Yearly Status Report - 2018-2019

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)	https://www.malwaedu.in/pdf/AQAR%202017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.malwaedu.in/pdf/Final%20Academic%20Calender%202018-19.pdf

5. Accrediation Details

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

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		
eight day workshop on model lessons	17-Jul-2018 8	205
Craft workshop by Dr. DK Rai from Indian Paper cutting,Bangalore	23-Aug-2018 1	221
Extension lecture on	11-Jan-2019 1	410
Extension lecture on Cardiac Health Awareness in women	05-Feb-2019 1	419
National Seminar on E-way	09-Feb-2019 1	465
Two Day National Seminar Youth as peace builders	01-Mar-2019 2	473

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Internal Quality Assurance Cell of Malwa Central College of Education for Women,Ludhiana	National and International Seminar Programme,IC Division, ICSSR	Indian Council of Social Science Research (ICSSR), New Delhi	2019 2	175000
National Seminar on the topic	National Seminar	College Development Council, Panjab University, Chandigarh	2019 1	40000
NSS, Panjab university, chandigarh	NSS camp	Panjab university,Chandigarh	2019 7	29564
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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 :	8

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)

• Organised Extension Lectures and Workshops • Organised two National Seminars sponsored by ICSSR, New Delhi and CDC Panjab University. • Organised InterZonal Skill in Teaching and onthespot teaching Aid Preparation Competition • Contributed in Syllabus Revision workshops conducted by Panjab university,Chandigarh • Encourage Staff members to participate in Extension Activities and publish research work.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To organise Extension lectures, Workshops and Seminars	• An extension lecture on 'Work Ethics and Social values among youth' by Dr. Gurmit Singh, Associate Prof. of the college was organized on 11th Jan. 2019. • Another extension lecture on 'Cardiac Health Awareness in Women' was delivered by Dr. Shibba Chhabra, Cardiologist, Hero Heart Centre, DMC, Ludhiana on 5th Feb.2019. • Eight day workshop on Model Lessons for B.Ed. Students of the college was organized from 17th to 24th July, 2018. • Craft Workshop by Dr. D.K. Rai from Indian Paper Cutting, Bangalore was held on 23rd August, 2018. • National Seminar on the topic 'Education on eway' sponsored by College Development Council, Panjab University, Chandigarh was organized on 9th Feb., 2019. • Two Day National Seminar on 'Empowering Youth as Peace Builders' sponsored by Indian Council of Social Science Research, New Delhi was held on 1st and 2nd March, 2019.
To organise 7 day NSS Camp	• Seven Day NSS Camp was organized from 6th Jan.2019 to 12th Jan., 2019.

Encouraging Use of ICT	Faculty members made use of LCD projector and other digital devices in teaching learning process.
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 organise Inter Zonal Skill in Teaching and On the Spot Teaching Aid Preparation Competition	• Inter-Zonal Skill in Teaching and On the Spot Teaching Aids Preparation Competition for the Pedagogy of Science (Life Science and Physical Science), Mathematics, Commerce, Computer Science was organised on 02.02.2019.
To encourage staff members to participate in Extension Activities and publish research work	• Staff members participated in extension activities and published their research work
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Khalsa Dewan, Ludhiana	**25-Sep-2019**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2019**

Date of Submission	**26-Feb-2019**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**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 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 charted 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 employability/entrepreneurship	Skill Development

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 !!!		

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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**	**02/08/2018**

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
Computer Competency	**27/09/2018**	**36**
Yoga and Meditation	**01/02/2019**	**77**
[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**	**213**
BEd	**Sem I- Pre Internship**	**243**
BEd	**Sem II Pre internship**	**234**
MEd	**Field Attachment/ Internship-IV**	**10**
MEd	**Visit to Vocational Rehabilitation Training Centre,Ludhiana**	**10**
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained
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	243	243
MEd	Education	50	3	3
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	243	3	19	11	11

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
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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 horning 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
246	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
2018	Dr. Avninder Preet Singh	Associate Professor	Vishesh Sanman on 40th Professor Mohan Singh Anterrashtry Punjabi Sadhiyachar Mela by Professor Mohan Singh Memorial Foundation (Reg.), Ludhiana and Jagdev Singh Jassowal Charitable Trust (Reg.) Ludhiana
2018	Dr. Gurmit Singh	Associate Professor	Vishesh Sanman on 40th Professor Mohan Singh Anterrashtry Punjabi Sadhiyachar Mela by Professor Mohan Singh Memorial Foundation (Reg.), Ludhiana and Jagdev Singh Jassowal Charitable Trust (Reg.) Ludhiana
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BEd	Education	Sem I	28/12/2018	02/05/2019
BEd	Education	Sem III	05/12/2018	20/06/2019
BEd	Education	Sem II	31/05/2019	03/10/2019
BEd	Education	Sem IV	31/05/2019	01/08/2019
MEd	Education	Sem I	24/12/2018	08/04/2019
MEd	Education	Sem III	21/12/2018	10/04/2019
MEd	Education	Sem II	27/05/2019	28/08/2019
MEd	Education	Sem IV	29/05/2019	06/12/2019
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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)

https://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	213	211	99.06
Nill	BEd	Education	10	10	100
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2.7 – Student Satisfaction Survey

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

https://www.malwaedu.in/pdf/Student-satisfaction-survey%202018-19.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 !!!				
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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
Internship Programme	Education	17/07/2018
Communication Skill	Education	18/07/2018
Model lesson in Pedagogy of English	Education	18/07/2018
Model lesson in Pedagogy of Social Studies	Education	19/07/2018
Use of ICT in Lesson Plan	Education	20/07/2018
Concept Attainment Model	Education	20/07/2018
Model Lesson in Pedagogy of Hindi	Education	21/07/2018

Model Lesson in Pedagogy of Mathematics	Education	21/07/2018
Class room Skills (Stimulus Variation, and Presentation)	Education	23/07/2018
Class room Skills (Question answer and Black Board Writing)	Education	23/07/2018
Dairy Lesson	Education	24/07/2018
Being a Good Teacher	Education	24/07/2018
Education on e-Way	Education	09/02/2019
Empowering Youth as Peace Builders	Education	01/03/2019

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 !!!				
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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 !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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	3

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)
National	Education	5	Nill
International	Education	4	4.56
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	21
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	10	30	Nill	Nill
Presented papers	Nill	23	Nill	Nill
Resource persons	Nill	1	Nill	Nill
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NSS camp	NSS unit of the College	5	31
Judgement in different activities	Different Schools and Colleges (D.A.V. College of Education, Hoshirpur Guru Nanak Engineering College, Ludhiana MGM Public School, Dugri, Ludhiana K.V.M. Senior Secondary School, Ludhiana Sri Aurobindo College of Management and Technology, Jhande	4	Nill
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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 !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Awareness Drive on HIV AIDS	Reb Ribbon Club	Nukkad Natak PPT presentations	29	392
Tree Plantation Campaign	Eco Club, Rotract Club and NSS Unit	Tree Plantation the occasion of 550 birth anniversary of Guru Nanak Dev Ji	12	209
Donation Week	Rotract Club	Collection of money for Karela Flood Relief Fund	1	57
Peace and Harmony	Hindi Shikshak Sangh Punjab	Skit, and Drama on the occasion 150 birth Anniversary of Mahatma Gandhi	6	76
Vigilance Awareness Week	Punjab and Sindh Bank Ludhiana (Honorable Session Judge of Ludhiana was the Guest of Honour)	29th October, 2018 to 3rd November, 2018 Seminar to sensitize the young generation about their Duties to Eradicate Corruption	28	226
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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
Collaborating for book writing	1	Nill	Nill
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 Semester I	Pre-internship	9 schools	22/10/2018	30/10/2018	243
B.Ed. Pre-internship Semester II	Pre-internship	15 Schools	22/04/2019	30/04/2019	234
B.Ed. Internship	internship	42 Schools	01/08/2018	25/11/2018	213
M.Ed. Field Based Internship	Internship	10 schools	10/08/2018	09/09/2018	10
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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
Sri Guru Harkrishan Public School, Dugri Road, Ludhiana	18/06/2018	• Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education • Placement of student	32
Government Senior Secondary School, Lalton Kalan,Ludhian	18/01/2019	• Jointly organize short-term seminars, conferences or workshops on topics of mutual interest and invite each other's faculty to participate therein • Sensitise students and community towards environment	22
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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

3405000	255966

4.1.2 – Details of augmentation in infrastructure facilities during the year	
Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Class rooms	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 patially)	Version	Year of automation
Soul	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27155	Nill	66	Nill	27221	Nill
Journals	65	Nill	Nill	Nill	65	Nill
Digital Database	1	Nill	Nill	Nill	1	Nill
Others(specify)	27	Nill	Nill	Nill	27	Nill
Others(specify)	11	Nill	Nill	Nill	11	Nill
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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 !!!			
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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	25	15	25	0	0	3	4	100	0
Added	0	0	0	0	0	0	0	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
Internet, scanners, mikes, headphones, laptop	https://www.youtube.com/channel/UCZgfSiWlR5Nw1VcV2w-5XRA

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 incurredon maintenance of physical facilites
3525000	4413695.8	9327000	1830583.28

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.

https://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	35	241450
Financial Support from Other Sources			

a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill

No file uploaded.

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Workshop on Model Lessons	17/07/2018	230	Teachers from various schools of Ludhiana
Workshop on Origami	23/08/2018	210	Indian Paper Cutting Institute Bangalore by Sh. D.K. Rai
Remedial Coaching Classes	15/11/2018	21	Malwa Central College of Education for women
Enrichment classes	15/11/2018	12	Malwa Central College of Education for women
Add on course on Yoga and Meditation	01/02/2019	77	Malwa Central College of Education for women
Two months vocational course in cosmetology and skin care	01/11/2018	40	Department of lifelong learning and extension P.U. Chandigarh

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Preparation for competitive examinations (B.Ed entrance test)	35	0	35	35
2019	Career counselling session by Sakshi Sood IBT by Ludhiana	155	45	5	5

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year		
Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
8	8	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Satya Bharti Foundation	35	7	• Khalsa Girls sr. sec. school • Tagore Public School • DAV Public School • Kundan Vidya Mandir • Satpaul Mittal School • Guru Nanak International Public school	80	35
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
2018	40	B.Ed. M.Ed.	Education	Higher EDucation Institutions	Master Degree 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	7
Any Other	27
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 (20-03-2019)	College	225
Talent Hunt Competition (29-08-18to 01-09-2018)	college	94
Inter Zonal Skill in Teaching and Teaching Aid Preparation Competition 30-1-2019	university	66
One day national seminar on Education on E-way sponsored by Dean College Development Council Punjab University Chandigarh (09-02-2019)	National	465
Two Day National seminar on Empowering Youth as Peace Builders sponsored by ICSSR New Delhi (01, 02 -03-2019)	National	473
Day Celebration and Cultural Activities – 15	college	210
Extension Lectures – 6	college	200
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
2018	Zonal Youth and Heritage Festival	Nill	Nill	35	M	Nill
2018	Inter Zonal Youth and Heritage Festival	Nill	Nill	3	M	Nill
2019	Zonal Skill in Teaching and Teaching Aid Prepar ation Comp etition	Nill	Nill	19	M	Nill
2019	Inter Zonal Skill in Teaching and	Nill	Nill	13	M	Nill

	Teaching Aid Preparation Competition						

<div align="center">No file uploaded.</div>

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:

<div align="center">177</div>

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

<div align="center">17700</div>

5.4.4 – Meetings/activities organized by Alumni Association :

<div align="center">2</div>

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)

1. 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 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. To promote decentralization and participatory management the college has very well allocated different duties to respective teaching members and non-teaching members under different committees. Each committee is headed by one

faculty member along with other faculty members and student representatives. The IQAC of the college is functioning for developing a quality system for the improvement of academic and administrative performance of the college. 2. 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. Two students from each section are elected as members of student central association. They participate in regular meetings 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 in teaching, learning, and support services by the institution. Students organize domain-specific events, extracurricular events, competitions and expert talks in addition to their leadership skills. The members of the Student Central Association are elected democratically.

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, employement 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-governace area	Details
Planning and Development	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.
Administration	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.
Student Admission and Support	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
Examination	**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.**
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)
2018	**Workshop on Model Lessons**	**Nill**	**17/07/2018**	**24/07/2018**	**30**	**Nill**
2018	**Vigilance awareness Week**	**Vigilence awareness Week**	**29/10/2018**	**03/11/2018**	**30**	**21**
2019	**National Seminar on the topic 'Education on e-way'**	**Nill**	**09/02/2019**	**09/02/2019**	**30**	**Nill**
2019	**Two Day**	**Nill**			**30**	**Nill**

	National Seminar on 'Empowering Youth as Peace Builders'		01/03/2019	02/03/2019		
2019	A faculty development programme was organized by the college on Advanced Computer Skills	Nill	06/05/2019	30/05/2019	30	Nill

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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	17	0	16

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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. 4Lab. 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	1Free Medical check -up, PF facility for non teaching, 3.Medical card of ESI hospital, 4Residential 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	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. 24×7 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

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 1Free Medical check -up, PF facility for non teaching, 3.Medical card of ESI hospital, 4Residential 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. 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. 24×7 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	hygiene, life skills are organised from time to time. 7. Uniforms are also provided by college.	classes for educationally backward students. 13.Enrichmment 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.

11.Canteen and Mess facility 12. Remedial classes for educationally backward students. 13.Enrichmment 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. nutritious food the college has mess and canteen facility. 12. To provide 24×7 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
Khalsa Dewan	31500	Financial Aid to

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

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

The Parent-Teacher Association helps in organizing various activities and provides support for the successful conduct of these events. 1. Parents were invited for celebrations of Prakash Purab of Shri Guru Gobind Singh Ji. They participated in conducting various activities like preparation and distribution of langar, vegetable cutting etc. and contributed material for Langar. 2. PTA organised extension lectures on stress issues among students. 3. PTA full support is sought for spreading awareness of sustainable development and tree plantation drive.

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

1. Extension Lecture on " Vigilence awareness week '' was organized for support staff. 2. Lecture on Prevalence of " heart diseases among women ''was organized for women staff.. 3. Two month vocational course in Cosmetology and Skin Care from 1st Nov.2018 to 31st Dec., 2018 was organized for women support staff to increase their employability skills.

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

1. Conducting workshops and extension lectures on communication skills , life skills, model lessons and research for students. 2. Internship Schools participation is ensured in conducting the teacher training activities in the college. 3. Signed MOU with other educational institutions.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop on Model Lessons	16/07/2018	17/07/2018	24/07/2018	213

2018	International Peace Day celebration	28/08/2018	22/09/2018	22/09/2018	230
Nill	Published Seventh Edition of 'Malwa Journal of Education' on 30/10/2018	28/08/2018	30/10/2018	30/10/2018	11
Nill	Swacchta-Hi-Sewa event was organized at the college by members of Rotaract Club of the college	21/12/2018	06/01/2019	06/01/2019	230
Nill	Drug Awareness Campaign was organized by members of Rotaract club	21/12/2018	09/01/2019	09/01/2019	50
Nill	Pre-Ph.D. Course	21/12/2018	16/01/2019	30/06/2019	18
Nill	Organization of National Seminar on the topic 'Education on e-way' sponsored by College Development Council, Panjab University, Chandigarh	28/01/2019	09/02/2019	09/02/2019	465
Nill	Two Day National Seminar on 'Empowering Youth as Peace Builders' sponsored by ICSSR, New Delhi .	28/01/2019	01/03/2019	02/03/2019	473
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Morning Assembly (On daily basis) on different Social issues like Woman and Work, Women Empowerment, Equity and Equality etc.	06/08/2018	31/05/2019	237	Nill
Divinity Assembly (every Monday) Including topics like Modernization & Gender, Equality: Platform of Success, Women and Health,	06/08/2018	31/05/2019	237	Nill
National Voter's Day Voting Rights, My Vote: My Country,	25/01/2019	25/01/2019	380	Nill
Teej Festival	11/08/2018	11/08/2018	234	Nill
International Women Day	08/03/2019	08/03/2019	355	Nill
Extension lecture on 'Cardiac Health Awareness in Women' by Dr. Shibba Chhabra, Cardiologist., Hero Heart Centre, D.M.C., Ldh.	05/02/2019	05/02/2019	345	Nill

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
2018	1	1	24/07/2018	1	Orientation Programme on Hygiene by Dr. Isha from Procter and Gamble	Health issues	223
2018	1	1	23/08/2018	1	Craft Workshop by Indian Paper Cutting, Bangalore	Craft Skills	225
2018	1	1	27/08/2018	1	Donation Week for Kerala Flood affected people by Rotaract Club	Social service	231
2019	1	1	06/01/2019	7	Seven-day N.S.S. Camp by	Social service	36

2019	1	1	11/01/2019	1	N.S.S Unit Visit to Senior Citizen Home	happiness and warmth with elderly people	28
2019	1	1	16/01/2019	1	Dental Check-up at Bal Bhalai School, Dugri, Ludhiana	Health and wellness	23
2019	1	1	25/03/2019	1	Awareness Drive on HIV-AIDS by Red Ribbon Club	Causes and preventive measures of HIV-AIDS	220
2019	1	1	22/04/2019	1	Project 'Donate for Blind'	Encouraging the special group	231

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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	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.
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 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.
CODE OF CONDUCT FOR NON TEACHING STAFF	20/07/2016	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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teej Festival (Dr. Ravinder Kaur Dhaliwal, Director, Student Welfare, P.A.U., Ludhiana)	11/08/2018	11/08/2018	229
Donation Week for Kerala Flood affected people by Rotaract Club	27/08/2018	01/09/2018	231
Teacher's Day Celebration	05/09/2018	05/09/2018	226
Hindi Diwas by Punjab Hindi Parishad, S.C.D. Govt. College, Ludhiana	14/09/2018	14/09/2018	23
International Peace Day by Physical Education Department	22/09/2018	22/09/2018	219
Parkash Utsav of Sri Guru Gobind Singh Ji	13/01/2019	16/01/2019	473
Economy for Productivity and sustainability week with Rally on Environmental Awareness By Eco Club ,Economics society, commerce society, social science society	12/02/2019	12/02/2019	229
Awareness Drive on HIV-AIDS by Red Ribbon Club	25/03/2019	25/03/2019	345
Tribute to Jallianwala Bagh	15/04/2019	15/04/2019	354

Martyrs In collaboration with Jan Chetna NGO with Dr. Kuldeep Chand Agnihotri, Vice Chancellor, Central University, H.P as a Resource Person			
Project 'Donate for Blinds' by Rotaract Club	22/04/2019	22/04/2019	212
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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: E-way Education Objectives of the Practice • To ensure the role of E-Education in teaching learning process. • To ensure Digital Classrooms as Power to Knowledge • To ensure that technology-based learning act as a boon for students in general and disabled in particular. The Context Malwa Central College of Education for Women believes in promoting the role of technology-based education for making the teacher trainees future-ready. Technology can be a powerful tool for transforming learning. It can help affirm and advance relationships between educators and students, reinvent our approaches to learning and collaboration, shrink long-standing equity and accessibility gaps, and adapt learning experiences to meet the needs of all learners. The Practice The college provides multiple means of representation so that students can approach information in more than one way. Examples include a digital library and, subscription to N-list E-database. The college also provide multiple means of expression so that all students can demonstrate and express what they know. The students are encouraged to use soft copies for submission of projects, use of ppt for presenting the lesson, use of digital devices as teaching aids in the classrooms. The college organized a seminar on "E-way Education' sponsored by College Development Council, Panjab University to sensitize the participants for the use of electronic medium for the collection, sharing of information among the students and masses. Evidence of Success The college faculty and students use websites and e-books for consulting and preparing their material. The subject-related material is presented in the classes with the help of e-devices. Most of the students used PowerPoint presentations while presenting topics in divinity assemble, in classroom seminars and in their training programmes. Teachers also use social media for collecting and sharing information with the students. Problems Encountered and Resources Required Providing ample time for the practice and use of computers and assisted devices in regular time table is not possible. The resources required for running the practice is upto date computer laboratory and trained teachers in the use of e-resources. 2. Title of the

Practice: Empowering Youth as Peace Builders Objectives of the Practice • To facilitate critical reflection on role of youth in peace building. • To make students aware about policies and programmes of Government of India for Welfare of Youth. • To create awareness about role of youth in countering violent extremism and promoting peace. The Context Research on peace building identifies youth mostly as perpetrators of violence or as victims. In this process it neglects the constructive role that youth actually play in many peace processes-often in the shadows, at the grassroots level of peace building. Youths are pro-active agents in their communities, in their schools, work places, and youth groups. Youths are seen as dynamic and open. They have potential to have a role both in violence promotion and as well as in peace building. Therefore, it is required to target youth since their capacities can easily be turned to advantage the society instead. The Practice ? The daily morning assembly highlights the importance of togetherness, fellow feeling and cooperation among the masses. ? Every Monday divinity assemble is conducted on topics of peace, social concern and humanity. ? Peace rally is organized on World Peace Day the spread the awareness of world peace among the community. ? Poster making and collage making competitions are organized to sensitize the students about the need for peace in the present scenario. Evidence of Success The college has peace club which conducts activities throughout the year for spreading awareness about peace building among the students as well as the society. Students prepared projects on understanding the role of women in society as a messenger of peace. The Rotaract club of the college organized visits to the slum areas for understanding the problems of various strata of society and also organized donations camps for the same. The college organized a two days national seminar on the theme 'Youth as Peace Builder' sponsored by Indian Council of Social Sciences Research (ICSSR), New Delhi. The seminar spread the need to involve youth as peace builders among the masses. Problems Encountered and Resources Required The problem occurred is to spare time for community visits in spite of the busy schedule of the students as being a professional course student are already engaged in various teaching-learning activities. The resources required for such activities are funds for conducting community activities and organizing rallies and programmes for spreading the message of peace among masses.

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

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

Provide the weblink of the institution
https://www.malwaedu.in/pdf/Best-Practices(2018-2019).pdf

8.Future Plans of Actions for Next Academic Year

1. Improvement of facilities in laboratories and library for enhancement of teaching-learning 2. Organization of seminars, workshops, and extension lectures to support research and quality education. 3. To enhance the use of social media for communication with Students 4. Encouraging faculty members to use online resources to facilitate teaching teaching-learning process. 5. Enhancing employment skills and providing skill development opportunities to students to make them employable and self-reliant by organising skill development programmes. 6. To sign a Memorandum of Understanding (MOU) with educational institutions. 7. Encouraging students to use ICT resources like (mobile-based learning, online

material, learning apps etc.) for their learning. 8. Increasing the number of environment-friendly initiatives and ensuring maximum participation of students.