

**KUKREJA INSTITUTE OF TEACHER
EDUCATION**

**Annual Quality
Assurance Report
(2015-2016)**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2015-2016

I. Details of the Institution

1.1 Name of the Institution

Kukreja Institute of Teachers
Education

1.2 Address Line 1

Ganesh Vihar, Mata Mandir Road

Address Line 2

Ajabpur, Dehradun

City/Town

, Dehradun

State

Uttarakhand

Pin Code

248001

Institution e-mail address

kuk.himanshu@gmail.com

Contact No.

9897123162

Name of the Head of the Institution:

Dr. Y. S Rana

Tel. No. with STD Code:

0135 6456677, 6457788

Mobile:

9412030600

Name of the IQAC Co-ordinator:

Mrs. Deepti Rawat

Mobile:

9837092324

IQAC e-mail address:

kuk.himanshu@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

UACOTE15725

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(sc)/03/A&A/41, dated-24-9-2014

1.5 Website address:

www.kukrejainstitute.org

Web-link of the AQAR:

www.kukrejainstitute.org/AQAR2015-16.doc

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

1.6 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.48	2014	2019
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

3/12/2012

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

- i. AQAR 2014-15 Submitted to NAAC On 16-07-2016__ (DD/MM/YYYY)
- ii. AQAR_____ (DD/MM/YYYY)
- iii. AQAR_____ (DD/MM/YYYY)
- iv. AQAR_____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NA

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

HNB Garhwal University,
Srinagar, Uttarakhand

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

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	7
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	4
2.4 No. of Management representatives	1
2.5 No. of Alumni	2
2. 6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	2
2.9 Total No. of members	19
2.10 No. of IQAC meetings held	3

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

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Level Total Nos. International National State Institution

(ii) Themes

1. Challenges and salutations of teachers education in current area (state level).
2. Importance of value education in teacher education.
3. Significance of micro-teaching in teaching-learning process.
4. Roll of teachers to maintain International harmony.

2.14 Significant Activities and contributions made by IQAC

The IQAC plays an active role in cultivating a culture of quality within the institution. This culture is maintained and sustained by several initiatives taken by the committee throughout the year. All the major committees of the institute are represented in the IQAC. The students, members of each committee meet periodically to plan activities which will enhance the quality of student's life in the institute.

Capacity building programmes are regularly organized for both teaching and non teaching staff.

Organized activities in collaboration with other B.Ed. institute etc.

Encouraged student teachers to present papers or to attend seminars, workshops, conferences at local, state and National Level.

Organized an Educational visit/tours for student teachers.

Increased the scope of feedback to include opinions and suggestions from alumni, parents, practice teaching schools, and students .Course wise feedback and feedback on Total Quality Management were collected from students and analyzed.

Institutional social responsibility was fulfilled through activities such as plantation, blood donation camp ,e waste management and visit to orphanage home for providing cleanliness, health and hygiene.

Skill enhancement programme are regularly organized for both teaching staff /pupil teacher.

Organized activities in collaboration with other educational institutions e.g. debates, poster making competition , street theatre and rallies.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
See Annexure 1	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

N.A

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary				
Innovative				

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

CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	-
Annual	-

1.3 Feedback from stakeholders*
Students

Alumni

Parents

Employers

(On all aspects)

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

A Well – conceptualized feedback system, involving all major stake holders, provides and understanding of ground realities, based on which guidelines are framed for programme planning, curriculum design and syllabus revision .The faculty in consultation with experts, using feedback from all stakeholders, ensured that they are up - to- date and comparable with the best in the state or country. The importance of preparing students for life outside campus, and grooming them for careers is an important consideration.

Teaching excellence is also enhanced through structured feedback systems that evaluate teacher effectiveness in every course. In addition to structured feedback individual faculty member also obtain formal feedback from student’s, review them, use them for improving their performance

**Please provide an analysis of the feedback in the Annexure*

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

According to university guidelines two years B.Ed Course

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

NO

Criterion – II 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	30			

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
25								25	

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	6
Presented papers			
Resource Persons	-	-	-

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

- Unit plans and year plans were developed by the staff members at the beginning of the year to show the distribution of lectures in each course and help them to plan the lectures accordingly.
- Technology enhanced teaching learning process was practiced by the staff members as well as student teachers. The staff members made use of power point presentation. Internet references were amply done to enhance the teaching learning practices.
- Expert lectures and visits were arranged to enrich the teaching and learning .Experiential learning to reinforce the fundamentals of the subject.
- Constructive Approach was adopted at the institute.
- Special programme was organised in the Institute to enhance the basic skills of teaching.
- Problem solving, case studies , Demonstration using model Simulations, Viewing and discussion of documentaries and movies, Article reviews , discussion and interaction was additional, reading material was provided, lesson demonstrations were also given to student- teachers to incorporate the same in their practice lesson , reflective practices in curricular and co-curricular activities were emphasized.

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

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

- Evaluation of students is based on both continuous Assessment (internal) and Half yearly (Semester) examination (internal) with an allotment of 30 % marks for each and 20% Practical.
- Different methods of assessing the student _test, seminars, assignments, project, co- curricular activities, regularity and behaviour and discipline .
- Paper is composed of 36% Short type questions and 64 % Essay type or Long question.
- Comprehensive evaluation was conducted for simulated and micro skill lessons with the integration of qualitative feedback given by the staff members.

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

NA		
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2.10 Average percentage of attendance of students

81%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed	175	57%	98	2		100%

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

Observation and Feedback

2.13 Initiatives undertaken towards faculty development -

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	3
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05			
Technical Staff	12			

Criterion – III

3. Research, Consultancy and Extension

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

<p>Research culture was promoted in the institute by ensuring the following-</p> <ul style="list-style-type: none"> • Survey reports devised by student teachers to understand socio-cultural environment and finding solution . • Developing Research attitude in student- teachers, the student teacher were provided general information and knowledge on action research, assignment work and other project works. • The institute provides the facility of time and computer resources for student teacher to complete their research projects, assignment works and project. They also get proper guidance to complete their work correctly and timely . • Focuses on research capacity building and providing forum for knowledge sharing • Programmes and projects are devised to improve and enhance research potential and develop quality assessment standards.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	No	No	No	
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	No	No	No	No
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	No	No	No
Non-Peer Review Journals	No	No	No
e-Journals	No	No	No
Conference proceedings	No	No	No

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	2
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

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

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

-
-

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	-	SRF	-	Project Fellows	-	Any other	-
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3.21 No. of students Participated in NSS events:

University level	-	State level	-
National level	-	International	-

3.22 No. of students participated in NCC events:

University level	-	State level	-
National level	-	International	-

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International	-

3.25 No. of Extension activities organized

University forum	-	College forum	√		
NCC	-	NSS	-	Any other	√

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

Conducted programmes for creating awareness among student teachers against social evils e.g – Save girl child, illiteracy, dowry, child marriage, inflation etc.

Efforts are made to realize Institutional social responsibility (ISR) Inspired by the ideals of vision, mission and value of the college, by sensitizing students and faculty on ISR and outreach programmes and their impact.

Conducted value based programme to inculcate moral values among student teachers .

Through core components of the curriculum, the college ensures the transmission of values, attitudes and beliefs that will encourage student teachers to be sensitive to social issues and become responsible citizens.

It encourages students to reach out to the community through social Awareness programmes/ service and experiential learning.

The college / Institute has conducted the following activities towards ISR.

Conducted gender sensitization and women empowerment programmes.

The institute conducted environmental awareness programmes by planting trees and by organizing cleanliness programme such as “swatchta” in basti (Khala basti near by the institute)

Conducted teaching learning activities and creative experiences activities for children of the rural areas.

Programmes were conducted by the institute for community development in collaboration with NGO's and voluntary organization.

Institute conducted programme to sensitize student- teachers about current problems of society.

Inter house competitions of different types e.g debate, poster making, quiz, rangoli, calendar making, PPT presentation, declamation etc were organized to develop various skills among student teachers.

The community work which is a mandatory aspect of the B.Ed. curriculum is conducted differently .By organizing visits to various places such as old Age Home and visits to Special homes for special students (Mentally & physically retarded)

Implementation of the programme with the student teachers and also journaling about their experiences.

Follow up done by conducting session on social Analysis as well as by organizing reflective assemblies for each group.

Conducted street walks, rallies , plays etc. to provide a different socio- cultural dimension to teacher education, their ensuring holistic teacher preparation. The rural experience serves to develop in student teacher the right attitude towards the marginalized and disadvantaged and also a positive perspective about teaching.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1 Acre			
Class rooms	11			
Laboratories	6			
Seminar Halls	1			
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

<p>Pay and Accounts office</p> <ul style="list-style-type: none"> Annual accounts, financial statements, salaries, income tax have been computerized through administration office. <p>Examination office-</p> <p>Tasks executed through internet.</p> <ul style="list-style-type: none"> Online submission of marks of internal examination, practicum and assignment to the controller of university exam. List of students appearing for examinations are transferred through internet from the University office. Online Provision for submission of Examination form . Mark sheets are computerized by the University. Queries from students can reach the controller of examination office / head directly through application. <p>Library- The library has been provided with E-mail facility which serves as a means of communication between the library and its users. A printer cum photo copier is used in the library for the printouts and photocopies as per the copyright policy. The LCD projector in the library's 'Audio-visual room is used by the faculty for their classroom lectures, presentations and screening of CD'S and DVD'S . Library users can access a range of software application including Ms-word, excel, power point on all the library computer systems.</p> <p>Id Cards are maintained, Library card of the student teacher /user is maintained for the transaction. Transaction Register is also maintained to keep the record of daily transaction of student as well as of teachers.</p>

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10075	845000	1191	20000	11266	1045000
Reference Books	2685	115000	-	-	2685	115000
e-Books	-					
Journals	12	36000	-	-	12	36000
e-Journals	05	28000	-	-	05	28000
Digital Database	-		-	-	-	-
CD & Video	55	6000	-	-	55	6000
Others (specify)	-					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	60	02	5 mbps	02	02	01	-	-
Added	-	-	-	-	-	-	-	-
Total	60	02	5 mbps	02	02	01		

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

- | |
|---|
| <ul style="list-style-type: none"> • Campus wi-fi access facilities for students and staff. • Internet access to staff and students of the institute. |
|---|

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.1
ii) Campus Infrastructure and facilities	4.0
iii) Equipments	1.2
iv) Others	2.0
Total :	8.30

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As an innovative initiative, a student's wing / committee of the IQAC was designed to directly involve the Student Community in quality enhancement and sustenance practices.

They play an active role in enhancing students involvement in the Institute's activities and thus facilitates inclusive education. The members of the student wing (Union) interact with the Student Teacher Committee members and disseminate information to the student teachers on the various support services.

The Student Support Services of the institute are as follows.

- Student Council meetings
- Anti Ragging Cell
- Women's cell
- Grievance cell
- Mentoring
- Subsidised educational types and visits
- Gym facilities
- Canteen facilities.
- Book bank facilities.

The student support services are made known to student teachers through.

- The college handbook
- Orientation session at the beginning of the year
- Parents / guardians are made aware of student support services through the parent interaction programme & parent teacher meeting (PTM) organized timely as required.

Personal guidance on both academic and non-academic matters is made available to the students through mentoring, which is offered in the college at multiple levels. Besides the subject paper teachers, each class has a class teacher and each student has a mentor, whom the students can approach for academic and personal counselling. House wise mentor records are maintained. Each student meets her/his mentor, on one –to- one basis, as and when required. These are out -of -classroom personal meetings in which the mentor gets to know the students personally and keep track of her academic performance, keeps one's record, fulfilment of course requirements and so on, giving guidance where necessary on matters pertaining to academics. Each student has a mentoring booklet, the record of which is kept by the teacher, in which she enters, student's personal details and updates details of her academic performance and curricular progress.

Mentors offer academic counselling to students to help them choose subject /methods , recommend them for remedial coaching, if necessary, and also meet parents of their mentees to update them on their progress.

Besides these-

- Practicum and assignment is given to each student in each subject and the same is assessed by faculty members on regular basis to know the progress of student teachers.
- Screening and monitoring of the progress of students was done by the principal and staff, by analyzing internal tests and external examinations.

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	15	12		106	88

Last Year 2014-15						This Year 15-16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
76	21	8	16	-	121	110	17	07	43	-	177

Demand ratio 1:2 Dropout % 1.12

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

Various workshops were conducted for students to prepare them for Teacher Eligibility Test .Another guidelines were also given for the TET and CTET Test.

No. of students benefitted

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- Student Counselling and guidance was conducted right from the time of admission. At the time of admission, Students were apprised of the demands of the course and also guided in the selection of their second method.
- Coaching and Guidance is given great priority in the Institute. Lot of time was allotted for the same , Lesson Coaching and guidance is done to prepare the students teachers not only in concepts and methodology , but also in their psychological readiness for teaching.
- Mentoring was organized in order to prepare the students profile and help them tide over the demands of the course.

No. of students benefitted

175

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

International Women's Day is celebrated every year.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

-

National level

-

International level

-

No. of students participated in cultural events

State/ University level

-

National level

-

International level

-

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	22	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

_____No_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION-

To transform the existing educational system by enriching the pupil teachers with updated skill sets, latest technology and state of the art infrastructure to encourage them towards participative learning.

MISSION-

1. To equip all pupil- teachers with latest technology and teaching methodology to meet the global demands.
- 2 To furnish the society with pupil teachers who are employable and are respectable citizens of society.
- 3 To develop disciplined thinking through inquiry and intellectual change that lead to new levels of understanding.

6.2 Does the Institution has a management Information System

- 1 The college ensure a system of participative management where by information flow and decision making process are systematized and channelled through all key constituents of the college/institute.
2. The suggestions given by the management committee are implemented by the administrative staff, under the leadership and guidance of the Principal.
- 3 The head of the department ensures the smooth functioning of the activities of the department in collaboration with other members of the department.
- 4 Regular meetings of the staff council are held to discuss and decide on matters relating to academic and administration.
- 5 For the smooth and effective functioning of the college, interactions with stake-holders comprising of faculty , parents, alumni and the students, are regularly organized.
- 6 Feedback received from faculty, student’s alumni and other stake-holders are considered for continuous review and revision which are relevant to the changing needs of higher education.
- 7 Information regarding the student, courses, events and activities of the institute are documented. Website and common email id of the institute are used to disseminate information to the stakeholders.
- 8 Grievances and suggestions are obtained from student-teachers and analyzed as feedback (written) is implemented to obtain opinions from the stakeholders periodically.

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

6.3.1 Curriculum Development

As assessment of the effectiveness of the current curriculum is done through feedback obtained from faculty, students, alumni, subject experts, employers and members of the academic audit . After reviewing suggestions from all stakeholders, relevant and innovative suggestions of internal staff meetings were discussed to be followed later . Care is taken to ensure that the norms and guidelines recommended by the HNBGU Srinagar Uttarakhand are adhered to base on the frame work given, Institute develop an outline of the proposed course, with details such as course description, objectives, evaluation pattern and references. The experience gained by faculty member facilitates the process of revision under their leadership

6.3.2 Teaching and Learning

- 1 Student teachers are taught and motivated to prepare their lessons more inspiring and effective.
- 2 Qualitative assessment is being done in the institute through rating scale technique and other techniques .
- 3 Constant review of testing and evaluation patterns encourages creativity, originality and analytical thinking.
- 4 Faculty members are motivated to design contemporary skill based and value-added teaching.
- 5 Training sessions for the faculty are conducted to enhance their teaching skills.
- 6 Meetings are conducted at the end of every month to assess the processes of the institution and the teaching- learning processes for further period was planned on the basis of outcome of previous meetings.
- 7 Allotment of portfolios for the year, syllabus/ Curriculum to be taught, curricular and Co-curricular orientations were done to each staff member to ensure advanced planning.

The Examination and Evaluation process was managed in the following manner.

- 1 The college has several mechanisms in place to ensure that all stakeholders, students , parents , faculty members, administrative staff and the management are aware of the evaluation processes. Continuous Assessment practice teaching were also considered during evaluation.
- 2 Orientation was conducted on the Examinations, Evaluation and Assessment parameters.
- 3 The examination related portfolios were distributed among staff members appropriately for ease of administration and monitoring.
- 4 Preparing question bank solving practice question, were included in the evaluation process.
- 5 Library time was provided to help student access and use the book facilities.
- 6 The principal and staff monitored the performance of the students by making a performance analysis.

6.3.4 Research and Development

Research in the Institute has been given a strong thrust by the management and the Head of the Institute, faculty members are encouraged by the management and by the Head in various ways in various ways projects, Conference ,Workshop ,Seminar Papers, assignments, survey and field work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

LIBRARY - Library facilities have been enhanced by including more books, e-journals and reference books to existing vast resources in the already existing vast resources. In order to encourage more use of the library the timings were extended. Book bank facility was availed of by the student teachers in large numbers. Technological facilities were added such as computer, printers and photocopier and net connection ,LAN connections also upgraded.

'Video clips of experts' lectures' have recently been added in the library.

ICT-

The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes.

The staff and students have access to technology and information retrieval on current and relevant issue. The institution deploys and employs ICT'S for a range of activities. A multimedia language lab, computer labs and science labs provide opportunities for hands on training.

Physical infrastructure / Instrumentation

Seminar halls, conference rooms, audio visual rooms, classrooms with OHP projectors, building to house administrative offices, faculty rooms, well equipped laboratories, library, separate common room for boys and girls, wellness central room , games field, a telephone facility with STD and ISD etc.

6.3.6 Human Resource Management

- 1 Regular and continues monitoring for accomplishment of each programme was done by the authorities.
- 2 The functioning of the Institute was effectively decentralized at the planning stage. Curricular and Co-curricular portfolios were distributed among the staff members.
- 3 Various committees were set up for the smooth and efficient functioning of the Institute.
- 4 The management of the institute took active interest in the affairs of the institute by being part of important committees and also attending staff meetings.
- 5 Regular meetings of the teaching staff were conducted
- 6 Non teaching staff meeting were held to hear their grievances and views
- 7 Follow up and feedback was done at the end of the programmes.

6.3.7 Faculty and Staff Recruitment

- 1 The faculty and staff Recruitment follows all the procedures as laid down from time to time by the state government and the norms of HNBGU Srinagar are followed for the recruitment of faculty for the Institution.
- 2 Advertisement inviting applications from qualified candidates are published in the leading newspapers. Applicants who meet the eligibility criteria lay down by the University of HNBGU Srinagar are called for an interview cum trial teaching session.
- 3 The selection panel consists of the principal, secretary, members of the management, a senior member of the faculty and external Subject expert..Candidates deemed suitable to meet the institutions requirement are appointed on probation for six months. They are given a permanent position by the Management after assessment of their performance.

6.3.8 Industry Interaction / Collaboration

1. Placement form updated in the institute to absorb pass out student teachers in different school.
2. Faculty Exchange programmes were arranged with another B.Ed. College.
3. Regular visits to and inviting resource persons from relevant organization were organized.
4. A panel discussion was organized at the alumni meet , where illustrious alumni shared significant .
5. opinions and reflections on the education system as panellists. Feedback was also collected from the alumni.

6.3.9 Admission of Students

1. The admission process is based on the philosophy that access to quality education is the fundamental right of all citizens. The college/institute is committed to serve the economically and socially marginalized sections of society and to this end to achieve, privileges them in the admission process. The philosophy shapes the admission policy of the college.
2. Students get admission in the institute /college after clearing the entrance examination conducted by HNBSGU Srinagar and also according to the norms laid down by NCTE, State Government and Policy is being followed according to HNBSGU Srinagar.
3. The college website, prospectus and handbook contain information about the State Govt policy and the institution and also contain detailed information about B.Ed. Course. The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form.
4. All information relating to admission processes is made known to the public by way of a Help Desk that is set up during admissions. For The help of candidates and their parents..
5. At the Institutional / college level, two committees were formed for the scrutiny, verification and counselling of candidates. After drawing up the merit list the candidates had to go through first level and the second level of verifications to ensure accuracy of data. Counselling was provided to the candidates regarding the demand of the B.Ed. Course.

6.4 Welfare Scheme For

Teaching Staff	<ul style="list-style-type: none"> • Loan facilities • Flexi-timings provided for medical reason, Maternity leave ,Advance to meet emergency expenditure of the staff.
Non teaching Staff	<ul style="list-style-type: none"> • Loan facilities. • Uniforms of the supportive staff • Financial aid to educate the children of supportive staff • Festival advance. • Admissions scholarship and fee concessions for daughters of administrative and supportive staff. • Refreshment during working hours for administrative staff.

Students	<ul style="list-style-type: none"> • The Career Guidance, Council provides training for students to enhance their employability in addition to provide information on job availability . It fosters partner ships and linkage with the corporate sector for placement and training opportunities. • A wellness centre under the supervision of a visiting doctor . • Trained and professional counsellors are available in the institute.
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6.5 Total corpus fund generated

Rs. - 7434000

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Two Senior Faculty Members
Administrative	NO		NO	

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

For UG Programmes

Yes

No

 NA

For PG Programmes

Yes

No

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

N.A

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

N.A

6.11 Activities and support from the Alumni Association

- 1 Follow up and feedback was done at the end of alumni meet.
- 2 An Alumni meet was organized where in the alumni shared their inputs on the significance of the alumni meet.
- 3 A panel discussion was conducted in which prominent alumni were the panellists. They shared their inputs regarding their experience of their stay in the college and about various aspects of school education.

6.12 Activities and Support from the Parent – Teacher Association

- The parents/**guardians** /spouses of student teachers actively participated in post semester parent teacher meeting in the institute.
- The College does not have an established Parent Teacher Association . However there are activities organized by the college where in parents are encouraged to attend. In the beginning of the academic year .It is mandatory that parents/guardians / spouse of every student attend an orientation programmes and support service offered by the institute.
- The parents/guardians / spouse if the student teacher participated actively in the parents teacher interact organized biannually in the institute constructive and meaningful opinions and suggestions were provided by them and vice-versa to enhance the functioning of the institute . Institute also organize parent teacher meeting for those parents/guardians/spouse whose ward/child needs further support ...guidance and counselling session to enhance their performance.

6.13 Development programmes for support staff

Non teaching staff meetings were held to hear their grievances and view regarding the administrative function of the institute

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

The college on a regular basis makes a thorough environmental assessment of the campus and implement healthy ecological practices.

- Solar water heating plant fixed to supply hot water to entire college during winter.
- The existing RO plants supply potable water for the entire college .
- Institute was made poliothene free.
- Saplings were planted around the campus .
- Tree plantation programme was organized involving the student.
- Cleanliness programme and Swatchta Campaign were organised.

Criterion – VII

7. Innovations and Best Practices

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

A common email id kuk.himanshu@gmail.com was created to ensure the following-

- Monthly attendance of student teachers is maintained in hard and soft copies.
- All academic requirement and facilities coped up as per two year B.Ed. course.
- Remedial classes organized for the academic needs of slow learners.
- Academic audit conducted to enhance teaching learning process.
- Making academic and administrative information available and accessible to student teachers and the staff .
- All students and teachers participate in decision making and innovative teaching processes are carried dough.
- Collaborations with academic and non academic bodies to enhance the professional acumen..
- Feedback analysis of student teachers in performance helped to provide objective feedback.

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

- Student teacher attendance has improved by giving appreciation of scores of 100% attendance and notices serve to those who have less then 80% attendance.
- Introduction of two year B.Ed. course started and goes on smoothly as arrangements were completed in advanced for the purpose.
- Academic performance of slow learners has improved by organizing remedial class for them.
- Regular meetings were held to facilitate interaction between IQAC and other communities to achieve the targets of academic audit
- With an aim to expose the Teaching Faculty of our institution to new frontiers of knowledge, current trends in educational psychology and counselling, IQAC organized an orientation programme.

6 Training Programmes Capacity Building sessions for faculty and non teaching staff .

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

PRACTICE I-

Title of the practice - Confidence Building Ability

Confidence define as –

- Effectiveness in expression
- Faith in oneself
- Strong positive self image.

Goal of the programme

- **To build up the confidence among student teachers to make them effective teachers.**
- **To develop faith in one's own abilities skills and experiences.**

The context- In teachers training college students come from diverse backgrounds and are grown up too. They do inherit multiple norms and experiences. The qualities, norms and experiences of different backgrounds can be helpful for the institute in augmenting its activities. Confidence plays an important role in expressing inherited qualities of students.

The Practice- Dimensions-

- **Through trial, error and immediate feedback, the student now feels more confident setting out on his/her own to tackle the topic.**
- **Qualitative as well as quantitative assessment of the curriculum processes such as presentations, debates, quizzes, declamation stage performances etc.**
- **Immediate feedback is taken out from student teachers and challenges faced by them in their teaching during practice teaching.**
- **Institutional qualitative feedback to be given to student teachers biannually through internal assessment by judging out their performances and presentations twice annually.**
- **Annual feedback to be taken from ex student teachers during alumni meet and by other processes regarding the satisfaction of their confidence level while on work for quantitative analysis.**
- **News reading, amazing facts and speech are regular feature of morning assembly.**

Evidence of success

- Parents who attended the Parent Teacher meeting were able to provide more constructive suggestions.
- Student teachers appreciated the practice as they felt free to express their suggestions.
- The practice provided the data about dimensions that need to be paid more attention.
- The practice determined the activities that need to be sustained, modified or discarded.
- All the activities planned in the action plan were carried out timely as well as academic course.

Problems Encountered and Resource Required

Hesitation among student teachers was the main problem encountered during the practice for their participation in activity.

Practice II

Title of the practice- Value Based Education

Define as-

- Value based education is an approach in teaching of values.
- Positive learning environment
- Improves social and relationship skill.

Goal

To improve the democratic values among student teachers which intern passed on to the school going students to strengthen democracy.

To develop sense of responsibility which ultimately be helpful to improve the working climate in institute.

The context

Value education refers to the aspect of the curriculum that is designed to enable students to learn about and experience the organizational values this included lessons, activities, assemblies that supports value learning. Value education as an explicit and implicit element; explicit refers to the planned experiential activities that enable the students to develop and ethical vocabulary based on values which builds ethical intelligence. The implicit element refers to ; the way the staff use the value vocabulary to reinforce learning.

Dimensions –

- Proper plan was designed and implemented to impart multifaceted values to student teachers e.g social, spiritual, moral, ethical, integrity, character etc.
- Through planned academic activities first value vocabulary developed for improving value intelligence.
- To develop improved value behaviour, no. of co-curricular activities as per designed plan were implemented. The activities were- sport and games stage performance, cultural shows etc.
- Through continuous observation of the behaviours, the change is assist and accordingly changes brought in to improve the practice.

Evidence of Success-

- The practice was appraised by parents in parent teacher meet and they seemed satisfied.
- Improve value intelligence and value behaviour is observed by faculty members.
- It was also noted and determined the activities that need to be sustained, modified or discarded.
- Value based activities are appreciated by student” teachers and they were eager to participate in the same.

Problems Encountered and Resources Required.

- Time constraints.
- Correlation with normal academic activities
- Joint forum of faculty and student teachers is required for continuous feedback of the practice.

7.4 Contribution to environmental awareness / protection

The College constantly seeks to promote the Care of Mother Earth initiative. One of the primary objective of the Institution is to sensitise students on environmental issues and to motivate them to promote ecological justice and sustainable development, The college ,on regular basis, make a thorough environmental assessment of the campus and implements healthy ecological practices .

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

STRENGTHS

- Located in the heart of the city
- Well maintained with external facilities and infrastructure
- Environment –Friendly measures undertaken
- High quality academic programmes.
- A Holistic Educational experience
- Broad –based curriculum with emphasis both on skill development and knowledge building.
- Strong commitment to community service, Social Justice, Empowerment of Women.
- Highly qualified faculty, Committed to students welfare.
- Support programmes for slow learners
- Mentoring system well structured
- A strong focus on high quality, Student – centered teaching –learning processes Committed and dedicated faculty.
- Excellent library facilities
- Strong ,inclusive, value based education offered to students
- Well –equipped labs
- Several opportunities for students to develop and enhance their creative potential and individual talent
- Positive experience with all external stakeholders
- Strong Support Staff

8. Plans of institution for next year

- To organize national seminar of new curriculum of B.Ed. course.
- Plan for purchasing of new books.
- Implementation of planned quality measures for next phase of excellence scheme.
- Orientation programme for teacher educators.
- To conduct academic audit.
- To allot more time for micro and simulated teaching.
- More participation of student teachers to be taken in celebration of International, National days and festivals.
- Peer Group / experts of other teacher training institutes to be invited to evaluate the teaching learning process.
- To use more LCD projectors for effective teaching.

Name Mrs. Dipti Rawat



Signature of the Coordinator, IQAC
IQAC

Name Dr. Y.S. RANA



Signature of the Chairperson,

Analysis of feedback on institute by the parents

(Sample- 44)

S.No	Particulars	Excellent(%)	Good(%)	Normal(%)
1.	Infrastructure facilities namely library ,lab and other campus facilities	33.33%	57.77	8.88
2.	Activities arranged by the department for achieving excellence in learning	46.66%	51.11	2.22
3.	Encouragement to students for participation in various co –curricular activities	46.66	53.33	–
4.	Quality of academic resources viz. teachers course material etc.	31.11	62.22	6.66
5.	Availability of subject teachers for important subjects	46.66	42.22	11.12
6.	Efforts taken by department for overall grooming and personality development.	48.88	46.66	4.46
7.	Development of teaching ability of pupil teachers as per norms given by the university.	44.44	55.55	–
8.	Assess to management and principal	40	44.44	15.56
9.	Discipline maintained by the institute.	66.66	33.33	–
10.	Assistance provided to the pupil teachers by the teachers in resolving their problems.	42.22	51.11	6.66

KUKREJA INSTITUTE OF TEACHERS' EDUCATION

ANALYSIS ON FEEDBACK ON INSTITION BY THE ALUMNI

S.No	Particulars	Strongly Agree	Agree	No Opinion	Disagree	Strongly disagree
1.	I am proud of having studied in this college.	29.08	62.25	8.67	-	-
2.	I had an enriching and beneficial experience in the college.	23.71	70.10	6.19	-	-
3.	While in institute I had good relations with my teachers.	18.37	69.39	12.24	-	-
4.	The teachers were always forthcoming with help whenever needed their help.	35.71	51.53	12.76	-	-
5.	The non-teaching staff was supportive and co-operative whenever you needed their help	22.28	68.91	8.00	0.81	-
6.	The institute had an overall conducive educational environment.	23.20	61.85	14.95	-	-
7.	The institute had adequate facility for training pupil teachers.	15.10	75.52	9.38	-	-
8.	The institute provided adequate help for student welfare.	26.67	69.77	2.56	1.00	-
9.	The institute library had enough resources.	16.67	80.77	2.56	-	-
10.	Discipline was properly maintained in the college campus.	22.71	71.10	6.19	-	-
11.	This course helped me in improving my professional competencies.	13.10	76.52	9.38	1.00	-
12.	The internal assessment of the college was balanced and objective.	32.53	51.00	15.76	0.71	-
13.	The teacher made a comprehensive evaluation of the teaching competencies of students.	29.08	61.25	9.67	-	-

14.	Participation in the morning assembly, workshops, seminars etc. were very helpful in developing independent critical thinking and reasoning	35.53	51.71	12.76	-	-
15.	Healthy competition was ensured by the grouping of students into six houses	71.10	22.71	6.19	-	-
16.	The institute organized various extension programmers.	26.67	69.77	3.56	-	-
17.	This institution helped me to fulfill my ambition of becoming a teacher	20.08	70.25	9.67	-	-
18.	After B.Ed training I felt a major positive change in my personality.	20.67	76.77	2.56	-	-
19.	I often cherished the glorious movements of my life in this college.	26.71	73.29	-	-	--

Plan of Action	Action taken	Outcomes Achieved
Academic	Member increase. Monthly meeting planed New Syllabus as per two year B.Ed. course introduced in the institute.	More feedback and suggestion by new member. Quality improved. Semester wise classes started.
Infrastructure	New furniture samples asked and order placed.	New Furniture received and used.
Facilities	Wash room, Drinking water, Library photo copy facility for student teachers increase.	Facilities use by student teachers & staff.
Faculty	<ul style="list-style-type: none"> • Advertisement • Scrutiny • Selected candidates informed • Experts demanded from University • Interview conducted 	Faculty selection done Appointments given.
New Book for 2 yr B.Ed. Course	<p>Catalogues demanded from different publishers</p> <ul style="list-style-type: none"> • Quotations asked • Consulted faculty regarding new books • List prepared for purchasing • Order placed. 	New books purchased
To enhance Teaching learning process seminar organized	<p>Due to some obvious reasons seminar at national level could not be conducted, in lieu of that same seminar conducted at state level to enhance teaching learning process. Topic – Effective micro teaching. Advt. for seminar topics, invited papers and received on given topic from teacher's training colleges of Uttrakhand,</p>	Seminar conducted & find conclusions made by experts

<p>Planned quality measures and implemented for excellence</p>	<p>experts invited.</p> <ul style="list-style-type: none"> • Feedbacks related to teaching learning were taken from different groups. • Feed backs also received about college environment and facilities. • Feedbacks given by student, peer group, alumni, stake holders, and parents. 	<p>Results implemented on the basis of feedback.</p>
<p>For new syllabus orientation programme planed and permission received for college management</p>	<ul style="list-style-type: none"> • Date decided. • Experts invited. • Teachers from other colleges at local level, invited for orientation programme. 	<p>Three days orientation programme successfully completed.</p>
<p>Remedial classes planned for slow learners.</p>	<ul style="list-style-type: none"> • Identification of slow learners. • Various areas of slow Learning identified. • Strategies finalised as per the needs of slow learners. 	<p>Remedial classes conducted to cater as per the need of slow learners.</p>
<p>Academic audit planned</p>	<ul style="list-style-type: none"> • Two Teachers appointed for academic audit. • Attendance register, Teachers dairy, Transaction register, Time table, Record of remedial classes, annual curriculum planned, Student feedback record, Final result and internal examination result are analysed by nominated teachers. 	<p>Report submitted and suggestion past by nominee teachers.</p>
<p>Website update</p>	<p>Name of new students, Faculties, Library books, Equipments of Laboratories and information regarding admissions and curriculum</p>	<p>Website updated</p>

	and fees as per two year course updated in website.	
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Academic Calendar

2015-16

November 2015	
	1 st Semester start Session- 2015-17
	IQAC Meeting
	Teaching Staff meeting
	Non Teaching Staff meeting
	Induction
	Orientation Programme
	10 % Course Completion
DECEMBER 2015	
	Inter House Poster making competition on World Aids Day
	World Human Rights Day Celebration
	Christmas Celebration
	Inter House Pot Decoration competition
	25% Course Completion
JANUARY 2016	
	Workshop on Personality development & communication Skills
	Intra College Seminar
	Sports week
	Winter Vacation
	Republic day Celebration
	Staff Meeting
	40 % Course Completion
February 2016	
	Basant Panchami Celebration
	Inter-House competition on ' Best Out Of Waste'
	Guest Lecture
	Intra College Seminar
	60 % Course Completion
	Staff Meeting
MARCH 2016	
	International women 's Day Celebration
	Power point presentation on Status Of Women in Present India

	Inter- House Cooking and Rangoli Competition
	Holi Break
	Educational Tour/Visit
	80% Course Completion
	Staff Meeting
April 2016	
	Ram-Navami Celebration
	100% Course Completion
	Internal Exam Preparation Leave For Internal Exam
	Internal Exam
	Staff Meeting
	<i>Annual Function</i>
	Preparation Leave For First Semester Exam
	Semester Exam
	Staff Meeting
May 2016	
	IQAC Meeting
	Staff Meeting
	Intra College Seminar
	Non –Teaching Staff Meeting
	2 nd Semester start Session- 2015-17
	10% Course Completion
	Intra College Seminar
June 2016	
	Anti Polythene campaign
	Environmental Awareness Activity
	Seminar
	Faculty Exchange Programme
	Eid-UI-Fitr Celebration
	25% Course Completion
	Staff Meeting
July 2016	
	Tree Plantation
	Staff Meeting
	45% Course Completion
	Staff Meeting
August 2016	
	Local Festival –Teej Celebration
	Independence Day Celebration
	Rakhi making Competition On Raksha Bandhan Festival
	Intra College Seminar
	75% Course Completion

	Staff Meeting
September 2016	
	Teachers Day Celebration
	100% Course Completion
	Internal Exam
	National Seminar
	Staff Meeting
October 2016	
	Micro Teaching
	Simulated Teaching
	Pre-Internship
	Staff Meeting
	IQAC Meeting