



## Yearly Status Report - 2019-2020

### 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	degurmitsingh18@gmail.com																		
Alternate Email	avninder07@yahoo.com																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.malwaedu.in/pdf/AQAR(2018-19).pdf">https://www.malwaedu.in/pdf/AQAR(2018-19).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="https://www.malwaedu.in/pdf/Academic-Calendar(2019-20).pdf">https://www.malwaedu.in/pdf/Academic-Calendar(2019-20).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
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				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>																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date &amp; Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries								
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IQAC		
workshop on model lessons and soft skill	08-Jul-2019 9	225
Workshop on clear face confidence	23-Nov-2019 1	229
Extension lecture on Gandhian Thoughts	30-Jan-2020 1	223
Extension lecture on Indo Dravidian Language and Place of Gurmukhi	19-Feb-2020 1	431
Extension Lecture on Traffic Rules	04-Mar-2020 1	428
Online group counseling on Competitive Exam Preparation	04-Jun-2020 1	227
Online workshop on	21-Jun-2020 1	238

L::asset('/', 'public')/public/index.php/admin/get\_file?file\_path='.encrypt('Postacc/Special\_Status/'. \$instdata->upload\_special\_status)}}}

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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	Seminars/ Conferences/ Workshops	ICSSR North-Western Regional Centre, Panjab University, Chandigarh	2020 1	50000

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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 :**

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>	Yes
If yes, mention the amount	50000
Year	2020

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

- Organised Extension Lectures and Workshops
- Organised 7Day NSS Camp
- Organised InterZonal Skill in Teaching and On the Spot Teaching Aid Preparation Competition
- 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 organize Workshops and Extension Lectures	• A workshop on model lessons and soft skills was organized from 8thJuly,2019 to 16thJuly,2019. • Workshop on clear face confidence was organized on 23.11.2019 • Online workshop on 'Mental Health and Physical Wellness during COVID9 Pandemic' was organized on International Yoga Day dated 21.06.2020 • Extension lecture on Gandhian Thoughts was organized on 30.01.2020 • Extension lecture on Indo Dravidian Language and Place of Gurmukhi was organized on 19.02.2020 • Extension Lecture on Traffic Rules was organized on 4.03.2020
To organise 7 day NSS Camp	Seven-day N.S.S. Camp was organized from 29.12.2019 to 4.01.2020
To organise Inter Zonal Skill in Teaching and On the Spot Teaching Aid Preparation Competition	Panjab University Zonal Skill in Teaching and On the Spot Teaching Aids Preparation Competition (Zone B) for the subjects Pedagogy of English, Punjabi, Hindi, Fine Arts and Music was organised by the college on 12.02.2020.
To encourage staff members to participate in Extension Activities and publish research work	Staff members participated in extension activities and published their research work
To promote skill development programmes	Two month vocational course in

	Cosmetology and Skin Care sponsored by Dept. of Life Long Learning and Extension, Panjab University, Chandigarh was organized from 4thDecember, 2019 to 25thFebruary,2020.
To Contribute towards Swachh Bharat Abhiyan	Swachh Bharat Jan Andolan-2019 was organized from 11.09.2019 to 1.10.2019
To use Short Messaging Service for communication with students	Started using Short Messaging Service for communication
To encourage faculty members to use Google Classroom	Faculty members started using Google Classroom
To sign Memorandum of Understanding with Educational Institutions	Memorandum of Understanding were signed.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Khalsa Dewan, Ludhiana	25-Nov-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2020
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Date of Submission	29-May-2020
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description 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
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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.

## 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
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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
<b>No Data Entered/Not Applicable !!!</b>		
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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	26/08/2019

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

Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>	

## 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	21/10/2019	44
Yoga and Meditation	03/02/2020	67
Communication Skill	03/02/2020	30
<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-III Internship in Teaching	230
BEd	Sem I-Pre Internship	240
MEd	Field Attachment/ Internship-IV	1
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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 holders such as students, alumni, faculty, employers etc. The feedback is

analysed and valuable suggestions given are considered and necessary actions are 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	241	241
MEd	Education	50	7	7
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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
2019	241	7	18	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	Number of smart classrooms	E-resources and techniques used
30	30	7	5	5	7
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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 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
248	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
2019	Dr. Sukhwinder Singh	Assistant Professor	Special Appreciation award by Council of Heritage and International Peace" Missisaga Ontario, Canada on 29, June 2019
2019	Dr. Sukhwinder Singh	Assistant Professor	Best NSS Progamme Officer and Malwa Central College of Education as Best NSS Unit by an "NGO ANN Milyo Dariyo" 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	31/01/2020	12/06/2020
BEd	Education	semIII	19/12/2019	05/06/2020
BEd	Education	sem IV	01/10/2020	24/10/2020
MEd	Education	sem I	30/01/2020	05/08/2020
MEd	Education	Sem III	31/01/2020	14/05/2020
MEd	Education	Sem IV	30/09/2020	02/03/2021
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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
Nil	BEd	Education	230	230	100

Nil	MEd	Education	1	1	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\(2019-20\).pdf](https://www.malwaedu.in/pdf/Student-Satisfaction-Survey(2019-20).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
Orientation of students about internship programme for B.Ed. students	School internship committee	08/07/2019
workshop on Yoga	sports committee	08/07/2019
Internship Programme	School internship committee	08/07/2019
Model Lesson Pedagogy of Hindi	School internship committee	09/07/2019
Art of Story Telling	School internship committee	09/07/2019
Lesson on the basis of Concept Attainment Model	School internship committee	10/07/2019
Model Lesson Pedagogy of English	School internship committee	10/07/2019
Skill of Black Board writing	School internship committee	10/07/2019
Problem Solving Skills	School internship committee	11/07/2019
Model Lesson Pedagogy of Punjabi	School internship committee	11/07/2019
Model Lesson Pedagogy of Social Studies	School internship committee	12/07/2019
Explanation Skill	School internship committee	12/07/2019
Two months Vocational course on Cosmetology and Skin Care	Department of Life Long Learning and Extension Panjab University,	04/12/2019

## 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
<b>No Data Entered/Not Applicable !!!</b>				
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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
<b>No Data Entered/Not Applicable !!!</b>					
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## 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	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)
National	Education	3	1.81
International	Education	1	7.17
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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	4
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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
<b>No Data Entered/Not Applicable !!!</b>						
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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
<b>No Data Entered/Not Applicable !!!</b>						

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

Number of Faculty	International	National	State	Local
Presented papers	3	7	2	10
Resource persons	1	0	0	0

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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
Donation for Punjab Flood Relief	Rotaract Club	1	52
Donation project of wheat, pulses, sugar and rice	Rotaract Club	1	54

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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
World Punjabi Conference	Appreciation award	Council of Heritage and International Peace" Missisaga Ontario, Canada	1
NSS	Best NSS Progamme Officer Best NSS Unit	NGO ANN Milyo Dariyo" Ludhiana	124
Rotary award Function- Tarang	Recognition Award for Excellent Community Services Work	Rotaract club	57
Contribution in the field of Education	Bhishma award	Chandigarh Group of Colleges, Mohali	1

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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
Jal Shakti Abhiyan	Eco club collaborating	Lectures and awareness	2	210

	with Khalsa Girls Senior Secondary School Ludhiana	programme		
Sadbhawna Diwas Pledge Ceremony	NSS unit of the college On 20th August, 2019	Extension programmes in various schools of the region	2	98
Swachh Bharat Jan Andolan	NSS unit of the college	Awareness programme and tree plantation campaign On 11th September, 2019 to 1st October, 2019	12	120
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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
Vocational course on Cosmetology and Skin Care	40	Department of Life Long Learning and Extension Panjab University, Chandigarh	60
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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
Research work	Pre-Ph.D. Course Work	Department of Education, Panjab University., Chandigarh	Nil	Nil	6
B.Ed. Semester I Pre-internship	Pre-internship	6schools	31/10/2019	08/11/2019	240
B.Ed. Semester III Internship	Internship	38	01/08/2019	23/11/2019	230
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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
Mata Mohandai Oswal Public School	12/08/2019	<ul style="list-style-type: none"> <li>Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education</li> <li>Placement of student</li> </ul>	10
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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
2552000	130435

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Class rooms	Existing
Others	Newly Added
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27221	Nill	343	Nill	27564	Nill
Journals	64	Nill	0	Nill	64	Nill
Digital Database	1	Nill	0	Nill	1	Nill
Others(s pecify)	27	Nill	0	Nill	27	Nill
Others(s pecify)	10	Nill	0	Nill	10	Nill
Others(s pecify)	0	Nill	1	Nill	1	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
<b>No Data Entered/Not Applicable !!!</b>			
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	25	15	25	0	0	3	4	100	3
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>25</b>	<b>15</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>100</b>	<b>3</b>

##### 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	<a href="https://youtube.com/@CheemaseGyanHut?si=38YLzXi5VeUQ-ofC">https://youtube.com/@CheemaseGyanHut?si=38YLzXi5VeUQ-ofC</a>

#### 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
7050000	4491586.64	8126030	1816464.2

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	32	520000
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 Yoga and meditation	08/07/2019	67	Patanjali Yog Sansthan Ludhiana
Workshop on Model Lessons	08/07/2019	210	Teachers from various schools of Ludhiana and Moga
Workshop on clear Face Confidence	23/11/2019	40	Himalayan Drug Company Ludhiana
Two Months Vocational Course in Cosmetology	04/12/2019	40	Department of Life long learning and Extension Panjab University Chandigarh
Online workshop on Mental Health and Wellness	21/06/2020	100	Patanjali Yog Sansthan Ludhiana
Course in Computer Competency	21/10/2019	44	Malwa Central College of Education for Women, Ludhiana
Add on course Communication skill	03/02/2020	30	Malwa Central College of Education for women
Remedial Coaching	03/01/2020	27	Malwa Central

			College of Education for Women, Ludhiana
Enrichment coaching	03/01/2020	13	Malwa Central College of Education for Women, Ludhiana
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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 passed in the comp. exam	Number of students placed
2019	Preparation for B.Ed. Entrance Test	27	27	27	27
2019	Carrer counselling session by Bright Academy Ludhiana	Nil	35	4	4
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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
13	13	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
nil	0	0	<ul style="list-style-type: none"> <li>• Khalsa Girls sr. sec. school</li> <li>• Tagore Public School</li> <li>• DAV Public School</li> <li>• Kundan Vidya Mandir</li> <li>• Satpaul Mittal</li> </ul>	60	20

School •  
Guru Nanak I  
nternational  
Public  
school

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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
2020	30	B.Ed. M.Ed.	Education	Higher EDucation Institutions	Master Degree Courses

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

Items	Number of students selected/ qualifying
NET	3
Any Other	40

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

Activity	Level	Number of Participants
Talent Hunt Competition	College	92
Day Celebration (14)	college	215
Extension Lecture (06)	College	210
Zonal Skill in Teaching On the Spot Teaching Aid Preparation Competition	University	8

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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
<b>No Data Entered/Not Applicable !!!</b>						

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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)

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, employment exchange, - Visited special schools for mentally retarded and vocational rehabilitation center for the blind persons.

Examination and Evaluation

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

Human Resource Management

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

check-up facilities are organised. Special leave is sanctioned on medical grounds. Maternity leave is sanctioned for women employees

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

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

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
<b>No Data Entered/Not Applicable !!!</b>				
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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)
2019	Workshop on Model Lessons	nil	08/07/2019	16/07/2019	28	Nil
2019	Vigilance Awareness Week	Vigilance Awareness Week	30/10/2019	30/10/2019	28	22
2020	Extension lecture on Gandhian Thoughts	nil	30/01/2020	30/01/2020	28	Nil
2020	Extension lecture on Indo Dravidian Language and Place of Gurmukhi	nil	19/02/2020	19/02/2020	3	Nil
2020	Online workshop on 'Mental Health and	Online workshop on 'Mental Health and	21/06/2020	21/06/2020	10	5

Physical Wellness during COVID-19 Pandemic' on International Yoga Day	Physical Wellness during COVID-19 Pandemic' on International Yoga Day
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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
Seven Days Faculty Development Programme on " Research Methodology For Social Sciences"	1	20/06/2020	26/06/2020	7

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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
<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</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</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</p>

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 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.

provided by college.

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.

#### 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	36000	Financial Aid to

students0

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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. Vigilance awareness week was celebrated to create awareness about corruption and fraudulent practices and support staff also participated in it. 2. Women support staff also participated in vocational course in cosmetology and skin care organized by the college. 3. Online workshop on 'Mental Health and Physical Wellness during COVID-19 Pandemic' on International Yoga Day was organized in the college and support staff also participated in it.

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
2019	Workshop on Model Lessons	05/07/2019	08/07/2019	16/07/2019	230

2019	Simulated Teaching Practice	05/07/2019	17/07/2019	25/07/2019	230
2019	Published Malwa journal of Education	04/10/2019	30/10/2019	30/10/2019	11
2019	Vigilance Awareness Week	04/10/2019	31/10/2019	31/10/2019	275
2019	National Constitution Day Celebration	04/10/2019	26/11/2019	26/11/2019	230
2020	Extension lecture on Gandhian Thoughts	04/10/2019	30/01/2020	30/01/2020	130
2020	P.U. Zonal skill in teaching and on the spot teaching aid preparation competitions	29/01/2020	12/02/2020	12/02/2020	69
2020	Extension lecture on Indo Dravidian Language and Place of Gurmukhi	29/01/2020	19/02/2020	19/02/2020	124
2020	National Science Day celebration by science society	29/01/2020	28/02/2020	28/02/2020	30
2020	Online workshop on 'Mental Health and Physical Wellness during COVID-9 Pandemic' on International Yoga Day by N.S.S Unit	29/01/2020	21/06/2020	21/06/2020	100
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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.	26/08/2019	31/05/2020	238	0
Divinity Assembly (every Monday) By Including short stories ,paper reading on the topics like Women and Health, Role of women, Equity Vs Equality	26/08/2019	31/05/2020	238	0
National Voter's Day	25/01/2020	25/01/2020	229	0
International Women Day	08/03/2020	08/03/2020	226	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

The college has noise free, 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	Yes	0

facility

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
2019	1	1	05/08/2019	1	Talk on Jal Shakti Abhiyaan by Eco Club in collaboration with Khalsa Girls Sr. Sec. School, Ldh.	Save Water	70
2019	1	1	11/09/2019	15	Swachh Bharat Jan Andolan-2019 organized by NSS Unit	To promote cleanliness	129
2019	1	1	21/09/2019	1	Donation for Punjab Flood Relief organized by Rotaract Club	Social service	60
2019	1	1	25/11/2019	15	Donation Project 'Handful of Grains' by Rotaract Club	Social service	60

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	20/07/2016	The college management

<p>Conduct for Administrators</p>		<p>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.</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</p>

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
Sadbhawna Diwas Pledge Ceremony organized by NSS Unit in association with teaching practice schools	20/08/2019	20/08/2019	124
Teacher's Day Celebration	05/09/2019	05/09/2019	235
Swachh Bharat Jan Andolan-2019 organized by NSS Unit	11/09/2019	01/10/2019	129
Donation for Punjab Flood Relief organized by Rotaract Club	21/09/2019	21/09/2019	60

International Peace Day	21/09/2019	21/09/2019	231
National Constitution Day by Social Studies Club	26/11/2019	26/11/2019	229
Donation project 'Handful of Grains' by Rotaract Club	25/11/2019	09/12/2019	60
'Ek Bharat Shreshta Bharat' on 140th birth anniversary of SardarVallabh Bhai Patel by Language Club and Social Studies Club	30/11/2019	30/11/2019	228
Parkash Utsav of Sri Guru Gobind Singh Ji	02/01/2020	02/01/2020	435
International Women's Day	09/03/2020	09/03/2020	441
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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: Wall of kindness Objectives of the Practice • To provide clothes to the needy while sparing them the shame that can come from having to beg for help. • To help under privileged people get basic material required to fight against COVID-pandemic. The Context A strong sense of connection, affiliation, and integration with a social community is required for social belonging. The importance of connecting deeply with others and cultivating a sense of belonging has become even more apparent as the ability to do so has been greatly affected by isolating practices that have restricted or eliminated in-person interactions. Kindness, the effect of being friendly, generous, and considerate, costs nothing, but the impact of kindness on an individual can be immense. Not only does it affect how we feel but it also affects us physically. Corona virus, with its worldwide spread has almost disrupted the day-to-day activities of the whole world. People are facing a number of problems, be it food, medicines, masks, sanitizers etc. In this time of distress, there the college faculty and students have joined their helping hands and supported those in need. The Practice The faculty of the college and students donate clothes and other daily need materials especially masks, sanitizers to the poor people to meet the cause of this project. Evidence of

success This wall will remain open for the needy to take things whenever required. The students continuously donate material and the same is being available for donation. The project is extended to community and they are involved in the donation of items. Problems Encountered and Resources Required

The main problem encountered during the year was the restricted movement due to corona pandemic. The resources required are the material and spreading message to the community to get maximum benefit of such initiative. Title of the Practice: COVID- Awareness Objectives of the Practice • To understand basic information about coronavirus disease (COVID-19), including its symptoms. • To spread awareness about COVID preventive measures. • To aware the students about the contributions to be made for the community during this time. • To spread awareness about responsible behaviour among the masses. The Context Coronavirus disease-2019 (COVID-19) was declared a "pandemic" by the World Health Organization (WHO) in early March 2020. Globally, unprecedented steps are being taken to stop the current outbreaks ferocious spread. In such circumstances, the degree to which people are aware of the disease has a significant impact on their adherence to preventive measures. Timely access to accurate information and public awareness on prevention methods is one of the feasible interventions for the solution of such problem. The Practice The college coordinated and follow guidelines from the health and education authorities. The updated information on symptoms, control activities and preventive measures was shared with staff, and students. The college conducted various activities through online mode for spreading the awareness. The activities included poster making and power point presentations competitions. The college spread awareness regarding Aarogya Setu App and motivated the students to download the App for updated information. So all the students of the college who have downloaded the app have also circulated the same message in their peer groups. The college utilized parent-teacher committees and other mechanisms to promote information sharing. The college faculty also ensured to address students' questions and concerns, including through the development of student-friendly materials such as posters which can be placed on notice boards, in restrooms, and other central locations. Evidence of Success The COVID prevention related activities have created awareness among students and staff in general and masses about the pandemic and ensured their safety. Besides the activities, the faculty and students were motivated to get vaccination to prevent covid. Problems Encountered and Resources Required The main problem occurred is the misunderstanding about the information spread through various media and reluctance to the vaccination. The resources required is upto date and accurate information and timely delivery of information to the students.

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

[https://www.malwaedu.in/pdf/Best-Practices\(2019-20\).pdf](https://www.malwaedu.in/pdf/Best-Practices(2019-20).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 help desk services throughout the year for the purpose of assisting students in the admission process, filling online forms related to scholarships, competitive examinations, recruitment etc. • The

College provides guidance and coaching to prepare for the B.Ed. entrance test and teacher eligibility test. • The college provides value-added courses in computer competencies, yoga meditation and communication skills. • The college maintains a well-stocked and digitalized library with the facility of N list e-resources. The library provides book bank facilities to needy students. • The college provides financial support to economically weaker students from the student aid fund and Aid from Khalsa Dewan. • The college organises Remedial classes for educationally backward students and enrichment Classes for meritorious students. The students were short-listed for the same on the basis of mid-semester examinations/special tests during the session. • To sensitize the students on social issues and provide them a platform for self-expressions, a Divinity assembly is held 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 playground facilities available. • Two books titled "Education on e-way" and "Empowering Youth as peace builders" were edited and published by the college.

Provide the weblink of the institution

[https://www.malwaedu.in/pdf/Institutional-distinctiveness\(2019-20\).pdf](https://www.malwaedu.in/pdf/Institutional-distinctiveness(2019-20).pdf)

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

1. To plan and implement teaching learning activities in online mode effectively to compensate for the absence of regular classroom teaching, in case the pandemic COVID -19 drew longer. 2. To encourage faculty members to use Online Platforms ,Web Search Engines and Citation Count tools to bring consistency in research evaluation. 3. To ensure reaching out to each and every student for their counselling on studies and stress related matters as the Pandemic was advancing at a dangerous level 4. To establish more linkages and MOU's with educational institutions 5. To organize seminars / workshops / training programmes for students and faculty members in online mode. 6. To organise extension activities in online mode or by maintaining social distancing