



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	PUNJAB COLLEGE OF EDUCATION
Name of the head of the Institution	Dr. Beantjit Kaur
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01763248666
Mobile no.	9216312418
Registered Email	principalpce@gmail.com
Alternate Email	pcechunni@gmail.com
Address	Vill. Sarkapra, PO. Chunni Kalan, Dist. Fatehgarh Sahib
City/Town	Chunni Kalan
State/UT	Punjab
Pincode	140307

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Dr. Kulbir Kaur			
Phone no/Alternate Phone no.		01763248666			
Mobile no.		9216312417			
Registered Email		principalpce@gmail.com			
Alternate Email		pcechunni@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://www.pgc.ac.in/aqar/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://www.pgc.ac.in/2018-19-3/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.56	2011	08-Jan-2011	07-Jan-2016
6. Date of Establishment of IQAC			11-Oct-2010		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
No Data Entered/Not Applicable!!!					

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	2019 0	0
No Files Uploaded !!!				

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?

No

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

• Celebration of World Environment Day by organizing and awareness campaign on stubble burning. • Institutionalizing Gender Sensitivity and Student Welfare Cells. • Counselling of the members of each department regarding enhancing the quality of work in their own specific periphery by IQAC. • Successful organization of Anti Pollution and Anti Drug rallies. • Career guidance workshop was organized for students • Second issue of the Journal "Educational Spectrum" is to be published.

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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
Faculty development program	Workshop on Teaching strategies
Student Seminar Series	The outcomes achieved through Student

	Seminar Series were personally development and understanding of research methodology.
Community outreach program and institutional social responsibility	Visit to Prabh Asara (place for destitutes), things of need were distributed among them by the students.
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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	2019
Date of Submission	28-Feb-2019
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

• The college adopts a holistic approach towards the effective delivery of the curriculum through a structured and transparent process. The Punjabi university Patiala updates the syllabus periodically for UG and PG Courses. All the courses are offered in semester mode. • There is a strict adherence to the time-table and academic calendar. The time table is formulated so as to finish the syllabus in the stipulated hours needed towards each subject. • The Academic activity calendar involves and encourages the teachers to include various methodologies like ICT, Blended learning, Flip class, Role - play, Experiential learning, Peer-learning, debates and discussions to ensure effective preparation and delivery of each segment. Through a well-planned time table, academic calendar, workload, scheme of evaluation and calendar, an effective curriculum is delivered. • Guest lectures by eminent personalities in the relevant area, workshops, health and community projects and educational trips are also modes of imparting quality education. • The academic calendar depicts co - curricular and extra-curricular activities with academics to meet the objective of the course. There are various centralized clubs such as Eco club and Guidance and counselling, Grievance Redressal cell which conduct various activities like discussion, debates, guest lectures which enhance the positive thoughts of the students. • The institution has a proper tutoring system. Tutoring is a system under which a teacher is assigned to act as an advisor, counsellor, or guide to a group of student. The he/she is responsible for

providing support to, and feedback on, the students in his or her charge. Such groups are named tutorial group. • Remedial classes are extended to the students at regular basis. These classes are aimed at improving the performance of students who are struggling with their academics. • Internal assessment is a crucial part of the instruction process. All the assignments are evaluated on the basis of student performance in classes. • Newsletters are circulated and issued periodically which gives a glimpse of the departmental activities. • PTM's are conducted on a regular basis .The meeting between the parents and teachers is aimed to discuss child's progress in the college and address if there are any academic or behavioural issues. • Faculty is encouraged to attend various FDP programs which help them upgrade their knowledge and skills.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	nil	Nil
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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
nil	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback on the teaching-learning process is received from students on "Feedback proforma" based on a structured questionnaire framed and approved by the IQAC of this college. The questionnaire can be downloaded from the website and students can drop their filled in feedback form in the college campus. Feedback from the students is communicated directly to the Feedback Collection Committee of the College. Members of anti ragging committee also receive feedback from students through class campaigns. Grievances (if any) and necessary suggestions can be registered to the Grievance Redressal cell of the college through the suggestion box" installed adjacent to Principal's office. The Cell understands the difficulties of the students and parents and to improve the quality efficiency of the college activities. College receives feedback from parents through parent teacher meetings. Parents, Alumni and community provide feedback in non-formal way through the faculty, principal and the management. Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. The received feedback is then analyzed by the IQAC and forwarded to the Head of the institution with necessary suggestions based on this feedback. The constructive feedback is deliberated to develop new strategies and programmes to address the issues to make the working of the college more effective.

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
MEd	M.Ed	50	24	24
MEd	M.Ed	50	5	5
BEd	B.Ed	200	103	103
BEd	B.Ed	200	120	120

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	223	29	22	5	27

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
27	27	8	4	0	11
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)

The Tutorial system of Punjab College of Education ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers. The institute has an integrated tutorial system where the faculty acts as a link between the students and the institution and perform the following functions. Tutors are assigned to monitor and guide students all through the two years. Tutors coordinate with the parents regarding the progress of the students. Tutors communicate with fellow faculty and promote mentees at the time of difficulty / opportunity to help them develop further in their areas of interest. The Principal meets all tutors at least once a month for the reviewing of proper implementation of the system. Tutors act as role models and facilitate leadership by developing the interpersonal skills and helping students thrive in competitive environments. The Tutors lay the foundation for the students to reach greater heights in their professional lives thereby contributing to lasting personal and professional relationship.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
120	27	1:4

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
28	27	0	1	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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
MED	MED	2018-19	09/01/2019	06/06/2019
BED	BED	2018-19	25/01/2019	28/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has a transparent method of assessment. There is a detailed Course

outline that is prepared by the respective subject teachers for their papers. The method of assessment is clearly mentioned in the course outline. A clear picture of the assignments and the number of tests or exams that will be held and considered for their assessment are mentioned in the course outline. The students are informed in advance about these assignments, assessments, weightage of each of these. This helps them to prepare for the same. The departments have regular tests, Pre -Final exams and assignments to enhance the learning outcome. These are conducted as per a scheduled Time - Table which is declared in advance so that they can prepare well for the same. Assignments are mostly in the written form prescribed by the University. The college also organises quiz and PowerPoint presentations to assess students time to time.

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

An Academic Calendar is prepared by the College at the beginning of each semester. The calendar includes both academic and cocurricular activities which is a guideline for a teacher to prepare their course outline. This allows the teachers, students as well as the Institution to approach the academic and nonacademic activities in a structured and disciplined manner. It ensures that the internal assessment process is not affected by the cocurricular activities in the college. The students are also benefited by such a structured approach. They can preplan their activities and be ready for all activities without being rushed. This develops in them a sense of punctuality and responsibility. If the students have any concerns they can approach the examination committee who guides them and gives clarification to their problems.

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.pgc.ac.in/program-learning-outcomes-course-learning-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BED	BEd	General	92	89	96.7
MED	MEd	General	15	15	100
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2.7 – Student Satisfaction Survey

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

<http://www.pgc.ac.in/2018-19-4/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
nil	nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

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

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

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	nil	0	0
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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
nil	0
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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
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
0	0	0	2018	0	0	0
0	0	0	2019	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nil	0	0	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NSS Day	NSS department	27	210
Tree Plantation Drive	NSS	7	207
Rally on Stubble Burning	NSS, Red Ribbon Club	27	211
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachhta Abhyan	NSS	Cleanliness	5	200
Red Ribbon club	Red Ribbon club	AIDS Awareness	22	200
No file uploaded.				

3.5 – Collaborations

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

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

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

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

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
965000	964193

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Others	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
nil	Nil	--	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	7486	0	51	0	7537	0
Reference Books	2264	0	22	0	2286	0
Journals	4	0	4	0	8	0
CD &	20	0	30	0	50	0

Video

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	29	26	0	0	0	1	1	2	0
Added	0	0	0	0	0	0	0	0	0
Total	29	26	0	0	0	1	1	2	0

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

2 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
Google apps, ICT Lab. Computer Facility, YouTube	https://www.pgc.ac.in/e-content/

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
46023989	964193	964193	Nil

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)

Punjab College of Education has proper system and procedures for infrastructure maintenance and utilization. The college have adequate infrastructure and facilities to ensure the quality education. The infrastructure policy of the college ensures its quality, up-gradation maintenance from time to time by regular upkeep and cleaning of the equipments. To keep the whole campus including office, laboratories, library, canteen etc. clean and hygienic, separate staff has been engaged. A brief description of system and procedure for maintaining and utilization of physical, academic and support facilities is described below: 1. Laboratories (All Labs Computer centre): Each laboratory has one teacher as lab incharge, a Lab Assistant and

attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with change in the syllabus. Stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipments etc. 2. Library: Librarian with supporting staff has been appointed to maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process. At the end of each Academic year stock verification is done. Librarian prepare the report of the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee at beginning of each session by inviting the requirement of books from various departments. This is then followed by the procurement procedure. 3. Sports complex/ play ground/equipments: Physical instructor of the institute looks after the sports facilities and sports activities. Every year annual athletic meet is organized in the college campus, which have different athletic events as well recreational events. Sport instructor is responsible for keeping the record of utilization of sport Facilities, activities held, and awards for the students etc. 4. Class Rooms: Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of each department. The class rooms are cleaned on daily basis and monitored by campus cleanliness committee. Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms. 5. IT facilities: All departments in the institute are having PCs, essential software and peripherals. The laboratory technicians and system administrator maintain the IT facilities in the institute. In case of major issues of maintenance, technicians are hired for maintenance of IT facilities. 6. Electrical and water facilities: The college have employed technicians (electrician and plumber) for up keeping and maintenance of electrical and drinking water facility. 7. Maintenance of Campus/ Lawn and Garden: Institute has appointed housekeeping staff to maintain the college campus. Gardeners are employed to maintain the cleanliness and beautification of college gardens and lawns. 8. CCTV, Security etc: To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, EPBX system, air conditioners are maintained with the help of external agencies. Security staff under a security supervisor is employed to safe guard the whole campus.

<https://www.pgc.ac.in/system-procedure/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Nil	0	0
b) International	Nil	0	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

Life Skills	12/10/2018	200	Teaching Faculty PGC
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	0	0	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

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
00	0	0	000	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	0	00	0	0	0
View File					

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
Nil	0
View File	

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

Activity	Level	Number of Participants
Annual Athletic meet on 16-03-2018	Institution	254
Farewell Annual Function on 26-04-2018	Institution	254

Teej Festival organized on 14-08-2018	Institution	254
Freshers party on 21-09-2018	Institution	254
Fusion A Cultural event on 28-11-2018	Institution	1500
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	Nil	0-
No file uploaded.						

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

nil

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

200

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

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 college has adopted a proper mechanism for the due purpose of decentralization and participative management. Principal Level Principal is the nominee of the employers and authorized for the financial powers to run the institution. The Principal, being an administrator, constitutes SAC comprising six senior teachers and senior most is designated as Vice Principal. Any matter regarding students/staff is undertaken by SAC is discussed with the Principal and finally Principal brings the matter in local committee for approval and forwards the same to employer Chairman for conclusive and final decision. As per NAAC guidelines Principal is the chairperson of IQAC. The Principal, in accordance with the advice of other teachers, nominates different committees and clubs for the proper planning and implementation of various academic and Co-curricular policies. Faculty level For the decentralization and participative

management purpose, the college has adopted the method of formation of various committees comprising of the staff members. The purpose behind the formation of these committees is to ensure the smooth functioning of the various administrative works in the college. This practice adds to efficiency and responsibility of the teachers. Non-teaching staff level There is an active participation of non-teaching staff in IQAC. The views and suggestions of non-teaching staff are given due consideration during the formation of various policies and decisions. Besides the teaching staff, tasks and responsibilities are also assigned to members of non-teaching staff. This practice strengthens the participative purpose of each and every member of the college.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>The admission process in the college is transparent and based on merit as well as "first come first serve policy." Strategies have been adopted by the college to satisfy the needs of the students from backward/economically weaker, differently able students, sports persons and meritorious students complying with all the norms of the Government. The college offers B.Ed. M.Ed. ETT. Admission to every course is conducted under the supervision of the different Admission Committees. The students are guided to choose subjects keeping in mind their skills, interest and aptitude by the members of the committees.</p>
Teaching and Learning	<p>The College provides infrastructural support to improve teaching learning process as required by the teaching departments. The Staff and the students are encouraged to adopt non-conventional and latest pedagogical practices. The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus, assignments and class tests/evaluation process for the semester and follow the academic calendar of that session prescribed by Punjabi University Patiala. Technology enabled Teaching Learning process practiced in college. LCD projectors, overhead projectors, are used for teaching regularly. Field study and Practical file work carried out by some of the departments of the College. To enlighten students on diverse aspects of knowledge, Seminars and guest</p>

lectures are organized by different departments. Students of Punjabi/English department are shown texts based films prescribed in their syllabus. Conduct of remedial/merit classes for slow learners. Extra lectures and tutorials are arranged to discuss the subject problem. Extension lectures of experts are organized for the students and faculty.

Examination and Evaluation

Regular class tests/assignments are given for evaluation of students. MSTs in each semester is conducted before the final semester examination by the examination branch of the college. The answer scripts of the house tests are shown to the students so as to familiarize them with their flaws and encourage them to work hard. The Class teachers briefly help the students on the process of evaluation/internal assessment, internal and external examinations etc. Special classes are organized by most of the departments before university examination. Timely notifications are put up and announcements are also made with regard to the examination dates and other relevant information. The College follows the rules and regulations regarding examination and evaluation as stipulated by the affiliating university, Punjabi University, Patiala.

Research and Development

The research Committee encourages and monitors the research activities, infrastructure provided and required by teachers to carry out research activities.

Library, ICT and Physical Infrastructure / Instrumentation

The physical infrastructure has been improved /developed as per need of the library. The institution has made various ICT resources available to its staff and students. Latest books and journals are subscribed and purchased every year.

Human Resource Management

The administration has its own mechanism to keep a close watch on every employee in comfortable limits so that he/she could work efficiently to the maximum of his/her capacity. The college also keeps a close watch on the interest of needy and brilliant students. The college has various committees/cells, comprising of convener and faculty members team, to

	<p>monitor and manage different academic and non-academic responsibilities. Institute helped the needy students by providing them financial assistance in form of prizes and fee concession so as to keep the spirit of healthy competition alive among them. Awards to students, excelling in academics, sports and co-curricular activities, are given to motivate them. Faculty members serve as Experts/Resource persons/Chair the sessions in National Seminars/Workshops organized by others institutions and organizations. For the overall development of students, they are encouraged to join Red ribbon, NSS and other clubs and societies. This will also help them in getting jobs.</p>
Industry Interaction / Collaboration	<p>The regular teaching and non-teaching staff is recruited strictly as per norms of UGC/Punjabi university while the appointments of staff on temporary basis are made at the college level by selection committee.</p>
Admission of Students	<p>The admission process in the college is transparent and based on merit as well as "first come first serve policy." Strategies have been adopted by the college to satisfy the needs of the students from backward/economically weaker, differently able students, sports persons and meritorious students complying with all the norms of the Government. The college offers B.Ed. M.Ed. ETT. Admission to every course is conducted under the supervision of the different Admission Committees. The students are guided to choose subjects keeping in mind their skills, interest and aptitude by the members of the committees.</p>

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

E-governance area	Details
Planning and Development	<p>The college has initiated WI-FI facility for the use of e-learning resources for the students and staff.</p>
Administration	<p>The administrative and accounts office is almost computerized. Online declaration of final examination result by the Punjabi University Patiala on the University website: https://results.pupexamination.ac.in/t8/results/results.php so that no student suffers in his/ her career mobility due to delay in declaration of results and issue of</p>

	mark sheets. The examination department of the college takes care of students to inform/help them in case of any difficulty.
Finance and Accounts	Salary of faculty members and staff is transferred directly to their bank accounts. The college is planning to initiate online admission process and online query window in the near future.
Student Admission and Support	For the support of the students, the various activities and programs of other institutions/ organizations are downloaded and conveyed to the college students for participation.
Examination	Online declaration of final examination result by the Punjabi University Patiala on the University website: https://results.pupexamination.ac.in/t8/results/results.php is available so that no student suffers in his/ her career mobility due to delay in declaration of results and issue of mark sheets. The examination department of the college takes care of students to inform/help them in case of any difficulty.

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
Nil	nil	nil	nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	nil	nil	Nil	Nil	Nil	Nil
View File						

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	Number of teachers who attended	From Date	To date	Duration
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programme				
Skill in Teaching Workshop	40	05/09/2018	05/09/2018	1
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
27	27	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Study Leave, Maternity leave, Leave for Research Work, Faculty Development programme	EPF, ESI, College Uniform, Medical Leave	Post Metric Scholarship

6.4 – Financial Management and Resource Mobilization

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

Institution conducts internal financial audits every year to keep everything in order .

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	0
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	00	Yes	Dr. Anita Soni
Administrative	No	00	Yes	Dr. Anita Soni

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

Fusion Path Sri Sukhmani Sahib Langer

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

Uniform for each member to support staff Fee concession to wards Health and Hygiene

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

Reconstitution of IQAC as suggested by NAAC team. Up gradation of website of the college. Organization of Convocation Second issue of Educational Spectrum Published Fusion Guidance and Services

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Railly on Environment Day	17/10/2018	Nil	Nil	250
2018	As per NAAC guidelines IQAC prepared Student Satisfaction Survey performa	18/11/2018	Nil	Nil	10
2018	Seminar on World Ozone Day	17/09/2018	Nil	Nil	250
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Day Celebration	08/03/2019	08/03/2019	210	150
National Literacy Day	07/09/2018	07/09/2018	160	90
National Voters Day	25/01/2018	25/01/2018	220	170

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college students are guided from time to time to Save Energy by switch off lights and fans before leaving the classrooms. The student teachers prepare teaching aids on environmental issues such as air, water, soil and noise pollution, solid waste management, global warming, eco-system and bio-

diversity. Environmental awareness campaigns like tree plantation beat plastic pollution and anti-pollution activities were organised by NSS volunteers during this session. The paper reading contest and speech competitions are organised by the science departments during environment awareness campaign

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	nil	nil	Nil
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
nil	Nil	nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swachhta Abhiyan	22/08/2018	29/08/2018	315
One Day NSS Camp	01/10/2018	01/10/2018	307
No file uploaded.			

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

The College has a green and comforting environment. Care is taken to maintain plastic free campus. The institute has well maintained Botanical garden, in which a large more number of plant species are added every year. Department of Botany monitors the campus beautification and keeps the campus eco-friendly. Tree plantation programme and Beat Plastic Pollution on World Environment day is organized by IQAC in collaboration with department of NSS. The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus. Various energy conservation strategies are adopted in the campus like minimal use of lights.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE - I TITLE OF THE PRACTICE: VALUE ADDED COURSES BASIC COMPUTER COURSE FOR STAFF AND STUDENTS Our institution believes that learning is the key to knowledge so it helps the students and teachers take up certificate courses to complement their knowledge and skills related to their field of study. We offer a wide variety of short term certificate courses which are conducted after class hours or during semester breaks. These courses are conducted by professionals and industry experts and help students stand apart from the rest in the job market by adding further value to their resume. We also impart courses to enhance their communication skills, to develop professional ethics

in them and help them learn and develop human values and concern for humanity.

OBJECTIVES OF THE PRACTICE:

- To make teachers familiar with all the modern and updated concepts of computers and update their skills.
- To bridge the skill gaps and make staff and students industry ready.
- To expose teachers to recent trends in the core field and enhance their employability skills.

THE CONTEXT: As university curriculum does not cover all areas, it is important for higher educational institutions to supplement the curriculum to make students and staff better prepared to meet the latest trends of modern vocational arena. The curricular gaps are bridged by conducting various programmes like value added courses, seminars, conferences, workshops and guest lectures etc. The Value Added Courses cultivate an urge amongst the students and position them to turn into flamboyant professionals on the latest trends and manifest their technical skills in advanced manner. Apart from our faculty members, resource persons are invited as for Self-framed courses. Assessment is done by conducting tests after completion of the course for one value added courses by our own institution. They play an important role in the development of the staff and students overall personality, thereby enhancing their career prospects.

THE PRACTICE: The department prepares the course contents, its delivery plan, time-table, reference books etc. for the courses. In addition to it, after successful completion of the course, the staff and students are issued certificates. The necessary but missing contents in any course are taught to the students with the help of these value added courses.

BEST PRACTICE - II

TITLE OF THE PRACTICE: EDUCATIONAL AND VOCATIONAL GUIDANCE We schedule times to be available to students and parents in and outside of the college campus throughout the year for educational counselling and career guidance. We welcome new students and families and make a special effort to connect with them. We treat students with respect by giving public compliments and private criticism. Empathize with and coach students when they face career or personal problems.

OBJECTIVES OF THE PRACTICE:

- To enable students decide and choose a perfect vocation and career for themselves.
- To equip students with all updated vocational skills.
- To develop professional ethics.

THE CONTEXT: The university curriculum does not cover all areas of interest of the students so our institute try to supplement to prepare the students for the demands of society. The students are divided into various tutorial groups on the basis of their vocational interests such as Music, Art Work, Best out of Waste, Flowers arrangements, Table manners and Hospitality, Cookery, Painting etc.

THE PRACTICE: As per the interests of the students expert lectures and workshops are organized. The workshops are organized for one week approximately and students practise their activities thoroughly. A talent hunt competition is organized and the winners are honoured and awarded certificates.

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

<https://www.pgc.ac.in/2018-19/>

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

Our institution provides the right curricula, academic supports and services to help our student teachers achieve their goals. We support a diverse student population striving for a wide range of outcomes. Like many institutions, our college also serves a mix of traditional and non-traditional learners from various academic backgrounds. We have developed a system to help students navigate their courses and make smart academic choices. We engage them in various cultural activities along with the academic journey, equipping them with the knowledge they need to make correct career decisions. Effective pedagogy leads to academic achievement, social and emotional development,

acquisition of technical skills, and a general ability to contribute to society and in our college main pedagogical strategies include the following: 1) Strong grasp of subject matter with the use of learner centred curriculum. 2) Appropriate use of whole class and group work activities. 3) Developing a positive attitude and belief in student's capacity to learn. We complete our academic programmes by adding extracurricular activities to produce responsible and active citizens.

Provide the weblink of the institution

<https://www.pgc.ac.in/2018-19-2/>

8.Future Plans of Actions for Next Academic Year

1.The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under - 2. To achieve the Title "College with Potential for Excellence" which is granted as per the norms laid down by UGC 3. To create an enabling environment for holistic development of Students, Faculty and Support Staff 4. To facilitate continuous upgradation and updation of Knowledge Use of Technology, by Faculty and Students 5. To create awareness and initiate measures for Protecting and Promoting Environment 6. To encourage and facilitate Research Culture, to promote Research by students and Faculty and Consultancy by Faculty This Perspective Plan outlines the various initiatives and focus areas to achieve the aforesaid Objectives. The same are enumerated hereunder - 1) INSTITUTION 1.1. To continuously Innovate, Introduce new courses and remain relevant to the changing needs of the stakeholders 1.2. To monitor Quality Assurance and Quality Enhancement activities of the Institution and to obtain ISO Certification Committee, during the third cycle of NAAC 2) INFRASTRUCTURE 2.1 To provide space for and make available Canteen Facility for Students Staff Members 2.2 To create Additional Lecture Rooms by optimally utilizing the available space 2.3 To provide resources required for Use of Technology to provide online course contents, video lectures, etc , to overcome space constraints AQAR (2018-19) Page 2 of 3 3) ADMINISTRATION 3.1 To automate various Office Administration Processes 3.2 To make available all Information online on the College web-site relating to Admission, Examinations, Courses, Rules, Committees, Attendance, Activities, Programmes, Seminars, Workshops, Extension Activities, Others 3.3 To provide for a doctor on campus for the welfare of staff 4) LEARNING RESOURCES 4.1 To upgrade Library Resources to include digital content, which can be accessed by Students and Faculty online 4.2 Digital Content in the form of Video Lectures, Study Notes, etc. to be made available on the web-site by Teachers 4.3 Digitisation of Research Papers published by Staff Members and of Papers presented during the Conferences hosted by the College 4.4 Faculty members shall be encouraged to create blogs to enable students to communicate their doubts, give feedback, suggestions, etc. 6) FACULTY 6.1 To facilitate a Research Environment in the College, which encourages Faculty and Students to undertake Research 6.2 To encourage faculty to undertake Consultancy Assignments 6.3 To encourage faculty to Organise Faculty Improvement Programmes, National and International Conferences 6.4 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. AQAR (2018-19) Page 3 of 3 7) SOCIAL OBLIGATIONS 7.1 To continue to provide formal education to needy and deserving students, by providing - fee concessions, fee waiver, book bank facility, etc. 7.2 To organize programmes (informal education) on topics of general interest for the benefit of students and society / community 7.3 To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues 8) OTHER