

**Guidelines for the Creation of the  
Internal Quality Assurance Cell (IQAC)  
Submission of Annual Quality Assurance Report (AQAR) in  
Accredited Institutions**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

**P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India**

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

***IQAC shall evolve mechanisms and procedures for***

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;

- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

## **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

## **Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)). The file name needs to be submitted with Track ID of the

institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

## **Mandatory Submission of AQAR by IQAC**

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2<sup>nd</sup> and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A **with effect from 16<sup>th</sup> September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

## 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

#### I. Details of the Institution

1.1 Name of the Institution

St. Wilfred's Teachers Training College

1.2 Address Line 1

Sector- 10 Meera Marg

Address Line 2

Mansarovar, Jaipur

City/Town

Jaipur

State

Rajasthan

Pin Code

302020

Institution e-mail address

stwilfredsttcollege@gmail.com

Contact Nos.

0141-2780436

Name of the Head of the Institution:

Dr. Shashi Prabha Khurana

Tel. No. with STD Code:

0141-2780436

Mobile:

09414445443

Name of the IQAC Co-ordinator:

Dr. ShashiKanta Choudhary

Mobile:

09460386404

IQAC e-mail address:

stwilfredsttcollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

RJCOTE20593

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)/14/A&A/6.1 dated 29-03-2016

1.5 Website address:

www.stwilfredsttcollege.com

Web-link of the AQAR:

http://www.stwilfredsttcollege.edu.in/AQAR2016-17.doc

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

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.1	29/03/2016	28/03/2021
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

11.08.2014

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

2016- 2017

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

- AQAR \_\_\_\_\_ N.A. \_\_\_\_\_ (DD/MM/YYYY)
- AQAR \_\_\_\_\_ (DD/MM/YYYY)
- AQAR \_\_\_\_\_ (DD/MM/YYYY)
- AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.10 Institutional Status

University State  Centre I  Deemed  Private

Affiliated College Yes  No

Constituent College  Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution(N.C.T.E) Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

University of Rajasthan, Jaipur

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

—

UGC-COP Programmes

NO

## **2. IQAC Composition and Activities**

**2.1 No. of Teachers**

05 (Dr.Ranjeeta Pandey, Dr. Jyoti Gupta, Arti Puri, Nikita Garg, Tinku Saini)

**2.2 No. of Administrative/Technical staff**

03 (Prithavi, Divya Prabha)

**2.3 No. of students**

04

**2.4 No. of Management representatives**

Dr. Keshav Badya (Secretary)

**2.5 No. of Alumni**

02

**2.6 No. of any other stakeholder and  
community representatives**

01 Proff. N.M. Sharma

**2.7 No. of Employers/ Industrialists**

Dr. Shushma Gour (Principal Law College)

**2.8 No. of other External Experts**

Dr. Sunita Gour (Principal IGM College of Education),  
Dr. Ritu Sharma (Principal Sidharth College of Education)

**2.9 Total No. of members**

21

**2.10 No. of IQAC meetings held** — **04**

**2.11 No. of meetings with various stakeholders:**

No.

6

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

Total Nos  International  National  State  Institution Level

(ii) Themes

1. Environmental Awareness Protection & New challenges  
2. Right to Education Act.

### 2.14 Significant Activities and contributions made by IQAC

S. No.	Name of Activity	Date
1.	Cleanliness Awareness Programme on Ambedkar Jayanti	14/04/2016
2.	Independence Day	15/08/2016
3.	Teacher's Day	05/09/2016
4.	Guest Lecture on Cognitive Development	09/09/2016
5.	Hindi Diwas	14/09/2016
6.	Workshop On Counselling	28/09/2016
7.	Workshop on Domestic Violence	18/10/2016
8.	Fresher's Party	24/10/2016
9.	Extension Lecture	07/11/2016
10.	Workshop on Learning Disability	10/11/2016
11.	Blood Donation Camp	14/11/2016
12.	AIDS Awareness Programme	01/12/2016
13.	Human Rights Day	10/12/2016
14.	Lohri Celebration	13/01/2017

15.	Republic Day	26/01/2017
16.	Extension Lecture	18/02/2017
17.	Annual Sports Day	20 & 21/02/2017
18.	Women's Day	08/03/2017

### 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

- To invite NAAC team for the assessment of the institution
- To organize international and national seminars and workshops to enhance the professional skills and competencies among the teacher educators.
- To organize more faculty development programme for teaching and non teaching staff.
- To invite eminent speakers and experts from various fields to enhance the different skills and knowledge of the pupil teachers.
  - To conduct placement drive by inviting reputed institutions to give benefits to the students.
- To make arrangements for various social awareness activities like blood donation, swine flu and AIDS awareness.
- To celebrate festivals of national and international importance.
- To incorporate digital education and online learning in teaching learning process.

\* 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

Faculty development Programme has been organised. Placement drive is under process to accommodate the students to be placed in reputed schools.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 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	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	01			

  

Interdisciplinary				
Innovative				

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

- Pattern
- Semester
- Trimester
- ✓ Annual

Though the syllabus is prescribed by the University of Rajasthan but college offers a variety of subjects to the students so that they can choose as per their interest.

**Options offered in B.Ed:-** The institution offers fourteen optional teaching subjects in pedagogy of school subjects from which the students have to opt for any one in B.Ed-I and one in B.Ed-II. In B.Ed II year a paper with code B.Ed- 11 offers five optional subjects out of which students have to opt one. These optional subjects are:

Code	Optional
1.	Guidance & Counselling
2.	Health & Physical Education
3.	Environmental Education

**1.3 Feedback from stakeholders\*** Alumni  Parents  Employers  Students   
(On all aspects)

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

*\*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.**

Yes. The Syllabus was revised by Rajasthan University in the session 2015-16

**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
28	27	1 -----	----	

**2.2 No. of permanent faculty with Ph.D:**

04

**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
--27	--	01--	--	--	--	--	--	--28	--

## 2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	-
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## 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	1	
Presented	01	1	
Resource Persons	Dr. P.C.Trivedi Dr. L.K.pareek	Dr.Vidya Jain	

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

**Strategy of Direct Instruction:** The Direct instruction strategy is the most commonly used strategy that includes lectures, questioning, teaching practice and demonstrations. This strategy is also used for introducing new content, or actively involving students in knowledge construction.

**Empirical Learning** both inside and outside the classroom is used to increase understanding and retention of the subject matter. This includes role playing, surveys, simulations, field trips, field observations, games, teaching practice etc. College helps students to grow as independent learners by using wide range of instructional methods. This includes report writing, Internet browsing and making Power-Point Presentation.

### Interactive Method

Interactive instruction is used to encourage discussion and sharing among the students, provide learners with opportunities to react to the ideas, experience, insights, and knowledge of the teacher. The interactive instruction strategy includes total class discussions, projects, debates, seminars, workshops, cooperative learning groups, collaborative learning etc.

### Constructivist Learning

The students are given opportunities to construct new knowledge from their experiences in the classroom. The teachers play a role of a facilitator and the students learn from their own works, strengths, failures, or others' strengths and failures. This component is added in many academic subjects with revision of two-year curriculum form session 2015-16.

### Team Teaching

It is a common practice to make teams of students with same subject combinations to teach in a class during their teaching practice. This not only gives them confidence in teaching but provides help for organizing and presenting their lesson in a better way.

**2.7 Total No. of actual teaching days during this academic year** 280

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

The examination committee organizes orientation programme for the students in the beginning of the session about the terms and conditions for appearing in the term end and annual examinations regarding percentage of marks in theory and practical and percentage of attendance required for appearing in examinations.. Use of Question Bank to discuss various questions, retests for academically weak students, students on leave, revision of answer sheets on University pattern, discussion of question papers, etc. are the various steps taken by the institution for better academic performance of the students. Parents are informed about their ward’s absenteeism in exams through telephone and letters, parent-student-teacher meetings are also held to discuss the academic progress of the students and make necessary strategies such as peer learning, extra classes, remedial classes, personal attention, and counseling. The Continuous and comprehensive system of evaluation has been adopted by the institution that goes round the year.

**2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop** 01

**2.10 Average percentage of attendance of students** 85 %

**2.11 Course/Programme wise distribution of pass percentage : Result 2015-2016**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed	188	27	159			98
--	--	--	--	--	--	--
--	--	--	--	--	--	--

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

- At the beginning of the session IQAC holds meeting with the staff in which the calendar and a plan of action for each subject is prepared.
- Subject-wise groups of teachers are formulated and they discuss about the topics to be taught in the class along with the strategies to be applied to cover the syllabus timely.
- The effectiveness of the teaching learning process is judged time to time.
- In addition students are given freedom to talk about any problem they face in the classroom.
- Monitoring of TLP is also done in the form of written or oral tests and participation of students in classroom discussion.
- The performance of students is discussed in the meetings and reasons for poor performance are discussed.
- IQAC arranges Remedial classes for weak students.

## 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	02
HRD programmes	
Orientation programmes	
Faculty exchange programme	
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	3			
Technical Staff	2			

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC promotes Research culture in the institution in the following ways:

#### Among Faculty Members

- Encourage faculty to publish research papers, articles, Research tools, Books, Self-Instructional Material and instructional aids.
- Organize Seminars cum Workshops on Research related topics.
- Attend extension lectures, Conferences, Seminars, Workshops and refresher and training programmes on research methodology.
- Provision of study leave to pursue research.
- Encourage the teachers to pursue higher studies and research at Doctorate level.

#### Among Students

- Action research is an integral part of the B.Ed. curriculum. Every B.Ed. student is required to conduct an action research during practice.
- Preparing ICT/Technology related instructional materials, digital lesson plans.
- The alumni students and students from other institutions are provided the facility to avail rich psychology lab.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

**3.5 Details on Impact factor of publications:**

Range  Average  h-index  Nos. in SCOPUS

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

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

**3.7 No. of books published** i) With ISBN No.  ii) Chapters in Edited Book

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	1	1			
Sponsoring agencies					

**3.12 No. of faculty served as experts, chairpersons or resource persons:01**

(Dr. Shashiprabha Khurana)

**3.13 No. of collaborations**  International  National  Any other

<b>No. of collaborations during 2016-17</b>
---

S.No	Organisation	Programme	Resource Person	Date
1	St. Wilfred's Education Society	Teacher's Day	Shri Suresh Gupta (Chairman)	05/09/2016
2	Vishakha NGO, Jaipur	Counselling Workshop	Ms. Kavita	28/09/2016
3	St. Wilfred's Education Society	AIDS Awareness Programme	Mr. B.D. Rawat	01/12/2016
4	Vishakha NGO, Jaipur	Workshop on Domestic violence	Ms. Kavita	18/10/2016
5	St. Wilfred's Law College	Extension Lecture on Women Right	Dr. Shushma Gaur	18/02/2017

**3.14 No. of linkages created during this year**

S.No	Organization	Programme	Resource Person	Date
1.	Education Department	Internship B.Ed-I & B.Ed- II	Sh. Yogesh	15.11.2016 & 01.03.2017
2.	Dainik Bhaskar	Blood Donation Camp	Sh. Neeraj Jain	14.11.2016

**3.15 Total budget for research for current year in lakhs :**

From Funding agency

From Management of University/College

Total

**3.16 No. of patents received this year**

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

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

Total	International	National	State	University	Dist.	College

**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**

02

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

JRF

SRF

Project Fellows

Any other

**3.21 No. of students Participated in NSS events:**

University level

State level

National level

International level

**3.22 No. of students participated in NCC events:**

University level

State level

National level

International

**3.23 No. of Awards won in NSS:** University level  State level   
National level  International level

**3.24 No. of Awards won in NCC:** University level  State level   
National level  International level

**3.25 No. of Extension activities organized**

University forum  College forum   
NCC  NSS  Any other

S.No.	National /International, Academic /Research bodies	Event	Resource Person/ Chief Guest	Date
1.	Academic	Extension Lecture	Dr. Shipra Mathur	07.11.2016
2.	-Do-	-Do-	Dr. Shushma Gaur	18.02.2017
3.	-Do-	-Do-	Dr. Ekta Soni	08.03.2017
4.	-Do-	Workshop on Counselling	Ms. Kavita	28/09/2016
5.	-Do-	Workshop on Domestic Violence	Ms. Kavita	18.10.2016

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

**1. Ambedkar Jayanti (14 April, 2016)**

On the occasion of Ambedkar Jayanti a unit of students organized a cleanliness programme in the slum areas in order to aware the residents about cleanliness and hygiene. This programme was initiated by the students. The Principal of the college and all volunteers actively participated in this awareness programme.

**2. Independence day (15 Aug., 2016)**

On 15Aug 2016 – Independence Day was celebrated in college premises. Flag hoisting ceremony was initiated by the chief guest of the programme. The students of the college

performed various cultural and patriotic programmes. The function commenced with the college prayer “Tum hi ho Mata Pita” . National Song “Vande Matram” and other patriotic songs were sung by the students. Various activities like motivational speech, poem recitation were given by the students on this day. The students were given certificates as a token of appreciation for participation. The function was concluded by with vote of thank by chairman.

### **3. Teacher’s Day (05 Sept.,2016)**

Teacher’s Day was celebrated on 5 sept. 2016. The new session of 2016-17 was started on to this day. Hawan Programme was organised on this occasion followed by a induction programme. The new students were welcomed warmly. The students performed cultural activities for teachers.

### **4. Hindi Diwas (14 Sept., 2016)**

The Hindi Diwas was celebrated on 14 sep. on this day an essay writing competition was held in the college. The students of four sadans participated in this competition. The students presented their views on “Hindi as our national language” topic. The principal of the college Dr. Shashi Prabha Khurana gave the concluding speech and encouraged the students to promote hindi.

### **5. Workshop on Domestic Violence (18 oct, 2016)**

A Workshop on domestic violence was organised in collaboration with a NGO vishakha. The volunteers of NGO created awareness regarding the domestic violence among the students. The students made the posters related to domestic violence. A demonstration on domestic violence was given by the volunteers.

### **6. Fresher Party (24 Oct., 2016)**

On 24<sup>th</sup> Oct. 2016 fresher party was organised in the auditorium of the college. The chief guest of the programme was Mr. Lokesh Sonwal . The theme of the party was ‘Nav Ras’. The party was commenced with “Ganesh Vandana” followed by various cultural activities. Like , dance, group dance, play, mono acting etc. The center of attraction of the party was fashion parade. Mr. & Miss Fresher was selected for this fashion parade by the judges. The students demonstrated all the ‘Nine Ras’ by the performances. The programme was concluded by a motivational speech by the chairman of college Dr. Keshav Badaya and note of thanks by the college Principal Dr. Shashi Prabha Khurana.

### **7. Extension Lecture (7 Nov., 2016)**

Extension Lecture on “Happy Citizens” On 17 Nov,2016 on extension lecture has been organised in college premises by Dr. Shipra Mathur. she conveyed the message of happiness to the students and encouraged them to lead happy and stress free life.

#### **8. AIDS Awareness Day (01 Dec., 2016)**

On 1<sup>st</sup> Dec. 2016 AIDS Awareness has been celebrated. On this day Poster Making Competition has been organised. Students participated with the great zeal and enthusiasm. Different Poster containing awareness message regarding AIDS made by the students. An awareness programme was conducted by the student to make the people aware about the AIDS.

#### **9. Human Right Day (10 Dec ,2016)**

On 10<sup>th</sup> Dec., 2016 Human Right Day was celebrated. On this occasion an extempore has been organised. Students participated and presented their views regarding the topic. The importance of human right was the core of the programme.

#### **10. Lohri Celebration (13 Jan, 2017)**

The festival of lohri was celebrated 13 jan. by the Management and college staff members. Dr. Keshav Badaya, Secretary of the college presided over the function. The function was started with the lighting of bonfire followed by singing of traditional lohri geet and gidha. The programme was ended with the Prasad distribution.

#### **11. Republic Day (26 Jan, 2017)**

Republic Day was celebrated on 26 Jan. A Parade was organised by students. After the parade flag was hoisted by chief guest. The chief guest motivated the students to give their active contribution in the development of country. He also emphasised how to develop a scientific temper in our lives to grow into a better human being. The function was concluded with National Anthem.

#### **12. Extension Lecture (18 Feb, 2017)**

On 18 Feb, 2017 An Extension Lecture on Women Rights was organised in collaboration with St. Wilfred’s Law College. The Key note Speaker was Dr. Shushma Gaur, Principal of Law College. Dr. Gaur Delivered a lecture on rights of women in contemporary Indian Society.

#### **13. Women’s Day (08 March, 2017)**

On 8<sup>th</sup> March 2017 women’s day was celebrated. on this occasion an extension lecturer was given on the topic of “women empowerment”. The key speaker was Dr. Ekta Soni. She encouraged the women for self livelihood. She also made women aware about the self finance schemes of govt. for their empowerment.

## 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	3000 Sqft	--	--	
Class rooms	10	--	--	
Laboratories	08	--	--	
Seminar Halls	01	--	--	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (Visitor Room & Store Room)	1+1			

#### 4.2 Computerization of administration and library

The library consists of a computer system having the detail of all the books, magazines, journals, etc. There are two computer terminals in the in the college office. The library and administrative office is also computerized with internet facility.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12359	---	191	--	12550	--
Reference Books						
e-Books			2		2	
Journals	13	--	12	--	25	--
e-Journals			2		2	
Digital Database						
CD & Video	4		6		10	
Others (specify) Newspapers & Magazines	10		2		12	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	60 Computers	32				02	Library (1) Office(2) ET Lab (4) IQAC (1) Computer Lab (32) Language Lab (20)	
Added		3						
Total	63							

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Upgradation (Networking, e-Governance etc.)

The college has a well furnished Educational Technology Lab with almost all the modern technological facilities such as Projectors, whiteboards, projection screens, slide projector, DVDs, compact disks, Internet, Wi-Fi facility, TV, and computer generated media. Teachers are given training in latest technology regularly.

#### List of Material in Curriculum/Educational Technology Lab upto 2016-17

Photostat Machine	01
Digital Camera	01
Instructional Material	
CDs	20
Flash Cards	12
Charts	60
Laptop	01

Head Phone	10
Maps	05
Globe	02
Overhead Projectors (OHP's)	02
Mike system	02
TV	02
Music System	01
Scanner	01
Printer	01
Stop Watch	02
UPS	01
Tape Recorder	01
VCR	01
Blank Cassette	04
Amplifier	01
Microphone	02
Mike Stand	01
Cordless Microphone	02
Speaker System	02
DVD Player	01

**4.6 Amount spent on maintenance in lakhs :**

i) ICT	1.3
ii) Campus Infrastructure and facilities	4.8
iii) Equipments	1.9
iv) Others	1.4

**Total :**

9.4
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## **Criterion – V**

### **5. Student Support and Progression**

#### **STUDENT SUPPORT AND PROGRESSION**

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

- Respect for the rights of others, openness to new and different ideas, acceptance of individuals from diverse backgrounds and cultures, and belief in the worth and dignity of all people are encouraged.
- Bilingual method is used for teaching to overcome the linguistic barriers.
- Book Bank facility is provided to the needy students. Books and literatures relating to competitive examinations are made available in the library.
- Fee concessions are awarded to the deserving candidates from the college funds.
- Tutorial and remedial support is also provided to the students to make the campus environment more conducive. Peer learning and counseling services are provided in the college campus.
- Awards are given to meritorious teacher trainees for motivating them to achieve higher goals.
- Placement drives also motivates the teacher trainees to improve their performance and enhance their professional skills. The teachers provide the information to the students about the jobs available in different educational institutions. Group discussions, mock interviews and career talks are organized from time to time by the Placement Cell from time to time.
- The discipline committee emphasizes on punctuality and proper dress code.
- Free use of Computers/Internet is available in the computer lab.
- Extension lectures on general awareness on contemporary issues are organized with the aim to broaden students outlook and enhance sensitization.
- College also organizes workshops on soft skills and life skills for the development of self esteem, communication skills and overall personality development.
- The college hosts ‘Skill in Teaching Competitions’ from time to time. Special facilities are provided to the students who participate in such activities. Refreshment is provided to the students during practice days.
- The institution provides the funds to the needy students who cannot bear the expenditure of the competition to encourage the talent of the student.
- Blood Donation Camp has been organized in the college.
- One Doctors provides necessary medical services free of cost to the students, Water coolers with Aqua-guard have been installed.
- A Medical room (sick Room) for providing early treatment to the injured/sick persons.

- Tie up with the Saket Hospital in case of need. If necessary, college staff is available for taking sick students to nearby hospitals.
- In addition to the above mentioned facilities the college has Language Lab and ICT Lab for developing different skills among students.
- Special emphasis is placed on internship training besides organizing replacement talks about job requirements in different fields.
- Students of our college regularly visit schools and special institutes for practical training which is the part of our curriculum.
- The college Editorial Board motivates the students to express themselves in writing the articles and these articles are published in the Annual magazine named 'PAHAL'. It serves as a platform for the creative skills of students. Each section of the magazine has its own Student Editor. The student editors assist the chief editor in publishing the college magazine.

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

### Maintaining data about Career Placements of the students

IQAC takes effort to track the progress of the students & collects data about career placement of the student.

### Providing Coaching and maintaining data about students clearing competitive exams

The college takes up a number of support and guidance measures to prepare the students for competitive exams. Books and literatures relating to competitive examinations are made available in the library. Seminars and workshops on career planning are organized. Students are guided to join the institutions providing UGC, PTET, CTET coaching. Data is maintained by IQAC about students clearing various competitive exams.

### Data of students pursuing Higher Studies

College collects data with regard to students pursuing higher studies. Specialized agencies are invited to provide information and guidance to students who wish to pursue further studies abroad. Following table shows that there is an increasing trend in students going for higher studies.

Session	No. of Postgraduates at the time of admission	No of students pursuing higher studies	Total
2015-16	18	-----	18
2016-17	15	-----	15

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
184	15	--	--

(b) No. of students outside the state: Nil

(c) No. of international students: Nil

Men

No	%
160	80

Women

No	%
40	20

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
24	32	29	113	02	200	38	29	30	101	01	199

Demand ratio

Dropout %

6.5

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

Under Process

No. of students beneficiaries

--

#### 5.5 No. of students qualified in these examinations :- (N.A.)

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

#### 5.6 Details of student counselling and career guidance

No. of students benefitted

30

#### Activities conducted in Counseling and Career Guidance 2015-2016

S. No.	Name of the Activity	Date	Place
1	Guest Lecture on Cognitive Development	09/09/2016	SWTTC, Jaipur
2	Class Presentation		--DO--

3	Workshop on Learning Disability	10/11/2016	SWPGCollege, Jaipur
4	Internship	15/11/2016 & 01/03/2017	Home District

### 5.7 Details of campus placement

Under Process

### 5.8 Details of gender sensitization programmes

St. Wilfred's Teachers Training College carried out various programmes throughout the year to spread gender sensitization. Though college is co-educational. the entire staff and management deals with the gender issues sensitively. College has a women cell that looks after any issues pertaining to them.

### 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

### Annual Sports Day

Annual sports meet was held in college playground on 20 & 21 Feb. The chief guest of meet was Sh. Suresh Gupta, chairman, St. Wilfred's Education Society. The event was commenced with the 'Deep Prajavalan' ceremony. Mr. Gupta unfurled the flag and declared the sports meet open. The students as well as the faculty of the college enthusiastically took part in march-past. Sh. Suresh Gupta highlighted the importance of sports in our day to day life to develop balanced personality. He appreciated the efforts of the faculty and students to make the programme a success. Amit Kumar and Pinky Choudhary were declared the best athletes of the college. The winners were awarded with the prize as token of appreciation.

#### 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

**5.10 Scholarships and Financial Support**

	Number of students	Amount
Financial support from institution		
Financial support from government		
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**

On 14 April 2016 an awareness swachhata Rally was organised by a unit of students regarding cleanliness and hygiene in slum area of the city. College Principal, students and volunteers participated very actively in this awareness programme. A skit on the theme “Swachhata Shapth” was performed by the volunteers, students and residents of the slum area. The pledge was taken to maintain cleanliness of the surrounding of the individual, family, neighbourhood, slums & work place.

Swine Flu awareness survey was carried out by volunteers of college and covered nearly 500 houses in 7 & 8 sectors of Mansarovar. The Volunteers made aware the people about pre cautionary measures regarding swine flu and prevention from the flu.

AIDS Awareness Programme: An AIDS Awareness Programme was conducted by the college students. On this occasion students made the posters and created consciousness among the people about the disease and prevention and care about it.

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

The college has a Grievance Redressal Cell for dealing with any sort of grievance that the students or staff may encounter. Apart from this the college has a functional guidance and counseling cell which takes care of the students' social, moral, emotional and psychological needs and issues. Grievances of students and staff, if any, are brought to the notice of the Head of the institution, and the issues are amicably and promptly solved. The Head of the institution is readily available and considerate towards any matter of concern that comes to her notice. The grievances with respect to service matters are discussed at the College Staff Association. Similarly the college management is also considerate about any issues that might need their attention and intervention. Feedback plays a crucial role for improving performance and quality of an institution. For improving quality of teaching and learning, we always consider suggestions given by parents, alumnae and also employers when they conduct campus interviews. The management and the Principal are always keen to seek advice from students and employers for better execution of the provisions entailed in its prospectus as well as suggestions and recommendations of the governing body. The office of the principal is always approachable and quite vigilant to complaints/grievances/ requirements etc. of the College staff and students. Apart from this suggestion boxes are provided in the campus so that feedback never stops flowing in.

## **Criterion – VI**

### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

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

The vision, mission and values of the college are clearly stated. They are made known to various stakeholders through the college prospectus, college website, college prayers and display boards.

#### **VISION & MISSION**

To become the centre of academic excellence in the area of teacher education by providing quality teacher education Programmes at par with the national and international standards to the rural youth inculcating in them our culture, heritage and values along with complete education.

To prepare the student teacher by providing them a rigorous quality academic study with innovative effective teaching strategies and developing in them the ability and passion to work wisely and creatively to become the best teacher in their career in an environment with intellectual stimulus and moral prosperity

#### **6.2 Does the Institution has a management Information System**

Yes. The Institution keeps a database of all information, whether financial or academic.
--

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

#### **6.3.1 Curriculum Development**

Dr. Shashi Prabha Khurana

1. Acted as a resource person in Curriculum Revision workshop & meetings for B.Ed holding Department of Education, University of Rajasthan..

2.. Attended and acted as a resource person in the workshop on “Introduction of New skills in Microteaching” at S.S. Jain Subhodh Women’s College of Education, Jaipur.

#### **6.3.2 Teaching and Learning**

Students are encouraged to learn through following ways to promote student centered learning:

Involving students directly in the discovery of knowledge using materials that challenge students to use their previous knowledge to create new and deeper understandings of concepts embracing the concept that learning is enhanced through social activities such as cooperative learning, problem based learning, Case Studies etc.

Using activities beyond the classroom to enhance the learning experience, Specific learning approaches that have strong student-centered components used frequently by the faculty members are:

##### **Problem Based Learning**

The faculty members questions in the classroom which require problem solving skills. The institution puts away superstitions as the basic philosophy of the institution is scientific minded, believing in laws of nature.

##### **Project Based Learning**

Teachers ask the students to make projects, power point presentations in various subjects and thus cooperate with each other.

##### **Learning through Community Service**

The students learn through active participation in thoughtfully organized services to different social service centers to meet the needs of a community. It helps to foster civic responsibility that is integrated into and enhances the academic curriculum of the students.

## **Co-operative Peer Learning**

Student groups often motivate them to yearn for better learning leading to their improved performances in the tests, exams, projects, assignments and student seminars.

## **Empirical Learning**

The students are provided direct experiences by taking them to actual teaching situation during their teaching practice and also taking them for educational trips, visits to community centers meant for serving differently able children.

## **Team Teaching**

It is a common practice to make teams of students with same subject combinations to teach in a class during their teaching practice. This not only gives them confidence in teaching but provides help for organizing and presenting their lesson in a better way and for maintaining discipline in the class.

### **6.3.3 Examination and Evaluation**

#### **Evaluation Process**

The evaluation procedure is communicated to the students at the beginning of the year, with regard to evaluation process, internal assessment, term end evaluations and external evaluation. The evaluation is continuous.

#### **Internal Assessment**

Internal assessment is done regularly on the basis of performance class tests, house tests, participation in co-curricular activities, attendance, assignments and classroom interaction in each subject. The record of the activities (curricular and co-curricular aspects) of each student for the entire year is entered continuously in the computer which is considered at the time of internal assessment. The internal assessment is displayed on the notice board regularly to bring transparency in the evaluation process. Diaries maintained by the students are also taken into consideration while calculating internal assessment.

#### **Term-End Evaluation/ External Evaluation**

Term end evaluation is done at the culmination of each year and University of Rajasthan conducts the final examination which is conducted and evaluated externally. In each year the college conducts the internal examinations also for the students. Students are being made aware of the compulsory condition i.e-85% of compulsory attendance and passing marks of 40 % in each of the theory paper in internal examination laid down by University of Rajasthan. To improve the result of the student in case of weak students are given individual attention by the subject teacher, library seating, assignments, remedial teaching etc. are in being in practice. Prizes are given to the meritorious students who hold positions in different subjects.

### **6.3.4 Research and Development**

The institute endeavors to promote a culture of research by motivating and inspiring teachers to take up research work. Prominent Initiatives taken by the college in this direction are given in detail as follows: -

#### **Seminars and Conferences**

Teachers are motivated to attend conferences, seminars, and workshops on research methodology. The information regarding the research seminars being held at different places is provided to all the members of the staff .The college allows duty leave for attending seminars & conferences for which delegate fee and T.A. is also given. Adjustment in period is allowed to facilitate research.

#### **Paper Publication**

The faculty members are guided to publish research papers in reputed national and international journals by providing them required information regarding these journals.

#### **Ph.D. Registration**

The Faculty members are encouraged to register for M.Phil. / Ph.D. Three faculty members have completed their Ph.D during the last five years. One faculty member is registered for Ph.D. She is on the verge of completion of thesis.

#### **Provision of Research Facilities**

The institution has developed various facilities on the campus for the promotion of research. The college ensures that equipments and apparatuses procured are used to their optimal level. The psychology lab is well equipped with latest psychological tests and tools which are made easily available to staff and the students. The staff can avail inter college library facility with its sister concerns. Free internet facility is provided to the faculty. Library is well equipped with sufficient number of journals, books, magazines and reference books required for research.

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

There is a Library Advisory Committee consisting of the Principal, Senior Faculty members, Librarian and the student representative as under:-

The library committee performs the following functions:

The committee meets frequently to assess the requirements of the students and staff about various library resources and takes decision on their acquisition. The committee recommends the names of the needy students for loan of books from the book bank especially meant for catering to their needs after inviting applications from them at the beginning of the session. It monitors and approves the expenditure made on purchase of books, journals, newspapers, audio visual materials etc.

Suggestion box is also kept in the library to seek suggestions for improvement. Separate registers are maintained to keep the record of the faculty, students and other visitors visiting the library.

### **The Utilization of ICT Facilities**

The institution is equipped with 60 computers with internet connectivity. There are courses with ICT enabled teaching learning process. The institution offers computer science as a Compulsory Subject with the subject code EPC-3 Students have access to internet facility in the computer laboratory. The students are allowed to work in the computer lab during the computer hour. Students make use of the tape recorder for cultural programmes and to prepare audio lessons.

The CDs available are utilized by the staff while demonstration. The staff members also have an open access to computer lab for browsing and to prepare multimedia presentation.

There are two computers in the college office. Computers are used in the office for keeping all the records of the students and faculty. Records pertaining to accounts, correspondence and all types of official information are stored. Scanner is used to scan important documents, clippings or photographs for writing reports or documentation. Computers are also available in ET lab, Library and IQAC.

### **Language Lab**

There is a full-fledged language laboratory with 'LAN' facility connecting 20 systems. In the Digital language lab interactive software is installed. With that practice in communication is given to all the students. Students are allowed to use the system periodically to practice their language skills. The students are provided training to use language lab.

### **Utilization of Audio Visual Materials and other media**

The students use the audio visual materials like Charts, Models OHP Projectors and other projective aids during their discussion lessons and practice teaching. They also use these materials for competitions related to skill in teaching. Teacher educators also use various AV materials during their teaching or giving demonstration lessons. The projective aids are used during workshops and seminars or any lecture by experts.

## **Physical infrastructure / instrumentation**

1. Use of infrastructure for university and competitive examinations, and organizing programmes of national importance by NGOs and other organizations.
2. Maintenance of physical infrastructure through maintenance committee and volunteers.
3. Administration is computerized.
4. Provision of standby generators for uninterrupted power supply.

### **6.3.6 Human Resource Management**

The institution makes the best use of human resources as per their qualifications, capabilities, capacities and talents. The well qualified teachers teach in B.Ed. Teachers are also in charge of social service clubs inside and outside the college. The college also develops students as human resource by allocating them different responsibilities as student councils, student, leaders in different activities and participating in different cultural activities of the college. Non teaching and supporting staff also perform additional duties along with their assigned work.

### **6.3.7 Faculty and Staff recruitment**

The institution follows rules and regulations of NCTE & University of Rajasthan for recruiting and retaining diverse faculty. To begin with, the vacancies for the teaching posts are advertised in the State newspapers. This is followed by interviews, which are conducted by a selection committee constituted as per the regulations of the University of Rajasthan. The salary structure is as per norms. The needy support staff members are re-employed.

### **6.3.8 Industry Interaction / Collaboration**

Since 2015-2016 practice teaching has been renamed as internship which is divided into 4 weeks and 16 weeks for B.Ed I year & IInd year students respectively. During Teaching Practice oral and written feedback are given by the teacher in charge.

Peer trainees also observe the lesson and suggest them necessary improvements in the observations schedule. The school subject teachers and principal also give feedback either written or verbally from time to time.

The prospective teachers during their 'Internship Programme' of 4 weeks go to the field in order to gain first-hand experience regarding the functioning of schools and other related aspects. They observe actual class room teaching and also get to know about the rules and regulations of the

school. During II year the students of B.Ed. go for ‘School Internship’ for duration of sixteen weeks, where they are given the exposure to practice their multiple skills for effective teaching. With the consent of the principals of practice teaching schools, the teacher educators, school teachers and prospective teachers together plan for academic and co-curricular activities to be carried out during teaching practice. The mentor teacher and school staff observe the student teachers in practice and give feedback. The students are required to critically analyze various aspects of the school like infrastructure, time-table, discipline and record their reflections with regard to conduct of teaching practice. All this makes them active learners. The B.Ed students are attached with various schools of the city (both urban and rural) for teaching practice as per University of Rajasthan guidelines. In the year 2016-17 the practicing schools were as follows:

<b><u>S. No.</u></b>	<b><u>Name of the School (Urban Area)</u></b>
1.	Govt. Sen. Sec. School, Agarawal Farm, Mansarovar, Jaipur
2.	Govt. Sen. Sec. School, Kiran Path, Mansarovar, Jaipur
3.	Govt. Sen. Sec. School, Heera Path, Mansarovar, Jaipur
4.	Govt. Sen. Sec. School, Hawa Mahal, Jaipur
5.	Govt. Sen. Sec. School, Gurjar ki Thadi, Jaipur
6.	Govt. Sen. Sec. School, Ghatgate, Jaipur
7.	Govt. Sen. Sec. School, Ambedakar Nagar, Jaipur
8.	Govt. Sen. Sec. School, Airport Area, Jaipur
9.	Govt. Sen. Sec. School, Malviya Nagar, Jaipur
10.	Govt. Sen. Sec. School, Banipark, Jaipur
11.	Govt. Sen. Sec. School, Sumer Nagar, Jaipur
12.	Govt. Sen. Sec. School, Heera pura Bypass, Jaipur
13.	Govt. Sen. Sec. School, Jawahar Nagar, Jaipur
14.	Govt. Sen. Sec. School, Jagatpura, Jaipur

15.	Govt. Sen. Sec. School, Bad Devri, Jaipur
16.	Govt. Sen. Sec. School, Ambedakar Nagar, Jaipur

<u>S. No.</u>	<u>Name of the School (Rural Area)</u>
1.	Govt. Sen. Sec. School, Phagi, Jaipur
2.	Govt. Sen. Sec. School, Shikarpura, Jaipur
3.	Govt. Sen. Sec. School, Mangyawas, Jaipur
4.	Govt. Sen. Sec. School, Nevta, Jaipur
5.	Govt. Sen. Sec. School, Devari, Jaipur
6.	Govt. Sen. Sec. School, Maujamabad, Jaipur
7.	Govt. Sen. Sec. School, Dudu, Jaipur
8.	Govt. Sen. Sec. School, Bad Mohanpura, Jaipur
9.	Govt. Sen. Sec. School, Kotputali, Jaipur
10.	Govt. Sen. Sec. School, Phulera, Jaipur
11.	Govt. Sen. Sec. School, Dhaulai, Jaipur
12.	Govt. Sen. Sec. School, Kothun, Jaipur

### **6.3.9 Admission of Students**

The college runs B.Ed program. The process of admitting students to these programs is through a transparent system. Admission to B.Ed is done on the basis of merit through centralized counseling conducted by Kota University. Students get admission in the colleges affiliated to University of Rajasthan.

### **6.4 Welfare schemes for Teaching Staff:**

- The Institution encourages the staff to publish research articles in the reputed journals.
- The staff is motivated to participate in the International/National / State Level seminars, conferences and workshops and present their papers. Their delegate fee is also taken care of.
- The faculty has free access to technology and Wi-Fi internet is available all the time.
- The Staff members are appreciated by the principal and management.
- The College has provided the Telephone, Intercom, Internet, Fax and Xerox facilities .
- The college has provision of electrical generator to overcome the problem of power failure.
- The faculty is motivated to pursue the higher studies leading to M.Phil and Ph.D.
- To update their knowledge the faculties are motivated to undergo refresher courses and orientation programmes.
- The canteen facility is available at the college campus.
- Deserving and needy students are provided scholarships so that they could continue their studies uninterruptedly.
- Qualified counselor as well as doctor who look after the emotional, personal, psychological and physical well being of the students.
- Alumni association “Milan” provides various benefits to pass-outs
- College staff also collected fees for some needy students.
- Staff also helps the students at their personal level
- All genuine grievances of the students and staff are redressed by the Grievance Redressal Cell of the college.
- The class teacher guides the students to be beneficiaries of the welfare schemes
- Students are provided with safe and clean drinking water, a necessity according to norms of maintaining standard of living. Water filters have been established all over college for the same purpose.
- Books and other study material is made available to needy students without bearing any expenses so that they may never give up on the idea of education or become drop outs.

**6.5 Total corpus fund generated**

**6.6 Whether annual financial audit has been done**

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal

Administrative	Yes		Yes	Principal
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**6.8 Does the University/ Autonomous College declares results within 30 days?**

For UG Programmes      Yes       No

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**

The institution has an Alumni Association. The Alumni Association was constituted in the year 2014. Thereafter it is the flag bearer of the developments in the institution. Today it is the backbone of the institution. The institution rests on the rich history of the students’ success and glory

**Contribution of Alumni in the growth and development of the college**

- The alumni association holds extension lectures for the students for personality development, capacity building, and communication skills, conducts mock interviews to enable students to face interviews with confidence
- Alumni association honors meritorious students
- Invite alumni members from time to time to enrich the present batch with their expertise. The Alumnae association “Milan” holds its annual meeting in which views are exchanged and their healthy suggestions to further the progress and prosperity of the institution are welcomed. Alumni meet is a regular annual feature of the college activity calendar.

- On the occasion alumni members are also honored for their excellence in the field of academics and their contributions toward the society.
- The committee always tries to keep in touch with the members of the alumni. This adds to the experience of the committee.

### **6.12 Activities and support from the Parent – Teacher Association**

The college organises parents-teacher meetings time to time. The purpose of these meetings is to inform the parents about the performance of the students.

### **6.13 Development programmes for support staff**

Provision of leave, Water cooler, Canteen, gifts and honor on Diwali, sports day. Apart from that the support staff is given travelling allowances.

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

The college is an eco-friendly institution which is clean and green. The entire college building is lined with big pots, containing variety of plants which enhance the beauty of the college and help to keep the college pollution free.

Tree Plantation drive is a regular annual feature of the institute.

Moreover, the college is a “No Tobacco Zone”. The use and selling of tobacco products in and around 100 yards of the college is strictly banned. The use of polythene is strictly banned in the college campus.

Students are educated to use paper, jute and clothe bags to conserve our environment from the hazardous polythene bags. The college is “No Poly Zone”.

The college emphasizes a pollution free environment by ensuring placement of dustbins for efficient garbage disposal, adequate water supply to the toilets and other parts of the building. Further, the college has ensured duly filtered portable drinking water to the students and the faculty.

The college has a continuous programme of creating environmental awareness among the students and staff through workshops, rallies, poster competitions, slogan making, debates, quizzes and discussions to promote the creation of pollution free environment. An International Seminar was conducted on the topic of “**Environmental Awareness Protection & New Challenges**”. The main aim of this seminar is to create awareness regarding environment protection. The Environment club and college volunteers have contributed a lot in the above direction.

## **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.**

**IQAC holds meeting of the faculty in the beginning of the session** in which number of working days, working hours, distribution of the syllabus into different units, examination plans, National and International seminars/workshops to be conducted, options to be offered, tentative time tables are planned of the whole academic year.

**Encourage faculty members to attend meetings and workshops** for curriculum revision organized by the university and other affiliated colleges.

**IQAC encourages innovative methods of teaching such** as seminars, talks, collaborative learning, co-operative learning, remedial teaching, peer learning etc. It also tries to incorporate new approaches in teaching and learning.

**Encourage faculty members to plan** and maintain the record of their day to day activities in Daily Planners. The member of IQAC encourages students to take competitive exams like UGC – NET, CTET, and maintains record for the same.

**IQAC encourages and motivates** teachers to attend seminars, training courses, conferences etc. The college bears the expenditure like registration fee and conveyance allowance. There is a provision of duty leave for attending refresher courses, seminars, workshops etc. One seminar was conducted in the year 2015-16.

**Community service** is another very important area of IQAC. The college has various clubs, which aim at inculcating social feelings among the students. These include Environment club, Music club, social science club & science club etc. The main purpose of these clubs is to make the students aware regarding social conditions and ways to blend them with the main stream. The institution has adopted ‘Devari’ a slum area. Students holds the camps to make the people aware about the cleanliness, hygiene, sanitation etc.

**IQAC Keeps track of the Improvements** in the library services. As and when the demand arises it always tries to furnish the library with requisite demands by holding meeting with the persons concerned. The library of the college is a storehouse of books, journals, newspapers and magazines. Every year heavy amount is incurred on the library facilities to improve its services.

**IQAC also obtains feedback :** The another very important activity of IQAC is obtaining feedback for improving quality of teaching, learning and overall functioning of the institution, by reflecting on the feedback given by various college stakeholders.

Feedback on curriculum by the stakeholders  
Students Alumni Feedback Form  
Curriculum Feedback Form

**IQAC also updates and incorporate latest technology in the functioning of the college.**

The administration of the college is fully computerized. Admissions are made following the norms of the Rajasthan University. Internet facilities like websites and e-mailing are used for accumulating information about the latest developments in education like norms of NCTE, and the

changes in the curriculum implemented by University of Rajasthan, Jaipur. Correspondence with these agencies is also done through computers.

### **Financial Aid to needy Students is another responsibility of IQAC.**

#### **IQAC keeps in constant touch with Alumni Association:**

The Alumni Association “Milan” holds its annual meeting in which views are exchanged and their healthy suggestions to further the progress and prosperity of the institution are welcomed. Alumni meet is a regular annual feature of the college activity calendar. On the occasion alumni members are also honored for their excellence in the field of academics and their contributions towards the society. The committee always tries to keep in touch with the members of the alumni. The Alumni is associated with the college in the following ways.

The Alumni Association holds extension lectures for the students for personality development, capacity building, and communication skills. Alumni Association honors meritorious students Invite alumni members from time to time to enrich the present batch with their expertise.

#### **IQAC also review health services provided by the institution.**

The following Medical facilities are provided to the Students:

One doctor provides necessary medical services free of cost to the students.

Water coolers with Aqua-guard have been installed.

A Medical room (sick Room) for providing early treatment to the injured/sick person .

Tie up with the ‘Saket Hospital’ in case of any serious medical emergency.

If necessary, college staff is available for taking sick students to nearby hospitals.

#### **IQAC also keep record of Student Achievements and Awards:**

The college excels in academics. The students always secure meritorious positions at university level. In co curricular activities also there is a record of positions won by our students in inter college and intra college competitions and won many prizes.

#### **IQAC keeps track of the activities done by Guidance and Counseling Cell:**

The Guidance and Counseling cell in collaboration with IQAC organizes various lectures for the students of the college to improve their overall personalities, which help them to meet challenges in global competition and new market paradigms.

The training programs include personality development, training for confidence building, positive self esteem, time management, interpersonal skills to face interviews. This is a team effort involving principal, faculty members and the counselor.

Tutorial classes are a well-established academic counseling process with the help of which teachers are able to provide academic counseling to students. Tutorial classes are also held once a week in which professional counselors provide guidance to the students

### **Campus Placement Drive:**

Campus placement is under process.

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

#### **Plan of Action (POA)**

To organize international and national seminars and workshops to enhance the professional skills and competencies among the teacher educators

To organize more faculty development programmes for teaching and non teaching Staff.

To invite eminent speakers and experts from various fields to enhance the different skills and knowledge of the pupil teachers

To make arrangements for various social awareness activities like cleanliness & hygiene programme, Swine flu awareness rally, AIDS awareness survey etc.

To celebrate festivals of national and international importance

#### **Action Taken Report (ATR)**

1. The process of second cycle of accreditation by NAAC has been initiated.
2. Faculty development programme has been organized
3. Experts and Resource persons from various fields have been invited in order to enhance the knowledge and skills of faculty members and pupil teachers.
4. An International Seminar was organized on the contemporary environment issues.
5. Community Service and Awareness Programmes were organized.

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

#### **Title of the Practice I: Initiatives taken to enrich TLP (Teaching Learning Process)**

Extension lectures, counselling workshops, collaborative learning events etc. have been organized by the institution for the enrichment of the students.

Remedial classes for the weak students have been organized.

Co operative learning and peer learning has been initiated in TLP.

Various content enrichment programmes have been organized by the institution.

A new skill has been introduced called as “IT skill” to make the students tech friendly.

Students have been motivated to use information technology in teaching learning process such as power point presentation, app learning etc.

Value based education has been provided to make the students active contributor in the growth and development of society and the nation.

Empirical Learning has been promoted. Students have been given different projects based on the principle ‘Learning by doing’.

Community Service Programmes have been conducted in order to inculcate the sense of devotion, humanity and service among the students.

Poor and needy students are provided financial help by the management.

Teaching and non-teaching staff is dedicated and committed for the quality enhancement of the institution.

The institution forms various committees like time table committee, discipline committee, cultural committee etc. for the smooth functioning of yearly plan, co-curricular and extra co-curricular activities.

**Title of the Practice II: Introduction of Comprehensive Feedback analysis mechanism.**

*(Annexure Enclosed)*

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

**7.4 Contribution to environmental awareness / protection.**

The college is an eco-friendly institution which is clean and green. The entire college building is lined with big pots, containing variety of plants which enhance the beauty of the college and help to keep the college pollution free. Tree Plantation drive is a regular annual feature of the institute.

Moreover, the college is a “No Tobacco Zone”. The use and selling of tobacco products in and around 100 yards of the college is strictly banned. The use of polythene is strictly banned in the college campus.

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The college has a continuous programme of creating environmental awareness among the students and staff through workshops, rallies, poster competitions, slogan making, debates, quizzes and discussions to promote the creation of pollution free environment.

An International Seminar was conducted on the topic of “**Environmental Awareness Protection & New Challenges**”. The main aim of this seminar is to create awareness regarding environment protection. The Environment club and college volunteers have contributed a lot in the above direction.

#### **7.5 Whether environmental audit was conducted? (NO)**

#### **7.6 Any other relevant information the institution wishes to add.**

The institution works on the principle of sound teacher-student ratio so as to give quality education.

Use of ICT in teaching learning process, co-operative and collaborative learning, team teaching etc. are the regular features of institution.

Internship is the new practice introduced to provide firsthand experience to the students in the field of school teaching.

Social Orientation and Community Service programmes are the key features of the institution.

The institution is always enthusiastic to promote research culture and motivate its students to become explorative.

Value based education is the working mantra of the college.

#### **8. Plans of institution for next year:**

St. Wilfred’s Teachers Training College is in the quest of excellence. The College is trying hard to achieve new heights through variety of activities.

The college is keen to enhance the quality of education by introducing new innovations in the field of teaching and learning.

In addition to this college will strive to pursue coaching classes and campus placement activities for the better future of students.

In future college will enrich and upgrade library. Bar Coding system and e-books will going to be introduced in the following years.

Apart from this college will try to engage in community development programmes in collaboration with different institutes and agencies.

Regular monitoring of the students attendance will be done. The college will promote e-learning.

New equipments will be purchased and smart class rooms will be made to promote technology in TLP.

Research culture will be developed among undergraduate students so as to develop research attitude in them. More educational trips and excursions will be arranged.

*Name: Dr. Shashikanta Choudhary*

*Name: Dr. Shashi Prabha Khurana*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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**Abbreviations:**

NET	-	National Eligibility Test
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TLP	-	Teaching Learning Process
TEI	-	Teacher Education Institution
UPSC	-	Union Public Service Commission
NCTE	-	National Council for Teacher Education

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