



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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																		
<b>2. Institutional Status</b>																			
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																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.malwaedu.in/iqacPDF/IQAC_Report_2015-2016.pdf">http://www.malwaedu.in/iqacPDF/IQAC_Report_2015-2016.pdf</a>																		
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.malwaedu.in/pdf/Academic-Activity(%202016-17).pdf">http://www.malwaedu.in/pdf/Academic-Activity(%202016-17).pdf</a>																		
<b>5. Accrediation Details</b>																			
<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														
<b>6. Date of Establishment of IQAC</b>	04-Aug-2005																		
<b>7. Internal Quality Assurance System</b>																			
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		
Three-day workshop on communication skills and model lessons	19-Jul-2016 3	220
Workshop cum Awareness Programme on Organ Donation	07-Sep-2016 1	239
Workshop on Meditation by Tanushree (Heartfulness Institute)	19-Sep-2016 3	235
Workshop by Fevicryl Hobby (Students were guided to make various crafts for Diwali Occasion) by Rama Chabra	26-Sep-2016 3	235
Seminar-cum Workshop on Communication Skills and Personality Development by Ms. Kiran Kurwade, Corporate Professional	25-Jan-2017 1	400
Seminar-cum Workshop on Benefits and Techniques of Yoga in Daily Life by Sri Balvinder Acharya, Assistant Prof. Government College of Yoga Education, Chandigarh	25-Feb-2017 1	410

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
nil	nil	nil	2016 0	0

No Files Uploaded !!!

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

5

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 !!!
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

Orientation to First Year Students of Batch 2016 - 18 Feedback from various stakeholders Publications Extension Lectures, Workshops and Social Awareness Programmes

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 Host Interzonal Skill in Teaching and On the Spot Preparation of Teaching Aids Competition	Interzonal Skill in Teaching and on the Spot Preparation of Teaching Aids Competition was hosted by Malwa Central College of Education for Women, Ludhiana on 20/02/2017.
To ensure participation of students in Zonal and interzonal Youth Festival	Various students participated in various items of Zonal and interzonal Youth Festival
To conduct Workshops and Awareness Programme	<ul style="list-style-type: none"> <li>• Three day workshop on communication skills and model lessons from 19th July, 2016 to 21st July, 2016.</li> <li>• Workshop on Organ Donation was organized in College Campus on 07/09/2016.</li> <li>• Workshop on Meditation by Tanushree (Heartfulness Institute) from 19th - 21st September, 2016</li> <li>• Workshop by Fevicryl Hobby (Students were guided to make various crafts for Diwali Occasion) by Rama Chabra on 26th September, 2016</li> <li>• Seminar-cum Workshop on Communication Skills and Personality Development by Ms. Kiran Kurwade, Corporate Professional on 25th January, 2017</li> <li>• Seminar-cum Workshop on Benefits and Techniques of Yoga in Daily Life by Sri Balvinder Acharya, Assistant Prof. Government College of Yoga Education, Chandigarh on 25th February, 2017</li> </ul>
Technological Advancements will be made	The college library has been

	<p>digitalized. The students can access the library through Online Public Access Catalogue (OPAC). The process of issue and return of books is computerized. Library has online e-resources. It has digital software. Digital e-corner has also been established. Quality books are added regularly.</p>
<p>To encourage Use of ICT</p>	<p>The classrooms have been transformed into smart classrooms. For this from the session 2016-17, 50% of the classrooms are equipped with LCD projectors and computers and the remaining are provided with the facility of OHP. Faculty members are encouraged to use them in their classroom teaching.</p>
<p>To provide Free internet access and Wi-Fi facilities</p>	<p>The college has fully equipped computer resource center which provides free internet access and Wi-Fi facilities to the students and the staff.</p>
<p>To encourage Faculty Exchange Programme</p>	<p>(i) Dr. Mohua Khosla participated in Canadian International Conference on Advances in Education, Teaching and Technology, 2016 held at Ryerson University, Toronto, Canada, 16th and 17th July, 2016. (ii) Ms. Babli S. Singh acted as Judge during Youth Festival organized by Aurobindo College of Commerce, Jhande, Ludhiana in October, 2016. (iii) Ms. Babli S. Singh acted as Judge during District Painting Competition organized at Guru Nanak International Public School, Model Town, Ludhiana on 9th November, 2016. (iv) Ms. Harpreet Kaur Grewal delivered an extension lecture on the topic Cleanliness at Government High School, Salim Tabri, Ludhiana on 12th September, 2016. (v) Ms. Jasvir Kaur delivered an extension lecture on the topic Stress Management among Adolescents at Government High School, Sarabha Nagar, Ludhiana on 14th September, 2016. (vi) Dr. Mohua Khosla delivered an extension lecture on the topic Stress Management among Adolescents at Khalsa Girls Senior Secondary School, Ludhiana on 15th September, 2016. (vii) Dr. Sukhwinder Singh delivered an extension lecture on the topic Vocational Guidance at Khalsa Girls Senior Secondary School, Ludhiana on 15th September, 2016. (viii) Ms. Shubhneet Kaur Sidhu delivered an extension lecture on the Mass</p>

Communication Programme at Government High School, Jawadi, Ludhiana on 21st November, 2016. (ix) Ms. Reta Devi delivered an extension lecture on the Mass Communication Programme at Government High School, Sarabha Nagar, Ludhiana on 21st November, 2016. (x) Dr. Gurmit Singh acted as resource person and presented a paper on "Reference writing" and tips on starting new research journal at Babe-ke-College of Education, Muddaki (Ferozepur) on 4th November, 2016. (xi) Dr. Gurmit Singh gave an extension lecture on the topic "Writing of a Research Paper" at Dev Samaj College Ferozepur on 16th November, 2016. (xii) Dr. Gurmit Singh acted as resource person and presented a paper on "Teaching Learning Methods and Practices used in Value Based Education" at Dev Samaj College of Education for Women, Ferozepur on 28th November, 2016. (xiii) Dr. Gurmit Singh acted as observer for Panjab University, Chandigarh Zonal Skill in Skill in Teaching and on the Spot Preparation of Teaching Aids Competition held at S.K. College of Education, Moga on 9th February, 2017.

To encourage Staff members to attend seminars, conferences

(i) Dr. Sukhdev Singh Sandhu attended a seminar in the Games of Roll Ball, Wushu, Sepak Takraw, and Soft Tennis in Gymnasium Hall, Panjab University, Chandigarh. (ii) Dr. Mohua Khosla participated in Canadian International Conference on Advances in Education, Teaching and Technology 2016, held at Ryerson University, Toronto, Canada on 16-17 July, 2016.

To encourage Staff members to publish research work

twenty seven papers and chapters were contributed by fourteen teachers in various national and international journal and edited books.

No Files Uploaded !!!

<p><b>14. Whether AQAR was placed before statutory body ?</b></p>	<p>No</p>
<p><b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b></p>	<p>No</p>
<p><b>16. Whether institutional data submitted to AISHE:</b></p>	<p>Yes</p>

Year of Submission	2017
Date of Submission	27-Feb-2017
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college has MIS. 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:</p> <ul style="list-style-type: none"> <li>• Income and Expenditure</li> <li>• Receipts and Payment Accounts</li> <li>• Balance Sheets</li> </ul> <p>The institution is using computerised management software. The audit is a regular process without fail 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.</p>

## 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
No Data Entered/Not Applicable !!!		

#### 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	25/01/2017	240
<a href="#">View Uploaded File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Sem I - pre Internship in Teaching	237

BEd	Sem III- Internship in Teaching	243
MEd	Sem III- Field based internship	35
MEd	Visit to Vocational Rehabilitation Training Centre, Ludhiana	35
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
MEd	Education	50	10	10
BEd	Education	250	240	240
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
2016	240	10	25	8	8

### 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 Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used
----------------------------	--------------------------	-------------------------	-----------------------	---------------------------	---------------------------------

	ICT (LMS, e-Resources)	available	Classrooms		
33	33	7	5	5	7
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
240	33	1:7

## 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	1	1	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-	Date of declaration of results of semester-
----------------	----------------	----------------	---	---

			end examination	end/ year- end examination
BEd	Education	Sem I	28/12/2016	13/06/2017
BEd	Education	Sem III	03/12/2016	31/05/2017
BEd	Education	Sem II	30/05/2017	16/01/2018
BEd	Education	Sem IV	30/05/2017	31/08/2017
MEd	Education	Sem I	23/12/2016	03/07/2017
MEd	Education	Sem III	23/12/2016	15/06/2017
MEd	Education	Sem II	30/05/2017	31/10/2017
MEd	Education	Sem IV	30/05/2017	05/12/2017
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
Nill	BEd	Education	243	241	99.17
Nill	MEd	Education	35	35	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-satisfaction-survey.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
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
Oral Hygiene	Education	18/07/2016
Communication skills and Model Lessons	Education	19/07/2016
Multi-Cultural and Multi-Grade Teaching	Education	08/10/2017
Education and Job Prospects	Education	21/02/2017
Research Fellowship	Education	21/02/2017
Benefits and Techniques of Yoga in Daily Life	Education	25/02/2017
Gynecological Problems	Education	16/03/2017

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
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of the Department	Number of PhD's Awarded
Education (Social Sciences)	2
Education (Economics) and Education (Commerce)	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	6	3.8
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	17
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
<b>No Data Entered/Not Applicable !!!</b>						
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
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
-------------------	---------------	----------	-------	-------

Resource persons	0	1	Nil	4
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
Interaction Programme was organized in collaboration with Senior Citizens Welfare Association, Ludhiana	Senior Citizens Welfare Association, Ludhiana	25	241
Tree Plantation	Rotaract members of the college	1	50
One day NSS camp	Panjab university, Chandigarh	30	237
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
Tree Plantation Drive	Rotaract Club	Tree Plantation	1	50
70th Independence Day	Rotary Club, Ludhiana with Govt. Primary School, Kitchlu Nagar, Ludhiana	Programme and Flag Hoisting ceremony 15.08.2016	1	241
Environmental Awareness	Eco-Club	Rally to create Environmental Awareness 3.09.2016	32	237
'Organ Donation'	Red Ribbon Club	Awareness Programme on	32	237

		'Organ Donation' and Rally 7.09.2016		
International Peace Day	Peace Club	Speeches by Students and Rally 21.09.2016	32	237
Donation camp	Rotaract Club	Donation in slum areas of BRS Nagar 14.01.2017	1	50
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 1	Pre internship	7 schools	13/10/2016	24/10/2016	240
B.Ed. Pre internship Sem 2	Pre internship	18 schools	15/04/2017	30/04/2017	240
B.Ed. internship	internship	45 schools	01/08/2016	30/11/2016	243
M. Ed. Field based internship	internship	10 schools	10/08/2016	10/09/2016	10
Visit to Nirdosh School	visit	Nirdosh School for Mentally Retarded Children	06/09/2016	06/09/2016	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
2400000	1384464

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Campus Area	Existing
Classrooms with LCD facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Class rooms	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	1.0	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	26601	Nil	340	Nil	26941	Nil
Journals	71	Nil	0	Nil	71	Nil
Digital Database	0	Nil	1	Nil	1	Nil
Others(s pecify)	30	Nil	0	Nil	30	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 Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	14	7	14	0	0	3	2	100	0
Added	5	5	5	0	0	0	0	0	0
Total	19	12	19	0	0	3	2	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
<b>No Data Entered/Not Applicable !!!</b>	

#### 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
3990000	4341738	6086000	2032496

##### 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 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 and Support from Khalsa	19	169500
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 communication skills and model lessons	19/07/2016	215	Teachers from various schools of Ludhiana
On the spot aid preparation workshop for Sem I	17/09/2016	225	Malwa central college for women Ludhiana
Seminar cum workshop on communication skills and personality development	25/01/2017	222	Mr. Kiran Kurwade International Behavioral Trainer
Workshop on meditation	19/09/2016	220	Heartfulness institute
Seminar cum workshop on benefits and techniques of yoga in daily life	25/02/2017	228	Sh. Balwinder Acharya Assistant professor Govt. College of yoga Education Chandigarh
Extension lecture on Educational and Job Prospects	21/02/2017	223	Mr. Ajay Overseas education and career Consultancy Ludhiana
Extension lecture on soft skills	01/04/2017	228	Dr. K.M Bhandarkar President CTE
Guest lecture on life skills	01/04/2017	240	S.Satnam Singh Guru Gobind Singh Study Circle Ludhiana
Workshop on Art	26/09/2016	225	Fevicryl Hobby

and Craft			Ideas Ludhiana
Workshop On Spoken Skills	17/01/2017	35	Dr. Rekha
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	Career Guidance for Competitive Examinations - SET, NET, CTET, TET and B.Ed/ M.Ed CET Exam	52	47	27	24
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
9	9	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
Bharti Foundation	30	16	Partap Public school, Hambran Road Ldh The Lakewood school, Thakur colony, Pakhowal Road, Ludhiana Blue Bell Public School, Basant City, Ludhiana Khalsa college for women,	80	66

Ludhiana  
Guru Nanak  
Public  
School,  
Birni,  
Ludhiana  
Satya  
Bharati  
School,  
Ladhow

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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	52	B.Ed.	Education	Khalsa college for women, Govt college for girls, SCD govt. College, Guru Nanak Khalsas College model Town	Masters
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	7
Any Other	15
No file uploaded.	

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

Activity	Level	Number of Participants
Activities -45	college	220
Annual Athletic Meet	college	520
Competitions - 5	College	90
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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Zonal Youth	Nil	Nil	89	M	Nil

	Heritage Festival Panjab University Chandigarh					
2016	Inter Zonal Youth & Heritage Festival	Nill	Nill	4	M	Nill
2017	Zonal Skill in Teaching & On the Spot Teaching Aid Preparation Competition	Nill	Nill	18	M	Nill
2017	Inter Zonal Skill in Teaching & On the Spot Teaching Aid Preparation Competition	Nill	Nill	15	M	Nill
2017	National youth zone	National	Nill	1	M	Nill
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:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

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

### **6.1 – Institutional Vision and Leadership**

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

The 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.

**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.

**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.

**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 centers 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.

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.

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.

**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.

**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><b>Planning and Development</b></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</p>

	<p>sending information on regular basis. Through the college website, <a href="http://www.malwaedu.in">www.malwaedu.in</a>, 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>
Administration	<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>
Student Admission and Support	<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>
Examination	<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	<p>The college prepares Annual budget by using computer programme which helps to streamline the budget under different heads such as College Accounts, admission etc.</p>

### 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	Name of the professional body for which membership	Amount of support
------	-----------------	---	--	-------------------

support provided

fee is provided

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)
2016	Workshop on communication skills and Model Lessons	nil	19/07/2016	21/07/2016	33	Nil
2016	Extension Lecture on Multi-cultural and multi Grade teaching	nil	08/10/2016	08/10/2016	33	Nil
2017	Extension Lecture on the topic Drama and Art in Education	nil	08/02/2017	08/02/2017	33	Nil
2017	Extension lecture on Research Fellowship	nil	21/02/2017	21/02/2017	33	Nil
2017	Extension lecture on Education and Job Prospects	Extension lecture on Education and Job Prospects	21/02/2017	21/02/2017	33	21
2017	Seminar-cum-workshop on benefits and techniques of Yoga in daily life.	Seminar-cum-workshop on benefits and techniques of Yoga in daily life.	25/02/2017	25/02/2017	33	21

2017	Extension lecture on Gynaecological Problems	Extension lecture on Gynaecological Problems	16/03/2017	16/03/2017	26	6
2017	Extension lecture on life skills	Extension lecture on life skills	01/04/2017	03/04/2017	33	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
1	21	1	15

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</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-</p>

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 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.

curricular activities 15. Seminars and workshops On health and hygiene, teaching skills, communication skills, Art and Craft, Life skills ,Personality development etc.

#### 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
Nil	0	0
No file uploaded.		

##### 6.4.3 – Total corpus fund generated

## 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 University, Chandigarh	Yes	IQAC
Administrative	Yes	Panjab Government	Nil	Management, R. Gupta and company

### 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 oral hygiene was organized : This lecture was organized to cover various aspects of oral Hygiene and oral Safety Guidelines for support faculty. 2.Seminar-cum-workshop on benefits and techniques of Yoga in daily life was also organised for the staff. 3.Extension lecture on Gynaecological Problems was organized to create awareness among the staff. 4.Extension lecture on life skills was organized to enable them to deal effectively with the demands and challenges of life.

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

- o formation of IQAC
- o Conducting personality development workshops for students.
- o Establishing linkages with more Schools for conducting internship programmes.
- o 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
2016	Workshop on communication skills and Model Lessons	18/07/2016	19/07/2016	21/07/2016	287

2016	Workshop on Consumer Protection by	18/07/2016	28/07/2016	28/07/2016	287
2016	Intra college on the spot teaching aid preparation competition	18/07/2016	29/07/2016	29/07/2016	250
2016	Orientation Programme by Bharti Foundation	18/07/2016	30/07/2016	30/07/2016	278
2016	On the spot teaching aid preparation workshop for Sem -I	18/07/2016	10/09/2016	10/09/2016	250
2016	Workshop on Fevicryl Hobby Ideas by Pidilite Industries	18/07/2016	26/09/2016	28/09/2016	280
2016	Organized seminar for M.Ed. Students	18/07/2016	15/10/2016	15/10/2016	35
2016	Visit to Food Processing Unit, Verka Milk Plant, Ludhiana by Home science department	25/10/2016	23/11/2016	23/11/2016	8
2017	Seminar cum Workshop on 'Communication Skills and Personality Development'	12/12/2016	25/01/2017	25/01/2017	380
2017	Seminar cum Workshop on Benefits and Techniques of Yoga in Daily Life	06/02/2017	25/02/2017	25/02/2017	360

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) on different Social issues like Role of Women in Society, Female Foeticide Women Empowerment , Equity and Equality etc.	18/07/2016	30/05/2017	288	0
Divinity Assembly (every Monday) Including topics like Women in 21st Century, Gender Equality: Platform of Success	18/07/2016	30/05/2017	288	0
National Voter's Day (here issues like Voting Rights, Woman in Politics were discussed)	23/01/2017	25/01/2017	513	0
Seminar cum workshop on benefits and techniques of yoga in daily life.	25/02/2017	25/02/2017	499	0
Extension Lecture on how drama affects our attitude and curbs Women Equality.	08/02/2017	08/02/2017	480	0
International Women Day	08/03/2017	08/03/2017	503	0
Extension lecture on Gyne cologicalproble	16/03/2017	16/03/2017	506	0

ms				
World Red Cross Day Celebration (Role of women)	08/05/2017	08/05/2017	488	0

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
<ul style="list-style-type: none"> <li>• The college has soundless, pollution free generator (having power 75KW).</li> <li>• Use of LED bulbs in the campus.</li> <li>• Emphasize on the minimum use of paper.</li> <li>• College is also maintaining Herbal Garden having Herbs like Insulin, Aloe Vera, Basil plants, lemon, Cardamom and trees like Arjun tree, Suhanjana etc.</li> <li>• Encouragement of car pooling/scooter pooling for staff and students.</li> <li>• The Environmental Consciousness is generated and spread by the various activities of the Eco Club.</li> <li>• Tree plantation drive is regular features of the college.</li> </ul>

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
2016	Nil	1	06/09/2016	1	Visit to Nirdosh school for Mentally Retarded Children	To promote inclusive attitude	37
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

		<p>the management follow the guidelines prescribed in the code of conduct booklet for the management.</p>
<p>Professional Ethics and Code of Conduct for Faculty Members</p>	<p>20/07/2016</p>	<p>Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. As per the vision and mission and serenity of the profession, professional ethics and code of conduct is prepared for the Faculty Members. All the faculty members are supposed to abide by and follow the Professional Ethics and the Code of conduct. Head of the institution and the coordinator keeps a check whether the code of conduct is followed properly. If anyone fails to do so, a report is prepared which is submitted to administration.</p>
<p>College Code of Conduct for Students</p>	<p>20/07/2016</p>	<p>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</p>

		<p>with dos and don'ts in college premises. • Disciplinary rules and regulations framed by the institute must be followed by the students. • Any type of misbehavior, indiscipline or breach of any rules will result into severe punishment to them.</p>
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
Interaction Program on Respect Your Elders	28/07/2016	28/07/2016	278
Environment awareness rally	03/09/2016	03/09/2016	278
Extension lecture on Organ donation and Rally	07/09/2016	07/09/2016	278
World Literacy Day	08/09/2016	08/09/2016	278
International Peace Day	21/09/2016	21/09/2016	278
National Education Day	21/11/2016	21/11/2016	278
Donation camp in slum areas of BRS Nagar	14/01/2017	14/01/2017	52
ParkashUtsav Guru Gobind Singh ji	18/01/2017	20/01/2017	278
Extension Lecture on life Skills	01/04/2017	01/04/2017	278

World Red Cross Day celebration	08/05/2017	08/05/2017	278
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: Research Oriented Education Objectives of the Practice

- To prepare teacher educators who have sound knowledge base and essential skills for research.
- To facilitate greater access to research through optimum utilization and mobilization of existing resources.
- To promote coordination between different departments and the community for promoting research attitude.

The Context The subject-related educational research play an important role in trainee's teachers learning since it provides a disciplined perspective from which trainees can drive new ideas and understandings related to their own developing practice as well as a critical basis from which to formulate, examine and justify their views through reference to a wider, collective pool of experience.

The Practice The College is an approved research Centre for the conduct of Pre-Ph.D. course in the faculty of Education by Panjab University, Chandigarh since 2011. All the regular staff members of the college are having doctorate degree in their subject. The staff is well versed with the approach to research and use of research in daily classroom teaching. In the college library, a digitized research corner is provided for the staff and students. Students of M.Ed. are engaged for research through case studies, comparative studies of the school education system and through dissertation work. The B.Ed. students are provided the research experience through the assignment of projects based on various social, economic, psychological and commercial issues. Students are made familiar with the problems by organizing visits to schools catering to the needs of students with disabilities, old age homes, slum areas and industries. Students are required to collect data, make analysis and prepare reports so that it can be discussed in the classroom. Evidence of Success The visit to various places brought a positive change among the attitude of students in understanding the real problems of different segments of community. Students submitted reports after every activity to the subject incharge and discussion sessions were held. The soft copy research projects done by student teachers are also available in the library for future consultations. Problems Encountered and Resources Required Most of respondents encountered challenges in conducting research based activites like the lack of time, have anxieties in writing and conducting the study and perceived research as an additional burden on their part. The main resources required for the conduct of such research was transportation, different kinds of tools/questionnaires required for the collection of data.

2. Title of the Practice: Eco-Friendly Environment Objectives of the Practice

- To make everyone understand the importance of cleanliness and maintain it forever to continue a healthy and peaceful life.
- To implement proper waste management through scientific processes, hygienic

disposal, reuse and recycling of the wastes. • To provide an opportunity to apply knowledge to solve environmental problems in a day to day situations. • To bring the pupil-teacher in the unique position as representative of the environment in the society at large. The Context Environmental awareness is an ideology that evokes the necessity and responsibility of humans to respect, protect, and preserve the natural world from its environmental change caused or influenced by people, either directly or indirectly. By spreading awareness to others that the physical environment is fragile and indispensable, we can begin fixing the issues that threaten it. The Practice The college focuses on providing experience to its students for making them sensitive towards the environment. For this Eco Club/NSS Club generates and promotes environmental awareness all around the year by organizing various activities like tree plantation drives, community interactions and organizing awareness lectures from time to time. Environment awareness Rally is organized every year to spread awareness at a larger level in the community. College is maintaining Herbal Garden having Herbs like insulin, Aloe vera, Basil plants, lemon cardamom, insulin plant and trees like Arjun tree, Suhanjana etc. It adds beauty to the campus as well as adds on its educational value. Staff and Students are sensitized towards economic use of electricity. carefully as and when required. College is promoting Plastic free environment with stress on no use of plastics in any form. Use of cloth or jute bag is recommended. Different types of dustbins have been put in the campus for segregation of waste. Evidence of Success The tree plantation drives were held in collaboration with social organizations. The College faculty acted as resource person in various events to spread the message of green and clean environment. Our well aware students and alumni are the live evidence of success of these activities. Problems Encountered and Resources Required The main challenge is to express the complexity of modern environmental issues in ways that are understandable, and at the same time to ensure that institute continues to play an important role in explaining and evaluating environmental issues. There is a large gap between what members of the general public hear and what they understand about environmental problems. The easy go approach is the main hurdle. The resources required are the cooperation from the other organization s in planning and organizing awareness drives for the larger interest of the environment.

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.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. • 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

<http://www.malwaedu.in/pdf/institutional-distinctiveness.pdf>

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

- Organization of seminars, workshops and extension lectures by the IQAC to promote quality improvement in teaching-learning and research.
- Organization of Placement Drive and interactive sessions with skilled professionals for final year students by the Placement Cell.
- Boost Skill enhancement initiatives in academic, technical and organizational aspects.
- Formulating policies and procedures for implementation of waste management
- Implementation and strengthening of green practices.
- Increasing the number of environment-friendly initiatives by NSS and ensuring participation of maximum students in such initiatives.
- Organising NSS Camps.
- MOU will be signed with educational institutions