> |

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   |
|------------------------------------|-----------------|-----------------|---------------|------------|
| <b>NIL</b>                         | <b>NIL</b>      | <b>NIL</b>      | <b>Nil</b>    | <b>NIL</b> |
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center                  | Name       | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|------------------------------------|------------|--------------|----------------------|--------------------|----------------------|
| <b>NIL</b>                         | <b>NIL</b> | <b>NIL</b>   | <b>NIL</b>           | <b>NIL</b>         | <b>Nil</b>           |
| <a href="#">View Uploaded File</a> |            |              |                      |                    |                      |

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State    | National | International |
|----------|----------|---------------|
| <b>0</b> | <b>0</b> | <b>0</b>      |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| <b>NIL</b>             | <b>0</b>                |

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) |
|------|------------|-----------------------|--------------------------------|
|------|------------|-----------------------|--------------------------------|

|                                    |            |          |           |
|------------------------------------|------------|----------|-----------|
| <b>Nil</b>                         | <b>NIL</b> | <b>0</b> | <b>00</b> |
| <a href="#">View Uploaded File</a> |            |          |           |

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 |
|------------------------------------|-----------------------|
| <b>NIL</b>                         | <b>0</b>              |
| <a href="#">View Uploaded File</a> |                       |

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 |
|------------------------------------|----------------|------------------|---------------------|----------------|-----------------------------------------------------------|---------------------------------------------|
| <b>NIL</b>                         | <b>NIL</b>     | <b>NIL</b>       | <b>2017</b>         | <b>0</b>       | <b>NIL</b>                                                | <b>0</b>                                    |
| <a href="#">View Uploaded File</a> |                |                  |                     |                |                                                           |                                             |

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 |
|------------------------------------|----------------|------------------|---------------------|----------|---------------------------------------------|-----------------------------------------------------------|
| <b>NIL</b>                         | <b>NIL</b>     | <b>NIL</b>       | <b>2017</b>         | <b>0</b> | <b>0</b>                                    | <b>NIL</b>                                                |
| <a href="#">View Uploaded File</a> |                |                  |                     |          |                                             |                                                           |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty                  | International | National | State    | Local    |
|------------------------------------|---------------|----------|----------|----------|
| <b>Nil</b>                         | <b>0</b>      | <b>0</b> | <b>0</b> | <b>0</b> |
| <a href="#">View Uploaded File</a> |               |          |          |          |

### 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 |
|---------------------------------------|----------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| <b>Health Checkup Counseling Camp</b> | <b>NGO</b>                                   | <b>1</b>                                           | <b>82</b>                                          |
| <b>Computer Literacy Session</b>      | <b>NGO</b>                                   | <b>1</b>                                           | <b>34</b>                                          |
| <a href="#">View File</a>             |                                              |                                                    |                                                    |

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 |
|---------------------------|-------------------|-----------------|------------------------------|
| <b>NIL</b>                | <b>NIL</b>        | <b>NIL</b>      | <b>0</b>                     |
| <a href="#">View File</a> |                   |                 |                              |

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 |
|---------------------------|---------------------------------------------|----------------------|----------------------------------------------------|----------------------------------------------------|
| NA                        | GCETTC, GHARSANA                            | Kanya bachao rally   | 1                                                  | 176                                                |
| NA                        | GCETTC, GHARSANA                            | AIDS Awareness Day   | 1                                                  | 132                                                |
| <a href="#">View File</a> |                                             |                      |                                                    |                                                    |

### 3.5 – Collaborations

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

| Nature of activity        | Participant | Source of financial support | Duration |
|---------------------------|-------------|-----------------------------|----------|
| NIL                       | 00          | NIL                         | 00       |
| <a href="#">View File</a> |             |                             |          |

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 |
|---------------------------|----------------------|---------------------------------------------------------------------------------|---------------|-------------|-------------|
| Internship                | B.Ed I year          | Shala Darpan, Govt.Of Rajasthan                                                 | 24/01/2018    | 22/02/2018  | 190         |
| Internship                | B.Ed II year         | Shala Darpan, Govt.Of Rajasthan                                                 | 23/09/2017    | 05/03/2018  | 173         |
| <a href="#">View File</a> |                      |                                                                                 |               |             |             |

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

| Organisation              | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---------------------------|--------------------|--------------------|-----------------------------------------------------|
| NIL                       | Nil                | NIL                | 0                                                   |
| <a href="#">View File</a> |                    |                    |                                                     |

## 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 |
|--------------------------------------------------|------------------------------------------------|
| 1.75                                             | 1.75                                           |

4.1.2 – Details of augmentation in infrastructure facilities during the year



|          |    |    |   |   |   |   |   |    |   |
|----------|----|----|---|---|---|---|---|----|---|
| 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)

30 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 |
|--------------------------------------------|------------------------------------------------------------------------|
| NIL                                        | <a href="#">NIL</a>                                                    |

#### 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 |
|----------------------------------------|------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|
| 0.75                                   | 0.75                                                       | 0.75                                   | 0.75                                                       |

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)

As per rules of NCTE institute have all necessary Physical, academic facilities like, laboratory, library, sports complex, computers, classrooms etc. of the college. Fire Safety ,psychology Lab, Science Lab Sports complex , Common room, Safety Security Library Facility Laboratory Library - The institution has more than 10425 books in its well-established library. The separate reading room has capacity to accommodate more than 100 students at a time. Library is equipped with High Speed lan Connected. The requirement and cost of books is taken from the subject teachers and library in charge is involved in the process. The finalized list of required books is duly approved and signed by the principal. To ensure return of books, no dues from the library is mandatory for students before appearing to exam. There are technicians, masons, plumbers, and carpenters deputed by management who ensure the maintenance of classrooms and regulated infrastructure. Classrooms and smart classrooms, Separate Art Craft, Music, Language laboratories with all the aids Equipment to provide congenial atmosphere for the swift and practical learning. With the help of the two full time sweepers cleanliness of classrooms is maintained • To make students study in a modern way, the institution has modern well-equipped ICT room with digital boards and projectors. • Psychology laboratory is an essential tool of teacher training. The institution has a psychological laboratory, in which about different types of psychological tools and instruments are available, which are used by the students from time to time. • A sports room is also available with the institution, in which students are given opportunities to develop themselves physically through games like volleyball, Football, shotput, badminton, chess . In every year, a one- week sports competition is organized in which women and men compete. Various types of sports competitions are held in which more and more students are motivated to participate. • Others Facilities for the students are - Girls Common Room with all facilities. - Boys Common Room with all facilities. - Open Auditorium for Seminars, Symposiums, Workshops lectures. - Outdoor Sports Playground - Badminton Volleyball Courts. - Ramp Facility for the Physically Challenged. - Science Lab with all facilities.

## 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 |
|---------------------------------------------|-------------------------------------------------------------------------|--------------------|------------------|
| <b>Financial Support from institution</b>   | <b>NIL</b>                                                              | <b>0</b>           | <b>0</b>         |
| <b>Financial Support from Other Sources</b> |                                                                         |                    |                  |
| <b>a) National</b>                          | <b>Scheme of Post Metric Scholarship for Scheduled Caste and Tribes</b> | <b>76</b>          | <b>2052000</b>   |
| <b>b) International</b>                     | <b>Nil</b>                                                              | <b>Nil</b>         | <b>Nil</b>       |
| <b>No file uploaded.</b>                    |                                                                         |                    |                  |

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved     |
|-------------------------------------------|------------------------|-----------------------------|-----------------------|
| <b>Remedial Teaching</b>                  | <b>16/04/2018</b>      | <b>42</b>                   | <b>in the College</b> |
| <b>Remedial Teaching</b>                  | <b>01/05/2018</b>      | <b>51</b>                   | <b>in the College</b> |
| <a href="#">View File</a>                 |                        |                             |                       |

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year                      | Name of the scheme                                            | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|---------------------------|---------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------|---------------------------|
| <b>2017</b>               | <b>Institution Level (Personality and Interview Training)</b> | <b>85</b>                                                | <b>85</b>                                                    | <b>0</b>                                             | <b>0</b>                  |
| <a href="#">View File</a> |                                                               |                                                          |                                                              |                                                      |                           |

#### 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 |
|---------------------------|--------------------------------|---------------------------------------------|
| <b>3</b>                  | <b>3</b>                       | <b>6</b>                                    |

### 5.2 – Student Progression

#### 5.2.1 – Details of campus placement during the year

| On campus | Off campus |
|-----------|------------|
|-----------|------------|

| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited            | Number of students participated | Number of students placed |
|-------------------------------|---------------------------------|---------------------------|------------------------------------------|---------------------------------|---------------------------|
| <b>NA</b>                     | <b>0</b>                        | <b>0</b>                  | <b>SHRI RAM SEN SEC SCHOOL, GHARSANA</b> | <b>45</b>                       | <b>0</b>                  |
| <a href="#">View File</a>     |                                 |                           |                                          |                                 |                           |

#### 5.2.2 – Student progression to higher education in percentage during the year

| Year                      | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|---------------------------|----------------------------------------------------|--------------------------|---------------------------|----------------------------|-------------------------------|
| <b>2018</b>               | <b>24</b>                                          | <b>B.Ed.</b>             | <b>Educaton</b>           | <b>MGSU, BIKANER</b>       | <b>M.A. (Various Subject)</b> |
| <a href="#">View File</a> |                                                    |                          |                           |                            |                               |

#### 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 |
|---------------------------|-----------------------------------------|
| <b>Any Other</b>          | <b>42</b>                               |
| <a href="#">View File</a> |                                         |

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity                  | Level                | Number of Participants |
|---------------------------|----------------------|------------------------|
| <b>Sports day</b>         | <b>Institutional</b> | <b>152</b>             |
| <b>Arts Day</b>           | <b>Institutional</b> | <b>172</b>             |
| <a href="#">View File</a> |                      |                        |

### 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 |
|---------------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| <b>2018</b>               | <b>NIL</b>              | <b>Nil</b>             | <b>Nil</b>                  | <b>Nil</b>                    | <b>00</b>         | <b>00</b>           |
| <a href="#">View File</a> |                         |                        |                             |                               |                   |                     |

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

The student community has a Student Union elected by the students who play a lead role in organizing and conduct of various activities for students. They meet on a regular basis and chalk out plans for the various cultural and sports activities. They also provide the necessary support for the smooth conduct of the various programme by deploying students into various committees. The students union also keeps the college authorities informed on the needs of the students. The four Houses namely- Mahathma, Tagore, Radhakrishna and Nehru House and the five clubs namely Anti Narcotics Club, Eco Club, Health Club, Social Service Club and Women's cell cooperate with college authorities and the students Union provide their support. All the students belong to some or the

other house and club. The Editorial Board of the college Magazine also has the participation of students.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

54

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association organises the alumni awards day and they also award the B.Ed topper of the academic year.

#### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 – Institutional Vision and Leadership

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

The institution practices decentralization and participative management in the following ways. Teachers are members and convenors of various committees that are instituted for the day-to-day functioning of the college. Some of these committees are the Academic Council, the Examination Committee, the Admission Committee, the Library Committee, the Seminar etc. Teachers through their agency and autonomous interactions on these bodies are able to contribute in a significant way to the participatory ethos of the institution. They determine admission criteria, marks cut-offs, journal themes, library practices, various teaching learning Innovations and other academic priorities. Additionally, teachers play an energetically pervasive role as motivators and spearheads of cultural and socially conscious activities in the institution by steering the Social unit. On the college level, departments are provided with authority to take own decisions by department meetings, the decisions are conveyed to the principal and the final decisions are taken then. The management authorities regularly undertake the review of working of the college in its Executive council meeting and working committee meeting. The necessary guidance and directives are issued through these meetings. Periodical reviews are undertaken by the top management. The emphasis is given on the regular lectures conducted by the staff, timely completion of the syllabus, guidance for better performance in the examination and providing best possible teaching learning environment. This is attained by regular department-wise meetings conducted by the principal and director. The staff receives motivation and support for all the activities from the management. The participation of students in Sports, skill development activity, employability enhancement programme and extra-curricular activities are encouraged in order to attain overall development of students. The Principal and the staff takes due efforts to motivate the students in these participations. The Geeta Co-Education T.T. College's students also prepare projects in the guidance of their mentors. The cultural committees promote the students to actively participate in drama competitions and debating oratory competitions outside the college in various competitions. Thus the college works with aim of attaining the academic excellence through quality education and inculcating all possible soft skills in the personality of the students. The college plans for all such implementations through all its

academic calendars and the regular feedback from the students and the staff members.

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Curriculum Development</b>                                     | Keeping to the Vision and Mission of the Institution the curriculum prescribed by the university is transacted. The regular staff and IQAC Meetings and the meetings of the various committees plan both the curricular and co curricular activities of the college.                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Teaching and Learning</b>                                      | An efficient teaching? learning system has been established which includes ? Tutorial sessions ? Seminars ? Micro teaching ? Simulations and workshops ? Internship and induction programmes                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Examination and Evaluation</b>                                 | The College follows the directions from the Maharaja Gangasingh University, Bikaner in matters related to examination and Evaluation. Internal evaluation is conducted semester wise. The assessment is done both for theory and practical purposes in a regular and continuous basis. Our Institution serves as the center for the centralized valuation camp for B.Ed university Annual exams.                                                                                                                                                                                                                                                                         |
| <b>Research and Development</b>                                   | The Research and Development Cell is established to promote research in the faculty and students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Library, ICT and Physical Infrastructure / Instrumentation</b> | 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 subscribed to the N-List and hence has recourse to e- books and e- journals. Provides free internet facility to all staff and students. All the optional classes are provided with computers internet connectivity LCD projectors which are used by the students and the staff. The Two Seminar hall also has these ICT Facilities. There are six smart boards in the institution and Active Inspire is installed which is utilized by the staff and students for content transaction. The institution has a |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | computer lab and a language lab.<br>Photocopier machines are there for providing reprographic facilities to students and staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Human Resource Management | 1. The Institute appoints enough number of well qualified and experienced faculties through the open advertisement through various channels and interview by expert committee. 2. Under the direction of committee, the Institute organizes various FDP programmes for both teaching and nonteaching staff members for upgrading their skills in the latest technology                                                                                                                                                                                                                                                                                                                                                 |
| Admission of Students     | Adhering to the rules and regulations of the regulatory bodies namely NCTE, Maharaja Ganga Singh University, Bikaner and the State Government, the College adopts the admission procedure for the B.Ed and.B,A.B.Ed. Admission Committee works under the guidance of Management and committee. 2. It frames few sub- committee likeCounseling committees, Desk Committee, calling committee for the admission. 3. These Committee work under the direction of management about admission process, fees structure Merits of student for admission. 4. Committees from various departments are framed to councils the students regarding their programs or course. 5. Counseling also done concerning different programs |

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

| E-governance area             | Details                                                                                           |
|-------------------------------|---------------------------------------------------------------------------------------------------|
| Planning and Development      | Lead Management Software Library Management Software                                              |
| Student Admission and Support | Student Registration Management System Student Attendances management Online feedback system SPSS |
| Planning and Development      | Lead Management Software Library Management Software                                              |

#### 6.3 – Faculty Empowerment Strategies

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

| Year                      | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---------------------------|-----------------|----------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------|
| Nill                      | NIL             | NIL                                                                        | NIL                                                                | 0                 |
| <a href="#">View File</a> |                 |                                                                            |                                                                    |                   |

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) |
|---------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------|------------|-----------------------------------------|---------------------------------------------|
| 2017                      | Meditation and Yoga                                                          | Meditation and Yoga                                                             | 23/08/2017 | 25/08/2017 | 15                                      | 3                                           |
| <a href="#">View File</a> |                                                                              |                                                                                 |            |            |                                         |                                             |

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 |
|-------------------------------------------------|---------------------------------|-----------|---------|----------|
| NIL                                             | 0                               | Nil       | Nil     | 00       |
| <a href="#">View File</a>                       |                                 |           |         |          |

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

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| 12        | 35        | 2            | 8         |

6.3.5 – Welfare schemes for

| Teaching                                                                                                                                                                                                                                              | Non-teaching                                                                                                                                                                                                                                          | Students                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Medical facility (oncampus)</li> <li>• Routine Health check-up.</li> <li>• Annual Diwali gift.</li> <li>• Annual gettogether function.</li> <li>• Scholarship scheme to the wards of the members.</li> </ul> | <ul style="list-style-type: none"> <li>• Medical facility (oncampus)</li> <li>• Routine Health check-up.</li> <li>• Annual Diwali gift.</li> <li>• Annual gettogether function.</li> <li>• Scholarship scheme to the wards of the members.</li> </ul> | <ul style="list-style-type: none"> <li>• Medical facility (oncampus)</li> <li>• Routine Health check-up.</li> <li>• Annual Diwali gift.</li> <li>• Annual gettogether function.</li> <li>• Scholarship scheme to the wards of the members.</li> </ul> |

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    |
|----------------------------------------------------------|-------------------------------|------------|
| <b>NIL</b>                                               | <b>0</b>                      | <b>NIL</b> |
| <a href="#">View File</a>                                |                               |            |

6.4.3 – Total corpus fund generated

|           |
|-----------|
| <b>00</b> |
|-----------|

## 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        |
| <b>Academic</b>       | <b>Yes</b> | <b>Management Committee</b> | <b>Yes</b> | <b>Principal</b> |
| <b>Administrative</b> | <b>Yes</b> | <b>Management Committee</b> | <b>Yes</b> | <b>Principal</b> |

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

|                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Financial Aid for students for Internship 2. Classes are organised for students 3. Scholarship and Awards for Students</b> |
|----------------------------------------------------------------------------------------------------------------------------------|

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

|                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Encourage them and permit them to participate in staff development programmes 2. Staff Picnic 3. Interaction with the Management</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------|

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

|                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>• Implementation of ICT assisted Teaching-Learning Methods. • Implementation of Skill and Employability enhancement programmes.</b> |
|----------------------------------------------------------------------------------------------------------------------------------------|

6.5.5 – Internal Quality Assurance System Details

|                                        |            |
|----------------------------------------|------------|
| a) Submission of Data for AISHE portal | <b>Yes</b> |
| b)Participation in NIRF                | <b>No</b>  |

|                                  |           |
|----------------------------------|-----------|
| c)ISO certification              | <b>No</b> |
| d)NBA or any other quality audit | <b>No</b> |

#### 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 |
|---------------------------|----------------------------------------------------------|-------------------------|-------------------|-------------------|------------------------|
| <b>2017</b>               | <b>Meeting of Internal Quality Assurance cell (IQAC)</b> | <b>07/08/2017</b>       | <b>07/08/2017</b> | <b>07/08/2017</b> | <b>13</b>              |
| <b>2018</b>               | <b>Meeting of Internal Quality Assurance cell (IQAC)</b> | <b>14/02/2018</b>       | <b>14/02/2018</b> | <b>14/02/2018</b> | <b>12</b>              |
| <a href="#">View File</a> |                                                          |                         |                   |                   |                        |

### 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      |
| <b>Inter College Volleyball Tournament</b> | <b>22/09/2017</b> | <b>23/09/2017</b> | <b>96</b>              | <b>84</b> |
| <b>Women Helpline and Women Security</b>   | <b>07/10/2017</b> | <b>07/10/2017</b> | <b>135</b>             | <b>40</b> |
| <b>Kho- Kho Tournament</b>                 | <b>10/11/2017</b> | <b>11/11/2017</b> | <b>120</b>             | <b>42</b> |

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 |
| <b>NIL</b>                                                                            |

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

| Year | Number of | Number of | Date | Duration | Name of | Issues | Number of |
|------|-----------|-----------|------|----------|---------|--------|-----------|
|------|-----------|-----------|------|----------|---------|--------|-----------|

|      |                                                                |                                                                    |     |    |            |           |                                  |
|------|----------------------------------------------------------------|--------------------------------------------------------------------|-----|----|------------|-----------|----------------------------------|
|      | initiatives to address locational advantages and disadvantages | initiatives taken to engage with and contribute to local community |     |    | initiative | addressed | participating students and staff |
| 2017 | Nil                                                            | Nil                                                                | Nil | 00 | NIL        | NIL       | Nil                              |

[View File](#)

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

| Title            | Date of publication | Follow up(max 100 words)                                                                                                                                                                                         |
|------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| College Calendar | 07/10/2017          | 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                                                                            | 12/07/2017    | 12/05/2018  | 340                    |
| Visit to Special School                                                                     | 10/10/2017    | 10/10/2017  | 300                    |
| Class on Drug Abuse among Teenagers By CI, Civil Police Officer, Police Department Gharsana | 22/01/2018    | 22/01/2018  | 324                    |

[View File](#)

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

1. Campus cleaning was done in the month of August and October by the B.Ed first year students. 2. Preparation of eco friendly products. 3. Maintaining a lush green ambience by trimming and tending the campus. 4. Rain water harvesting is practised.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practices- I Title- Promotion of literacy** Objective- 1. To aware about literacy awareness 2. To make students aware of the importance of literacy 3. To encourage adult education 4 To distribute books and study materials to the economically unable student Context B.Ed students are future teachers. Therefore, it is necessary to make the students aware of the problems related to society. Because in the coming time, these people are going to work in the middle of society. If they are aware of the problems of society, then they will prove to be a useful person in society. The biggest and main problem of society is literacy. The actual figures in the field of literacy are still not increasing, while every year some change is shown in the figures. The reason is

to leave the students in the middle of the school. And in this way, those children were enrolled in literacy but did not really become literate.

**Activity/ practice-** Many efforts were made in order to increase literacy awareness in society. Which literacy rally was organized on 08/09/2017 on the occasion of literacy development. Children, women, and illiterate people were taught the alphabet by the students. Along with this, books and other study materials were distributed to them. In this sequence, in the next phase, a drama stage (street play) was organized to make the students aware of the importance of literacy by taking them to the nearby slums. He was also taught the alphabet by the students. Essay writing was organized on the importance of literacy on the college premises in which all the students participated. In the extempore competition also, the students presented various aspects of this subject. **Evidence-** By organizing programs related to literacy, a positive attitude developed in the students. The students voluntarily started doing the work of imparting alphabet knowledge to the poor children and old people in the neighbourhood. And the study material was also distributed to the poor children with their own savings. Apart from this, the students gave guidance from time to time to encourage disabled children and made them aware of the utility of education. Students used to spend time visiting them from time to time.

**Problems encountered and resources needed.** First of all, the problem came that people living in rural areas go to work, and they lack time to sit and learn the alphabet for some time. The students of the college then explained to him and persuaded him to take out time and study in the evening. Books and copies were made available to the students by the college so that they could use them to get knowledge of the alphabet. **Best Practices-** I Title- Promotion of Social awareness Society Objectives- 1. Spreading Social awareness on social problems in society. 2. To make aware of the need and characterization of unable students **Activity** In order to increase social awareness, the work of spreading awareness on various contemporary issues is done in the college. First of all, the students of the college were made to visit the Samiti to make them aware of the problems of the old people and the people expelled from their families. Essential materials useful in daily life were also distributed by the students who heard the sorrows and problems of the elderly. The students were taken by the college for a tour of the deaf school, in which the students were shown all the activities of the deaf and dumb students. The daily routine of the said students and their way of studying and their way of working were observed so that the students could help them in the future by being aware of their problems. A voting awareness rally was organized by the college on 21/1/2018 to spread awareness related to voting in society. In which people raised slogans to vote and were encouraged to go door to door to vote. On 24/12/2017, on the occasion of Farmers Day, a program was organized by the students to explain the status and importance of the farmers and to bring the situation and deteriorating condition of the farmers in front of society. A short skit was also presented by the students on how to improve the present condition of the farmer. In this sequence, Human Rights Day was celebrated on 11 December 2017, its objective was to make students aware of human rights. Context B.Ed students are future teachers. Therefore, it is necessary to make the students aware of the problems related to society. Because in the coming time, these people are going to work in the middle of society. If they are aware of the problems of society, then they will prove to be a useful person in society. The biggest and main problem of society is that society is not aware of old people and disabled children. There is no awareness about voting. Society does not respect farmers, and many similar problems are not faced by society and the people of the society every day, so we have resolved to organize social awareness programs this year. **Evidence--** As a result of the social awareness activities organized in the college from time to time, there was a positive change in the nature and personality of the students. Students voluntarily started going to old age homes and deaf schools and started doing shramdaan there and spending time with

them. Apart from this, the students also started treating the students from rural environments with respect. Even on social problems, the students started doing the work of spreading awareness in their surrounding areas of their own will. Problem encountered and resources required The problem faced by the college is that the number of students is more. That's why groups of children have to be formed while taking them to old age homes or deaf-mute schools. Apart from this, the time has to be taken care of according to the convenience of those elderly people while taking them to these places. Because the routine of sleeping, getting up, and sitting for those children and people remains fixed. Necessary medicines, socks, copybooks, fruits, etc. were distributed by the Geeta Co-Education T.T. college.

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 T.T. College is very keen at facilitating personal commitment to the educational success of students and thus the Academic committee consisting of Principal / Director, senior faculty members and Examination Coordinator prepares the academic calendar well in advance before the commencement of the session. The faculty members before the commencement of session prepares the lesson plan, and make it available to the students. Efforts are being made for the past few years to change the Teaching-Learning environment into activity based learning. Following are the methods adopted to transform the academic environment:

- Changing the teaching methodology by encouraging the faculty to use power point presentation where ever required.
- Extensive use of online content and other video lectures to support the class-room teaching.
- Students are encouraged to present poster and oral paper presentations.

Counseling system:

- Every Faculty member is allotted 12 to 15 students to whom one acts as a counselor. The counselor identifies the academic and personal problems of her ward.
- The wards are encouraged to participate both in curricular and extra-curricular activities.
- Each department arranges guest lecturers periodically addressed by the eminent persons from industry, academic and research institutions.
- Eminent experts of national reputed people are invited from academic /organization /industries for seminar, workshop, conferences etc. In addition to the classroom interactions, following are the other methods of learning experiences provided to the students:

- Project work
- Short term Industrial visit o Internships.
- Oral presentation
- Seminars/ Symposiums/ Workshops
- Paper presentations/ Group discussions
- Providing access to ejournals and e books by use of ICT in delivering and learning process

Emphasis is paid to obtain feedback from parents, students, faculty members and alumni through informal contact to obtain information about qualitative changes which are required.

Feedback System –

- Students give feedback about the faculty at the end of each session.
- Feedback is taken from the parents of the wards.
- Feedback is also taken from alumni
- Teachers are also involved in giving feedback.
- Employer feedback is also taken annually.

The students play major role in the events like Annual day, Sports day etc., which are being organized by the college and inculcate the qualities of co-operation, co-ordination and team work. Personality development programs and seminars are being conducted from the first year to improve communication skills, soft skills of the students. Social Awareness Activities like Go Green Activity through tree plantation and preservation drives, blood donation camp, hospital visits and interaction with patients and distribution of nutritious food and visiting nearby villages and helping them according to their

requirements. Outcome: • Improved students' understanding in domain knowledge.  
• Improved results and pass percentage. • Reduced backlogs and detention. •  
Improved placements and opting for higher studies.

Provide the weblink of the institution

<http://www.geetacollege.in>

#### **8.Future Plans of Actions for Next Academic Year**

The placement services in the college to be enhanced. Alumni association of the college to be made more active. To take up a project in rectifying the accumulated defects in using Punjabi language among school students by the Punjabi optional student teachers under the leadership of the faculty of Malayalam. To promote eco consciousness by way of organizing programmes for the same. Conscientising the public against the ill effects of drug abuse and to make it a best practice of the college. A research committee to be formulated to speed up the process of getting a research centre in our institution. To encourage faculty to participate in syllabus framing (at Board of Studies), setting question papers (at University Examinations), visit other institutions as resource persons, etc. To upgrade library resources to include digital content which can be accessed online by students and faculty members.