



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	MALWA CENTRAL COLLEGE OF EDUCATION FOR WOMEN
Name of the head of the Institution	Dr. Naginder Kaur
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01612410920
Mobile no.	9915644311
Registered Email	malwaedu_ldh@yahoo.in
Alternate Email	neeraj2468@yahoo.com
Address	Malwa Central College of Education for Women, Basant Road, Civil Lines, Ludhiana
City/Town	Ludhiana
State/UT	Punjab

Pincode	141001																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Women																		
Location	Urban																		
Financial Status	Self financed and grant-in-aid																		
Name of the IQAC co-ordinator/Director	Dr. Gurmit Singh																		
Phone no/Alternate Phone no.	01612410920																		
Mobile no.	8289020588																		
Registered Email	drgurmitsingh18@gmail.com																		
Alternate Email	avninder07@yahoo.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://www.malwaedu.in/pdf/AQAR(2016-17).pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.malwaedu.in/pdf/Academic-Calendar(2017-18).pdf																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B++</td> <td>2.72</td> <td>2002</td> <td>09-Dec-2002</td> <td>08-Dec-2007</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B++	2.72	2002	09-Dec-2002	08-Dec-2007
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B++	2.72	2002	09-Dec-2002	08-Dec-2007														
6. Date of Establishment of IQAC	04-Aug-2005																		
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries								
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries																	

IQAC		
A ten day workshop on Model Lessons	18-Jul-2017 10	230
Workshop on Yoga and Meditation	20-Mar-2018 1	410
An extension lecture on topic	26-Oct-2017 1	205
An extension lecture on topic	01-Dec-2017 1	207
Kanwaljit ,Visiting Professor, Centre for Investment Education , Mumbai delivered an extension lecture on financial security and Fraud Safety.	06-Dec-2017 1	210
An extension lecture on Career Talk delivered by Shambhu Tiwari, Director, IBT Institute Pvt. Ltd., Ludhiana	24-Feb-2018 1	410
Dr. Gurmit Singh, Associate Professor of the College delivered an extension lecture on Resume/CV writing	04-Apr-2018 1	227
Dr. Rekha , Assistant Professor of the College delivered an extension lecture on	04-Apr-2018 1	227

L::asset('/', 'public').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status)}}

No Files Uploaded !!!

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
<ul style="list-style-type: none"> • Organised Extension Lectures and Workshops • Organised 7Day NSS Camp • Organised placement drive • Encouraged staff members to participate in Extension Activities and publish research work • Celebration of national/international days 	
No Files Uploaded !!!	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
To organise Workshops and Extension lectures	<ul style="list-style-type: none"> • Organised workshop on Personality Development by Jasminer Singh, President, Rotary Club, Midtown, Ludhiana • Organised tenday workshop on Model Lessons • Organised workshop on Yoga and Meditation • An extension lecture on topic 'Research in Special Education' was delivered by Dr. Khushvinder Kumar, Principal, M.M. Modi College, Patiala on 26th October, 2017. • On 01th December, 2017 an extension lecture on topic 'Focusing on the Preventive Measures of HIV/AIDS with belief that Prevention is better than Cure' was delivered by Dr. Schumaila N. Bassi from Dr. J.L. Bassi Hospital and Research Centre, Ludhiana. • On 6th December, 2017 Kanwaljit ,Visiting Professor, Centre for Investment Education , Mumbai delivered an extension lecture on Finical Security and Fraud Safety. • An extension lecture on Career Talk was delivered by Shambhu Tiwari, Director, IBT Institute Pvt. Ltd., Ludhiana on 24 February, 2018. • On 04 April, 2018 Dr. Gurmit Singh, Associate Professor of the College delivered an extension lecture on Resume/CV writing • On 04 April, 2018 Dr. Rekha Teji, Assistant

	Professor of the College delivered an extension lecture on 'Communication Skills'.
To organise 7 day NSS Camp	Seven days NSS camp was organized from 22/12/2017 to 28/12/2017. Lalton Village was adopted by the NSS volunteers. 46 volunteers participated in the camp. The volunteers cleaned the streets and planted the trees.
To organise Placement Drive	<ul style="list-style-type: none"> •Placement Drive for PGT and TGT teachers posts was organised in 15 February, 2018 in collaboration with Drishti Dr. R.C. Jain Innovative Public School, Narangwal. 170 students of B.Ed. and M.Ed. Participated in it. •Organized a program in Collaboration with Bharti Foundation on job orientation for B.Ed. And M.Ed. Students on 23 April, 2018.
To provide Free internet access and Wi-Fi facilities	The college has fully equipped computer resource center which provides free internet access and Wi-Fi facilities to the students and the staff.
To encourage staff members to participate in Extension Activities	<p>(i) Dr. Sukhdev Singh Sandhu • Acted as Judge in 16th Dheeraj Kaura (Bhola) Memorial Kabaddi Tournament (Rural College) held at Swami Gnaga Giri Janta Girls College, Raikot (Ludhiana) on 17th February, 2018. • Acted as official in Panjab University Inter College Kabaddi (Punjab Style) Men and Women Tournament held on 27th, 28th, 30th and 31st October, 2017 at Gobind National College, Narangwal (Ludhiana).</p> <p>(ii) Dr. Gurmit Singh • Attended meeting of selection panel for the selection of Assistant Professor in Education in Saint Sahar College of Education, Sri Muksare Sahib at Rajiv Gandhi College Bhawan, Panjab University, Chandigarh on 28th September, 2017. • Acted as Guest of Honor and Observer during Panjab University, Chandigarh Zonal Skill in Teaching and On the Spot Teaching Aids Preparation Competition held at Rayat College of Education Ropar Campus on 9th February, 2018. • Acted as Guest of Honor and Observer during Panjab University, Chandigarh Inter-Zonal Skill in Teaching and On the Spot Teaching Aids Preparation Competition held at B.C.M. College of Education Ludhiana on 12th February, 2018. • Appointed as Nominee and Subject Expert by Panjab University in the Evaluation</p>

cum Selection Committee to check the API scores of two teachers of GHG Harparkash College of Education, Sidhwan Khurd vide Letter No. Misc./A-8/820 dated 30th January, 2018. He attended the meeting of the Committee at the college on 22nd February, 2018. • He was appointed as member of the Inspection Committee to inspect LLRM College of Education, Dhudike (Moga) to consider the grant of temporary extension of affiliation for M.Ed. Courser (One Unit of 50 student) for the session 2018-19. Meeting was held on 23rd February, 2018. • He was appointed as member of the Inspection Committee to inspect Babe-Ke College of Education, Daudhar (Moga) to consider the grant of temporary extension of affiliation for B.Ed. (Two units-100 Seats) and M.Ed. Courser (One Unit of 50 student) for the session 2018-19. Meeting was held on 26th February, 2018. • His student Manu Sharma was awarded Ph.D. in Faculty of Education by Panjab University, Chandigarh. • His student Ekta Mehta was awarded Ph.D. in Faculty of Education by Panjab University, Chandigarh. (iii) Dr. Avninder Preet Singh • Attended meeting of IQAC of Govind National College, Narangwal, Ludhiana • His student Ajay Kumar was awarded Ph.D. in Faculty of Education by Panjab University, Chandigarh. (iv) Dr. Sukhwinder Singh • Delivered an extension lecture on the topic 'Role of National Service Scheme in inculcation of Values among Youth' at Govt. Senior Secondary School, Kaddon, Ludhiana on 10th November, 2017. • Delivered an extension lecture on the topic 'Role of NGO's in the development of the Society' at Govt. Senior Secondary School, Kaddon, Ludhiana during NSS programme.

To encourage Staff members to publish research work

Twenty one Papers and chapters were contributed by eleven teachers in various national and international journals and edited books.

To encourage Staff members to attend seminars, conferences

I. Dr. Satwant Kaur and Mrs Tripta presented a paper in International Conference on the theme Research Driven Education-Benefit to Society held at G.G.N Institute of Management and Technology on 29th October, 2017. II. Dr. Mohua Khosla, Dr. Nerotma Sharma and Mrs. Tripta attended Partap IPDA

International Conference 2017 on the theme Development of Professional Leadership among teachers on 27th and 28th October, 2017. They presented paper on Professional Leadership - Issues and Challenges. III. Dr. Nerotma Sharma • Presented a paper in National Seminar held at Devki Devi Jain Memorial College for Women on 24th November, 2017. • Presented a paper in International Conference on Immigration Literature organized by Parwasi Sahit Adhyan Kendra and Punjabi Bhawan Surrey, Canada at G.G.N. Khalsa College Ludhiana on 16 and 17 January, 2018.

Encouraging Use of ICT

Faculty members made use of LCD projector in teaching learning process

No Files Uploaded !!!

<p>14. Whether AQAR was placed before statutory body ?</p>	<p>No</p>
<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>No</p>
<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>
<p>Year of Submission</p>	<p>2018</p>
<p>Date of Submission</p>	<p>28-Feb-2018</p>
<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>All the records of administrative work including accounts, Admission, fees, salary etc. is fully computerized and maintained at different levels in the office and information is received, recorded and retrieved whenever required. Available financial resources are effectively managed by the fully Computerized Accounts Department of the institution. The college follows a double entry system for maintaining the accounts, which are of the following three types: • Income and Expenditure • Receipts and Payment Accounts • Balance Sheets The institution is using computerised management software. The audit is a regular process without fail</p>

since the establishment of the institution. To maintain financial prudence and ensure good accounting practices and to provide a proper platform for audit compliance for better governance for maintaining an effective check on accounts, two types of systems are adopted viz. Internal Audit and External Audit. In internal audit there are further two levels, one is audit in the management office and the second by the internal chartered accountant. External audit is done by Auditor general of Punjab.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institute aims to produce professional teachers, with theoretical knowledge and understanding, combined with practical skills, competencies and commitment to work to enhance the quality of education. All the programmes taught in the College are affiliated to Panjab University, Chandigarh. The college strictly follows the curriculum prescribed by Panjab University and whenever university revise curriculum our faculty members participate in curriculum revision workshops and in the meetings of the Board of Studies and gives its valuable inputs. The institution ensures effective curriculum delivery through a well-planned and documentation process. For the effective and smooth transaction of the curriculum, the principal holds a meeting of the faculty in the beginning of the session in which the 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. The College organizes and motivates the students to participate in different curricular and co-curricular activities to provide them a platform for their harmonious development. The internship program for B.Ed. students is divided into three parts i.e., two pre-internship programs of 15 days each, in sem 1 they observe the environment of the schools and in Sem 2 they observe the classroom management and functioning of various types of schools, the third semester provides them the opportunity to practice their learnt teaching skills. In the teaching practice, it is now mandatory to make ICT-enabled digital lesson plans and to deliver them as well. The College is well equipped with audio-visual & other ICT facilities which are extensively used by Teacher's in day-to-day Teaching to make delivery of the curriculum. attractive curriculum interactive teaching is promoted through students participation in group discussion, quizzes and seminars.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MEd	EDUCATION	04/09/2017

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga and Meditation	19/02/2018	104
Computer Competency	19/03/2018	129
View Uploaded File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Sem III-Internship in Teaching	237
BEd	Sem I- Pre Internship	230
BEd	Sem II Pre internship	221
MEd	Field Attachment/ Internship-IV	10
MEd	Visit to Vocational Rehabilitation Training Centre, Ludhiana	10
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The institution Collects feedback on curriculum aspects and courses from all stake folders such as a students, alumni, faculty, employers etc. the feedback is analysed and valuable suggestions given were considered and necessary actions were taken.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	250	233	233
MEd	education	50	11	10
No file uploaded.				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	233	10	20	10	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
31	31	7	5	5	8
No file uploaded.					
No file uploaded.					

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

There is a big transition for students when they enter a teacher education institution and may face many difficulties related to curriculum, practical work and school internship. Mentoring relationship provides academic, social, and career guidance. Malwa Central College of Education for Women has well established mentor mentee system. The aim is to provide moral, psychological, and professional support by building relationships, identifying strengths and weaknesses and solving various problems. The institution provides continual mentoring to its students through the formation of tutorial groups. These tutorial groups are headed by one teacher educator (mentor) and has around 10-12 pupil teachers (mentees) and meet once a week. The main objective of this mentor-mentee system is to provide guidance and support to the prospective teachers for developing personal, academic and professional attributes essential for the teaching profession. The mentors provide guidance to the mentees regarding their studies, participation in co-curricular activities, high achievement in examinations, availability and use of books and other study materials, scholarships and financial aid, personal problems, selection of optional subjects, career opportunities, etc. Mentors identify students' strengths and weaknesses by interacting regularly, which helps mentors to motivate and encourage mentees to opt for remedial teaching and peer tutoring. The tutorial groups provide opportunity to the students to interact and help one another in honing their skills as activities like group discussions, elocution, etc are carried out. This helps the students to interact and responsible for each other's well being. Students are encouraged to take part in cocurricular activities being organised by various clubs and societies which helps them to develop positive

attitude, appreciate and accept differences, sharing responsibility and rewards with others. During school internship programme, students in each school are under the supervision of one faculty member. Faculty members visit the schools allotted to them to supervise the students and to provide verbal and written feedback to them as per their performance. Mentor teacher share their professional experiences, assess pupil teacher's performance, and provide on-site guidance and support during internship. All the M.Ed. students are allotted guides to pursue their dissertation/research work

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
243	30	1:8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	13	2	0	13

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	Education	Sem I	24/01/2018	21/09/2018
BEd	Education	Sem III	08/12/2017	14/06/2018
BEd	Education	Sem II	23/06/2018	04/04/2019
BEd	Education	Sem IV	20/06/2018	07/09/2018
MEd	Education	Sem I	20/01/2018	16/05/2018
MEd	Education	Sem III	20/01/2018	16/05/2018
MEd	Education	Sem II	18/06/2018	17/09/2018
MEd	Education	Sem IV	20/06/2018	08/01/2019
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute uses both formative and summative evaluation Examination pattern. The schedule of internal evaluation is communicated to students and teachers in advance through academic calendar which is prepared on the basis of university academic calendar. Formative assessment of students is done in the form of class tests and discussions. Faculty evaluates the students and immediate feedback is provided to them. Principal conducts result review meetings with the faculty to identify both slow and advanced learners. Remedial classes and

enriched experiences are provided to the slow learner and advanced learners accordingly. House examinations are conducted as per the schedule given in the academic calendar. Examination committee of the institution prepares guidelines regarding setting of question papers, schedule of evaluation of answer sheets and subsequent discussion with the students about their performance. Scrutiny of the question papers is carried out by the Principal in association with the examination committee to ensure quality. Evaluated answer sheets are discussed with the students for doubt clarification and further improvement. Other means used for continuous internal evaluation of students include participation in discussions/seminars, attendance, practical work, case studies, project work, assignments and field visits.

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

An academic calendar is a tool that helps an institution to plan academic, administrative and non-academic events and convey the same to different stakeholders. The institution prepares the academic calendar at the beginning of the session for both B.Ed. and M.Ed. courses in consultation with the Principal and all faculty members so as to ensure the inclusion of all activities to be conducted during the year. The academic calendar is then thoroughly discussed in the staff meeting and approved for implementation. The academic calendar contains the entire schedule of the session ranging from the opening of the college after summer vacations to schedule of the all college university examinations and other activities to be carried out during the current session. This academic calendar is prepared keeping in mind the academic calendar of the Panjab University, Chandigarh, the affiliating body. Schedule of other activities such as college social and cultural programmes, college athletic meet, annual convocation, and various important days to be celebrated are also provided in the academic calendar. House examination schedule given in the academic calendar is adhered to and it helps the teachers in the timely completion of the syllabi as well as the students to be prepared for the exams in time and thus avoid the stress and anxiety of last-minute preparations. Due to the timely conduct of house examinations, teachers are able to provide feedback to the students about their performance which helps the students to be fully prepared for end of semester examination.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.malwaedu.in/pdf/PLO-CLO.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	BEd	Education	237	233	98.31
Nil	MEd	Education	10	10	100
No file uploaded.					

2.7 – Student Satisfaction Survey

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

[http://www.malwaedu.in/pdf/Student-Satisfacyion-Survey\(2017-18\).pdf](http://www.malwaedu.in/pdf/Student-Satisfacyion-Survey(2017-18).pdf)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Format of lesson plan	Education	18/07/2017
Teaching skills	Education	19/07/2017
Communication and classroom participation	Education	20/07/2017
Test based lesson	Education	20/07/2017
Concept attainment model Diary Based Lesson Plan	Education	21/07/2017
ICT based lesson	Education	22/07/2017
Model lesson in English	Education	24/07/2017
Model lesson in Hindi	Education	25/07/2017
Model lesson in Punjabi and Social Studies	Education	26/07/2017
Model lesson in Science and Mathematics	Education	27/07/2017

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Education	2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	education	3	3.6
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	6
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	0	0
Presented papers	4	4	0	0
Resource persons	0	0	0	1
No file uploaded.				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS unit of the College	5	38
No file uploaded.			

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

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
"Sawchta Hi sewa"	Rotaract Club	Sawchta Hi sewa"	2	30
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
B.Ed Pre-internship Sem I	Pre-internship	8 schools	25/10/2017	08/11/2017	230
B.Ed Pre-internship Sem II	Pre-internship	18 schools	25/04/2018	10/05/2018	221
B.Ed internship	internship	49 schools	01/08/2017	25/11/2017	237
M.Ed Field based Internship	Internship	10 schools	25/04/2018	10/05/2018	10
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3950000	435861

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Class rooms	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing
Others	Existing

[View File](#)

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
soul	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	26941	Nil	340	Nil	27281	Nil
Journals	66	Nil	0	Nil	66	Nil
Digital Database	1	Nil	0	Nil	1	Nil
Others(s pecify)	27	Nil	0	Nil	27	Nil
Others(s pecify)	11	Nil	0	Nil	11	Nil

No file uploaded.

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
------	----------	----------	----------	----------	----------	--------	----------	-----------	--------

	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	19	12	19	0	0	3	2	100	0
Added	6	3	6	0	0	0	2	0	0
Total	25	15	25	0	0	3	4	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4715000	4453636	8678000	1137406.9

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college allocates an appropriate budget for maintaining various facilities. The managing committee has appointed an Engineer who is responsible for all kinds of civil and electrical maintenance and new construction projects in the college. Most of the requirements are fulfilled by in-house trained working experts while others are outsourced to appropriate agencies. Innovative teaching-learning practices like the use of OHP/LCD projectors etc. are encouraged to ensure optimal utilization of infrastructure and resources. The infrastructure is also used by state/central govt. to conduct competitive examinations. An efficient computer technician ensures the proper functioning of all IT services provided in the college. Effective utilization of infrastructure is ensured by appointing a well-qualified faculty/Technician and assistant. The stock register is maintained and updated regularly by all departments. They ensure the maintenance and minor repair work of furniture/fixtures etc. The write-off is done annually in all departments. Upgradation of classrooms/labs/library and other facilities is a regular feature of the college keeping in view the requirements and standards of new courses. The timetable of the college ensures the optimal utilization of infrastructure. The use of new technology is ensured through various training programs for faculty. The vast playgrounds of the college are utilised to all possible manners to harness the sports talent of students.

<http://www.malwaedu.in/pdf/Maintenance-Policy.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
--	--------------------------	--------------------	------------------

Financial Support from institution	Student Aid Fund Aid from Khalsa Dewan	37	285000
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Workshop on Model Lessons	18/07/2017	237	Teachers from various schools from Ludhiana and Moga
Workshop on Personality development	22/10/2017	230	Rotract Club
Two months vocational course in fashion designing	01/01/2018	40	Department of lifelong learning and extension P.U. Chandigarh
Workshop on Yoga and Meditation	20/03/2018	210	Yog Sansthan Kedra, Gurdev Nagar, Ludhiana
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Preparation for competitive examinations (B.Ed entrance test)	50	62	27	35
2018	Career counselling session by Director IBT Institute Pvt. Ltd.	30	20	15	13
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
The Learning Station (23-08-2017)	24	9	Schools approached • Khalsa Girls sr. sec. school • Tagore Public School • DAV Public School • Kundan Vidya Mandir • Satpaul Mittal School • Guru Nanak International	60	32
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	42	B.Ed. M.Ed.	Education	higher education institutions	Masters courses
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
Any Other	29
No file uploaded.	

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

Activity	Level	Number of Participants
Annual Athletic Meet (19-03-2018)	college	230

Talent Hunt Competition (20, 22, 23 Sept. 2017)	college	93
Day Celebration and Cultural Activities - 13	college	240
Extension Lectures - 6	college	240
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Zonal Youth Heritage Festival	Nil	Nil	45	M	Nil
2017	Inter Zonal Youth & Heritage Festival	Nil	Nil	11	M	Nil
2018	Zonal Skill in Teaching & On the Spot Teaching Aid Preparation Competition	Nil	Nil	25	M	Nil
2018	Inter Zonal Skill in Teaching & On the Spot Teaching Aid Preparation Competition	Nil	Nil	7	M	Nil

No file uploaded.

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

The Institution Follows a democratic approach to academic and administrative functioning. Students' participation is actively ensured in all the activities of the college. Every Year with the Commencement of the session, elections for the Class Representatives are held for M.Ed. And B.Ed. From each section of B.Ed. 2 students and from M.Ed. 1 Representative students are elected. This Elected body of Students is named as 'Student Central Association'. College Head Girl, hostel head Girl and CR's act as liaisons between the administration and the students. The Committees of the Student Central Association are formed

along with Teacher Incharges. They work effectively efficiently for all functions in the college. They assist in maintaining discipline, collecting articles for the college magazine, managing Trips and tours, collecting assignments, and looking after the cleanliness of the college campus. They assist in organizing college functions, competitions and sports meets and so on.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

223

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

22300

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Institution functions in a well-structured and defined manner to ensure participative management at all levels of decision-making. Right from the President of the Management Committee to the staff and students, all the stakeholders have a role to play in the building and development of the college. The management of the college takes effective measures in encouraging and supporting the involvement of the staff for the improvement of its effectiveness and efficiency throughout the year. The college has an advisory committee which gives its suggestions to each and every aspect to the principal. The college has different committees under the incharship of different staff members which ensures the smooth functioning of the college. Decisions are taken by respective inchages and implementing in consultation with the staff. The office administration was done under the responsibility of office superintendent. The College has a student-representative body and it has been aptly named as "Students Central Association". The Class Representative (CR) system is fundamental to student representation as leaders. It allows one student to represent each class of students in the college with regular meetings held to ensure the systems efficiency and effectiveness in putting forward the interests and views of the students. Students Central Association meetings play a major role to assess the teaching, learning, and support services provided to the students by the Institution where students organize domain-specific events, extracurricular events, competitions and expert talks in addition to their leadership skills. The composition of the student council is as follows: President, Secretary and Class representatives. The members of the Association are elected as per the rules.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Every year admission procedure is carried out by Government of Punjab. College strictly follows the Rules and Regulations set by Government. For B.Ed. the admission is as per Panjab University rules and guidelines through centralized counselling. A help desk is formed to help and guide the students in selection of subjects and filling of application forms. There is a admission committee in the college which controls whole admission procedure of B.Ed. and M.Ed. admission. College provides coaching for entrance test examination to B.Ed. aspirants.
Curriculum Development	The college is governed by Panjab University and NCTE rules. The syllabus of B.Ed. and M.Ed. is duly approved by the Panjab University as per the guidelines of NCTE. Curriculum revision workshops are organized by Panjab University from time to time and teachers are deployed by college to attend these workshops. All the staff members then discuss if there is any curriculum revision for the B.Ed. and M.Ed. Classes.
Teaching and Learning	For effective transaction of curriculum, teachers plan their lesson in advance. Academic Committee of the college monitors the teaching-learning process. Innovative methods like experiential learning, blended learning, participative learning and cooperative learning is used and encouraged in daily teaching .Students are encouraged for the active participation in the classroom discussions. Class tests, assignments, projects, group discussions, house test and use of pupil centered teaching methods are an integral part of teaching and learning process. Remedial classes are provided for the students who need improvement in their academic growth and enrichment programmes are organised for meritorious students for their upward development. The college organizes personality development workshops, co-curricular activities, skill in teaching competitions, which help in the development of personality of students. Workshops, seminars and

use of ICT in classrooms has contributed to enhancement of Teaching and Learning. Extension Lectures, visits and surveys has broadens the perspective of the students.

Library, ICT and Physical Infrastructure / Instrumentation

The college library is well equipped with an adequate number of books, journals and dissertations for the B.Ed. ,M.Ed. program and Ph.D. programme. A computer lab along with internet facility is available in the college. Students are allowed to use computer lab for doing practicals, preparing projects and online browsing. The college has created adequate physical infrastructure including a science lab, a Psychology lab, , Guidance Cell, Placement Cell, Multipurpose hall, Gymnasium. In science, laboratory is available with multiple sets of science apparatus. students use these apparatus to demonstrate the experiments prescribed in the syllabus of secondary classes. Psychology lab is equipped with a variety of psychological tests, equipment and apparatus. These facilities are used by B.Ed. and M.Ed. and PhD. students. Various cultural activities and celebrations are held in the multipurpose hall. In the music room different types of musical instruments like tabla, Sitar harmonium etc. are available. Students use Art and crafts Resource centeres for their creative work. Students can develop their teaching aids, drawing and painting out of their own desire work. The college also has a well furnished home science lab.

Research and Development

Dissertation is a compulsory component of M.Ed. Course Every student is assigned a supervisor to provide research guidance .There is a Panjab University approved Pre- Ph.D. research center in the college. The college has its own Research Journal with the name "Malwa Journal of Education" to encourage teachers and students to publish research papers. College also organizes research workshops and ICT workshops from time to time to enhance research knowledge of teachers and students. Projects on social, Economic and commercial issues are also an integral part of B.Ed. curriculum.

Industry Interaction / Collaboration

-College placement cell invites

reputed schools for campus placements, College Collaborates with reputed schools to conduct Pre-Internship programme for B.Ed. and M.Ed. classes. -Arranged visits to Food processing plants (Verka Milk Plant) Historical Places, employment exchange, - Visited special schools for mentally retarded and vocational rehabilitation center for the blind persons.

Examination and Evaluation

Students are thoroughly assessed in accordance to their diverse interests and skills at entry level and are identified based upon their Graduation marks, Entrance test Exam marks, Talent Hunt Group Discussion, ICT test. After the identification, students are informed and sensitized about their level of learning at entry level in accordance with the course and are nurtured according to their diverse needs. The college being affiliated to Panjab University, Chandigarh follows the examination and evaluation system prescribed by the Panjab University. As a part of these students are assessed and evaluated on the basis of class tests, House tests, seminar presentations, assignments, projects and participation in co-curricular activities. The examination pattern complies with Panjab Universitys rules and regulations, and there is transparency in both internal and external evaluation.

Human Resource Management

The college has a very open and democratic atmosphere. The college meets with the mandates laid down by NCTE in regard to the teaching staff. The college has also recruited sufficient qualified persons for the non-teaching and supportive staff. The teachers have been assigned their workload as per UGC norms and to organize co-curricular activities, the teachers have been assigned the duties for the different items. The staff is considered as a great asset by the management and thus every support is given to the staff in their pursuit of excellence, higher studies and participation in professional development programmes. Regular health check-up facilities are organised. Special leave is sanctioned on medical grounds. Maternity leave is sanctioned for women employees.

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

E-governance area	Details
<p style="text-align: center;">Planning and Development</p>	<p>E-governance has been followed in the functioning of the college. The academic years annual plan and development for 2016-17 had been discussed and digitalized for implementation with scope for changes in response to demands. The college uses its email system, SMS system to communicate with all stakeholders, for sending information on regular basis. Through the college website, www.malwaedu.in, the policies and programs pertaining to the academic and administrative aspects are made available to the public. The college library is also fully computerised.</p>
<p style="text-align: center;">Administration</p>	<p>Every year, information on the NCTE and AISHE portal is updated with regard to staff, accounts, academic progress, and other non-teaching-related matters. The administrative activities include maintenance of records related to infrastructure, students, teaching, non-teaching and supporting staff.</p>
<p style="text-align: center;">Student Admission and Support</p>	<p>The admission procedure for the B.Ed. and M.Ed. is as per the admission and eligibility criteria laid down by Panjab University, Chandigarh/ NCTE. Every year, Entrance Exam for B.Ed. is conducted as per the notification of the Punjab Government by one of the university on a rotation basis. The college help desk provides assistance to students throughout the admission process. Complete information of students i.e., personal data, qualification, fees deposit etc. are saved in the digital form as well.</p>
<p style="text-align: center;">Examination</p>	<p>The examination forms of the students are uploaded on the Panjab University website as per the procedure by the college. The subject-wise Internal Assessment of the students and awards of External Evaluation of Practical Examination are being uploaded on the Panjab University website. Further roll numbers issued to students to appear in the final examinations by the Panjab University, Chandigarh are downloaded and issued to the students. The college is linked with the official website of Panjab University with regard to examination.</p>

Finance and Accounts	The college prepares Annual budget by using computer programme which helps to streamline the budget under different heads such as College Accounts, admission etc.
----------------------	--

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Workshop on Model Lessons	nil	18/07/2017	27/07/2017	31	Nil
2017	Extension Lecture on 'Research in Special Education'	nil	26/10/2017	26/10/2017	31	Nil
2017	Vigilance Awareness Week on 'My Vision - Corruption Free India'	Vigilance Awareness Week on 'My Vision - Corruption Free India'	31/10/2017	31/10/2017	31	21
2017	Extension Lecture on 'Financial Security Fraud Safety'	Extension Lecture on 'Financial Security Fraud Safety'	06/12/2017	06/12/2017	30	21
2018	Workshop on yoga and meditation	Workshop on yoga and meditation	20/03/2018	20/03/2018	31	21

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	19	0	16

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Medical leave and casual leave are provided by the institution. 2. Provision of Maternity leave for 180 days. 3. Leave encashment facility to the employees. 4. Lab. In - charges use labs for their work. 5. The institution provides hostel facility to teaching staff. 6. Staff is allowed to use college ICT facilities for research work and teaching work. 7. Employees Provident Fund /CPF for teaching staff. 8. Research facilities are available for teachers pursuing PhD. 9. As the institution has its own school, therefore it provides education facilities to the wards of teachers . 40 fee concession is provided for wards of the staff. 10. As per the Punjab Government (DPI) colleges guidelines increment is given to staff every year to motivate them for better performance in future. 11. To provide fresh and</p>	<p>1. Free Medical check -up, PF facility for non teaching, 3. Medical card of ESI hospital, 4. Residential facility to non- teaching and supportive staff. 4. Maternity/paternity leave 5. As the institution has its own school, therefore it provides education facilities to the wards of teachers and non-teaching staff . 40 fee concession is provided for wards of the staff. 6. seminars and workshops on health and hygiene, life skills are organised from time to time. 7. Uniforms are also provided by college.</p>	<p>1. Free coaching CTET/state examination preparation 2. Scholarship schemes from Government and non-government agencies 2. Student aid fund by the college 3. Book bank facility 4. Hostel facility 5. 24x7 electricity and water supply. 6. Gymnasium 7. Free help desk for admission. 8. Fee instalment facility for needy students 9. Play grounds 10. Medical Room facility in the Hostel 11. Canteen and Mess facility 12. Remedial classes for educationally backward students. 13. Enrichment Classes for meritorious students 14. Coaching for participation in co-curricular activities 15. Seminars and workshops On health and hygiene, teaching skills, communication skills, Art and Craft, Life skills ,Personality development etc.</p>

nutritious food the college has mess and canteen facility. 12. To provide 24x7 hr of electricity supply the college has generator facility. 13. Teaching staff can avail house loan against provident fund . 14. The college encourages teachers to attend professional development courses, seminars and workshops. Duty leave is given to attend online/offline professional development programmes. 15. TA is provided to staff on official duty. 16 Bank and ATM facility near college is also provided.

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external audits according to the rules and regulations. Internal and external audits are carried out on a regular basis to reflect the institutions efficient financial structure. A permanent chartered accountant works for the college to prepare financial reports, maintain and evaluate financial records, and offer financial advice to the organization. Each year, the college prepares its financial report, which is discussed at budget meetings held by the college managing committee. The College Governing Council finalized the financial report after a detailed discussion.. The main responsibility of the college bursar is to examine the authenticity and correctness of financial transactions. External audit is conducted by Punjab Government.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Panjab Univer sity, Chandigarh	Yes	IQAC
Administrative	Yes	Panjab	Yes	Management ,

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

1. The Parent-Teacher Association helps in organizing various activities and provides support for the successful conduct of the events. The college regularly invites parents to participate in events like personal counselling sessions, and celebrations of various days in the college like (Gurupurab) birthday of Shri Guru Gobind Singh Ji. 2. Invitations for Yoga Camp and International Day of Yoga Celebrations are being given to the parents and the family members for their active participation in these events. 3. The college offers parents a free forum to voice their academic and personal issues, and it warmly accepts their insightful suggestions for improving the institution.

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

1. Extension Lecture on 'financial security and fraud security 'was organized for support staff. 2. Workshop on 'yoga and meditation" was organized to make them aware about benefits and techniques of Yoga in daily life . 3. Vigilance Awareness Week on ' My Vision - Corruption Free India' was celebrated to create awareness in the staff about ill effects of corruption.

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

Conducting workshops on communication skills and life skills for staff and students. Establishing linkages with more Schools for conducting internship programmes. Extending Digitalisation of classrooms

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	"Sawchta Hi sewa" was celebrated by Rotaract Club	29/09/2017	04/10/2017	04/10/2017	254
2017	Extension Lecture on 'Research in Special Education'	29/09/2017	26/10/2017	26/10/2017	287
2017	Nukkad Nat ak- Importance of Teachers by Red Arts Punjab	29/09/2017	07/11/2017	07/11/2017	280
2017	Organization of Two	05/12/2017	01/01/2018	28/02/2018	40

months
vocational
course in
fashion
designing by
Department
of lifelong
learning and
extension,
P.U.
Chandigarh.

2018	National Science Day by Science Department in association with Bharat Jan Gyan Vigyan Jatha	01/02/2018	07/03/2018	07/03/2018	350
2018	World Consumer Right Day by Commerce Society	01/02/2018	15/03/2018	15/03/2018	342
2018	Placement Drive for PGT TGT posts by Placement Cell in association with Drishti Dr. R.C. Jain Innovative Public School, Narangwal	01/02/2018	15/03/2018	15/03/2018	42
2018	Career Talk organised by Placement Cell	01/02/2018	24/03/2018	24/03/2018	280
2018	Extension lecture on C.V. Writing and communic ation skills by Placement Cell	01/02/2018	04/04/2018	04/04/2018	250
2018	Organization of Orientation Programme of	01/02/2018	23/04/2018	23/04/2018	182

No file uploaded.

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Morning Assembly (On daily basis) with discussion on different social issues like Gender Differences Nation progress, Women Empowerment, female Foeticide, Constitution and Women etc.	17/07/2017	31/05/2018	497	0
Divinity Assembly (On daily basis) Including topics like Women & Education, Women in 21st Century, Gender Equality: Need of an Hour	17/07/2017	31/05/2018	497	0
National Voter's Day (Here issues like My Voting-My Vote-My Responsibility, Democracy and Progress were discussed)	25/01/2018	25/01/2018	432	0
Dhiyan di Lohri	13/01/2018	13/01/2018	358	0
Two months Vocational Courses on fashion	01/01/2018	28/02/2018	40	0

designing

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

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

• The college has soundless, pollution free generator (having power 75KW). • Use of LED bulbs in the campus. • Emphasize on the minimum use of paper. • College is also maintaining Herbal Garden having Herbs like Insulin, Aloe Vera, Basil plants, lemon, Cardamom and trees like Arjun tree, Suhanjana etc. • Encouragement of car pooling/scooter pooling for staff and students. • The Environmental Consciousness is generated and spread by the various activities of the Eco Club. • Tree plantation drive is regular features of the college. Eco Club organizes environmental rally in which students prepare posters on the different environmental issues and take a round in the community to make the society members aware about an issue. Every activity is covered by press also in order to spread mass awareness.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Any other similar facility	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	Nil	1	24/12/2017	1	Visit to Special Schools	inclusive education	12
2017	Nil	1	25/12/2017	1	Visit to old age home	respect to elders	13
2017	Nil	1	26/12/2017	1	Research in Special Education	awareness about problems of special children	46
2017	Nil	1	27/12/2017	1	Visit to Slum School for Medical Check Up done	understanding social problems	17

2017	Nil	1	30/12/2017	1	Cleaning Of Civil Hospital Corridors By NSS Volunteers	community service	15
------	-----	---	------------	---	--	-------------------	----

No file uploaded.

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

Title	Date of publication	Follow up(max 100 words)
Ethics and Code of Conduct for Administrators	20/07/2016	The college management has the obligation to observe the highest standards of conduct and integrity and to uphold the good standards and reputation of the profession. Members of the management follow the guidelines prescribed in the code of conduct booklet for the management.
Professional Ethics and Code of Conduct for Faculty Members	20/07/2016	Professional Ethics and Code of Conduct for Faculty Members
College Code of Conduct for Students	20/07/2016	The Student Code of Conduct sets out the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions. The college has developed a Code of Conduct for students where they have to abide the rules and regulation of the institution. The code of conduct is circulated to the students through prospectus and notices that are displayed on the college notice board and institutional website. In the beginning of every session the students are oriented towards the ethics and code of conduct expected from them. The are provided with dos and don'ts in college premises. • Disciplinary rules and

		<p>regulations framed by the institute must be followed by the students.</p> <ul style="list-style-type: none"> • Any type of misbehavior, indiscipline or breach of any rules will result into severe punishment to them.
CODE OF CONDUCT FOR NON TEACHING STAFF	20/07/2016	<p>The code of conduct is also prepared for the non-teaching staff of the college. The code of conduct consisting of their duty hours, expected behaviour while performing duty, role and responsibilities, punctuality, fairness etc. The staff is expected to adhere strictly to the code for the fulfillment of the mission and goals of the college by performing their roles in a professional manner.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Literacy Day	08/09/2017	08/09/2017	243
Hindi Diwas celebration	14/09/2017	14/09/2017	222
International Peace Day	20/09/2017	20/09/2017	247
Vigilance Awareness Week on 'My Vision - Corruption Free India' S. Gurbir Singh, Hon'ble Senior Judge, Ludhiana and Anand kumar as a Resource Person.	30/10/2017	04/11/2017	250
Natak "Importance of Teacher"	07/11/2017	07/11/2017	280
Communal Harmony Week	19/11/2017	25/11/2017	253
World AIDS Day by Red Ribbon Club by Dr. Schumaila N. Bassi' Bassi Hospital and	01/12/2017	01/12/2017	235

Research Centre			
Parkash Utsav of Shri Guru Gobind Singh ji	23/12/2017	25/12/2017	505
Science Day	07/03/2018	07/03/2018	350
Teacher's Day Celebration (On the occasion of birth anniversary of Dr. Radhakrishnan)	05/09/2017	05/09/2017	197
No file uploaded.			

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

- Environmentally friendly campus and Herbal Garden having different medicinal plants.
- Plastic-free campus and use of cloth or jute bag is recommended.
- Economical use of electricity.
- Special allowance to the non teaching for using bicycle.
- Use of LED bulbs in the campus.
- The institution emphasizes on the minimum use of paper.
- Encouragement of carpooling/scooter pooling for staff and students.
- Students are motivated to submit assignments online to reduce the wastage of papers.
- Rough papers are used for office work and notes.
- Garbage burning is prohibited and pits are made to collect and decompose the garbage.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Participative Governance Objectives of the Practice
 - To make sure that everyone feels engaged in administrative decisions.
 - To ensure that a variety of ideas are gathered in order to pick the best choice
 - To ensure that everyone—students, teachers, alumni, parents and professional organizations, develops a sense of satisfaction. The Context Malwa Central College of Education for Women believes in an inclusive style of governance in which all parties involved in the decision-making process, including students, faculty, alumni, parents, professional bodies, and the industry, are included. The Practice The college performs all the activities by consulting all the stakeholders in the following form: ? Student Central Association ? Feedback Mechanism ? Staff Performance Evaluation ? Open house ? Grievance Redressal Committee ? Parent Orientation ? Vibrant Alumni Evidence of Success In the light of the activities performed in the college the college gets the following remarks: ? Positive feedback from the students ? Positive Parent Feedback ? All stakeholders feel involved with administrative decisions ? A wide range of suggestions are made available in order to make the best governance decisions Problems Encountered and Resources Required ? Taking every stakeholder's thought into consideration ? Keeping all stakeholders satisfied with the governance decisions The resources required for running the practice is the reliable feedback systems to record the stakeholder feedback
2. Title of the Practice: Effective two-way Teaching Learning Mechanism keeping pace with the Outcome Based Education Objectives of the Practice:
 - To know the entry level of students for planning the teaching strategies according to that level.
 - To make teachers ready to go in classes with an open mind and be willing to learn from their students, as well as teach them.
 - To make students ready to develop skills beneficial from job perspective. The Context In Indias higher education sector, outcome-based education has created its own set of problems, especially in light of the nations low gross enrolment ratio in compared to other nations. ICT-enabled technologies are widely used in all spheres of life and are one of the best tools for outcome-based educations student-centric teaching and

learning. The right strategies were used to cultivate lifetime learning habits of critical thinking and problem solving in a teaching-learning system that is centred on the needs of the students. In order to keep up with modern education, students communication and presentation skills have to be improved. The Practice ? Assessing the learning levels of students at the initial stage and build the teaching process accordingly. ? Experiential learning by studying real life problems for practical classes and projects by visiting different schools as well as social areas. ? Fostering critical thinking and problem-solving skills during the learning process by providing students with assignment topics but not answers. Students worked in groups during practicals to exchange ideas and solve a problem. ? Feedback taken from students on curriculum and teaching-learning process. ? Students were given the freedom to actively participate in the teaching-learning process through participatory learning and the selection of optional papers. Students used group discussions, debates, and student seminars, students acting as teachers in the classroom, tale reading sessions, student power-point presentations, and other tactics. Evidence of Success Students of the college has participated in cultural, social and teaching competitions both at intra and inter level and won prizes. The developed awareness and confidence in facing the real problems. The computer-aided methods of teaching-learning activities adopted helped the students in updating their knowledge and understanding and preparing project reports. Problems Encountered and Resources Required The main challenge is the delayed admission as the admission is centralized. The affiliating university takes so long to admit the students of the first semester, the teaching-learning the teaching-learning activities are occasionally hampered. The digitalization of classrooms need to be extended to the remaining class rooms.

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

[http://www.malwaedu.in/pdf/Best-Practices\(2017-18\).pdf](http://www.malwaedu.in/pdf/Best-Practices(2017-18).pdf)

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The foundation stone of this institution was laid in 1955 with the mission of upliftment of rural girls in the field of education, promoting school-college linkage and serving the community through social service and extension. The college envisions life-oriented teacher education, skill enhancement and value enrichment that empower the students towards social, economic and cultural development of the society.”. The following practices are done for this purpose: • The college has 70 of seats reserved for students belonging to rural areas. • The college provides a help desk to the students throughout the admission process. • The College provides coaching classes to prepare for the entrance test. • The college has a well-furnished hostel equipped with all the facilities to cater for the needs of students. • mess and canteen facility is available. • Medical Room is made available. • The college has tuck shop facility. • The college maintains well stocked and digitalized library having 26941books along with 66 National and International Research Journals, 27 Magazines, 11 Newspapers and large number Dissertations and other Reference material to promote excellence amongst the students. • N list e -resource facility is available in the library. • Book bank facility is also made available to the students. • The college accommodates students with low income group by providing financial support by the institution (Given to 10 students with total amount Rs. 129000 in session 2016-2017) and Financial support from other sources (AID from Khalsa Dewan i.e. the management house of the college. (Given to 9 students with Rs. 40500 in session 2016-2017). • In the area of examination, retest and special tests are conducted for the students who were

absent or found weak in that subject. • The college organises Remedial classes for educationally backward students and enrichment Classes for meritorious students. • Divinity assembly is the special feature that is conducted every Monday. • Wi-Fi campus is maintained to facilitate students learning. • For maintaining the good health of the students the college has a gymnasium room as well as spacious playgrounds facilities available. • College also helps students in preparing for teacher eligibility tests by providing expert guidance in their respective subjects. • The academic programmes, co-curricular and extracurricular activities are designed meticulously so as to reflect the vision and mission of the college.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

- Organization of seminars, workshops, and extension lectures to support the enhancement of teaching-learning, research, and quality education.
- Planning a placement drive and engaging meetings with knowledgeable specialists for the final-year students.
- Promoting skill development programs in elements related to education, educational technology, and processes of education.
- Making students aware about the implementation of waste management strategies and concern for the sustainability.
- Implementing green practices by strengthening the efforts and ensuring the participation of maximum number of students.