

## Self Appraisal Report

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## Self Appraisal Report

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## Self Appraisal Report

### A. Profile of the Institution

1	Name and address of the Institution	:	GYAYAK SANSKRIT T.T. COLLEGE, KUPRA, BANSWARA (RAJ.)
2	Website URL	:	WWW.GSTTC.ORG
3	For Communication	:	9414101433, 8003999896, 8003999898

### Office

Name	Telephone number with STD Code	Fax No.	e-Mail Address
Principal Dr. Siddhesh Sharma	-	02962257068	siddhupalak@gmail.com
Self appraisal Co-ordinator Himanshu Trivedi	-	-	HIMANSHUSUDHIR@YAHOO.COM

## Self Appraisal Report

### Residence

Name	Telephone number with STD Code	Mobile
Head / Principal	-	9829990876
Self appraisal Co-ordinator	-	9414868155

4. Location of the Institution:

Urban ☐ Semi-urban ☐ Tribal ☒ ☐

Any other (specify and indicate) ☐

5. Campus area in acres:

0.76

6. Is it a recognized minority institution?

Yes ☐ No ☒

7. Date of establishment of the institution:

Month	Year
AUGUST	2008

## Self Appraisal Report

8. University / Board to which the institution is affiliated:

**JAGADGURU RAMANANDACHARYA RAJASTHAN SANSKRIT  
UNIVERSITY, JAIPUR (RAJ.)**

9. Details of UGC recognition under sections 2(f) and 12(b) of the UGC Act.

**NIL**

10. Type of institution

a. By funding	i. Government	<input type="checkbox"/>
	ii. Grant –in-aid	<input type="checkbox"/>
	iii. Constituent	<input type="checkbox"/>
	<b>iv. Self- financed.</b>	<input checked="" type="checkbox"/>
b. By Gender	i. Only for Men	<input type="checkbox"/>
	ii. Only for Women	<input type="checkbox"/>
	<b>iii. Co-Education.</b>	<input checked="" type="checkbox"/>
c. By Nature	i. University Dept.	<input type="checkbox"/>
	ii. IASE	<input type="checkbox"/>
	iii. Autonomous	<input type="checkbox"/>
	<b>iv. Affiliated College</b>	<input checked="" type="checkbox"/>
	v. ConstituentCollege	<input type="checkbox"/>
	vi. Dept. of Education of CompositeCollege	<input type="checkbox"/>
	vii.CTE	<input type="checkbox"/>

## Self Appraisal Report

11. Does the University/State Education Act have provision for autonomy?

Yes

☒

No

☐

If yes, has the institution applied for autonomy?

Yes

☐

No

☒

12. Details of Teacher Education programmes offered by the institution:

Sl. No.	Level	Programme / Course	Entry Qualification	Nature of Award	Duration	Medium of Instruction
1	Secondary /	<b>B.Ed.</b>	UG/PG	Degree	2 Year	Sanskrit

13. Give the details of NCTE recognition (for each programme mentioned in Q.12 above)

Level	Programme	Order no and date		Sanctioned Intake
Secondary/	<b>B.Ed</b> Secondary	F.NRC/NCTE/RJ- 1804/2008/59180-86 DATE- 26.08.2008	Permanent	100
Total Intake				100

## Self Appraisal Report

### *B) Criterion – Wise inputs*

#### Criterion I: Curricular Aspects

1. Does the institution have a stated

Vision

Yes	✓	No	
-----	---	----	--

Mission

Yes	✓	No	
-----	---	----	--

Values

Yes	✓	No	
-----	---	----	--

Objectives

Yes	✓	No	
-----	---	----	--

2. a) Does the institution offer self-financed programme(s)?

Yes	✓	No	
-----	---	----	--

If yes,

a) How many programmes?

01
----

## Self Appraisal Report

b) Fee charged B.Ed.programme.

26930/-

3. Are there programmes with semester system?

No

4. Is the institution representing /participating in the curriculum development/revision processes of the regulatory bodies?

Yes		No	✓
-----	--	----	---

If yes, how many faculty are on the various curriculum development / vision committees / boards of the universities / regulating authority.

NIL



## Self Appraisal Report

### 5. Number of methods/elective options (programmers wise)

Bed Methods

08
----

Elective option

16
----

### 6. Are there any Programmers offered in modular form

Yes		No	✓
-----	--	----	---

Number	NIL
--------	-----

### 7. Are there Programmers' where assessment of teachers by the students has been introduced?

Yes	✓	No	
-----	---	----	--

Number	01
--------	----

Assessment of teachers by students of course is done regularly as per the prescribed proforma.

### 8. Are there Programmes with faculty exchange /visiting faculty?

Yes		No	✓
-----	--	----	---

Number	0
--------	---

## Self Appraisal Report

9. Is there any mechanism to obtain feedback on the curricular aspects from the

- Heads of practice teaching schools

Yes	✓	No	
-----	---	----	--

- Academic peers

Yes	✓	No	
-----	---	----	--

- Alumni

Yes	✓	No	
-----	---	----	--

- Students

Yes	✓	No	
-----	---	----	--

- Employers

Yes	✓	No	
-----	---	----	--

10. How long does it take for the institution to introduce a new programme within the existing system?

--

11. Has the institution introduced any new courses in teacher education during the last three years?

Yes		No	✓
-----	--	----	---

Number	---
--------	-----

## Self Appraisal Report

12. Are there courses in which major syllabus revision was done during the last five years?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Number	01
--------	----

13. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

14. Does the institution encourage the faculty to prepare course outlines?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

## Self Appraisal Report

### Criterion II: Teaching –Learning and Evaluation

1. How are students selected for admission into various courses?

- a) Through an entrance test developed by the institution
- b) Common entrance test conducted by the university/ Government
- c) Through an interview
- d) Entrance test and interview
- e) Merit at the qualifying examination
- f) Any other

✓

2. Furnish the following information (for the previous academic year):

#### **B.Ed**

- a) Date of start of the academic year
- b) Date of last admission
- c) Date of closing of the academic year
- d) Total teaching days
- e) Total working days

<b>01/08/2014</b>
<b>15/10/2014</b>
<b>14/05/2015</b>
<b>210</b>
<b>218</b>

## Self Appraisal Report

### 3. Total number of students admitted (2014Year)

Programme	Number of Students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
<b>B.Ed.</b>	45	54	99	42	34	76	03	20	23

### 4. Are there any overseas students?

If yes, how many?

No

### 5. What is the unit cost of teacher education programme? ( Unit cost= total annual recurring expenditure divided by the number of students/ trainees enrolled)

For B.Ed.

a) Unit cost excluding salary component

Rs. 5129/-

b) Unit cost including salary component

Rs. 17807/-

## Self Appraisal Report

6. Highest and Lowest Percentage of marks at the qualifying examination considered for admission during the previous academic session

Programs	open		Reserved OBC/SBC/SC/ST	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
B.Ed.	84.33%	69.88%	82.00%	61.44%

7. Is there a provision for assessing students' knowledge and skills for the programme (after admission)?

Yes	✓	No	
-----	---	----	--

8. Does the institution develop its academic calendar?

Yes	✓	No	
-----	---	----	--

9. Time allotted (in percentage)

Programmes	Theory	Practice Teaching (Including pre -practice teaching days)	Practicum
B.Ed	60	35	5

10. Pre-practice teaching at the institution

B.EdD.Ed

a) Number of Pre-practice teaching days allotted by the Institution

0	8
---	---

b) Minimum number of pre-practice teaching lessons given by each student

1	6
---	---

## Self Appraisal Report

### 11. Practice Teaching at School

- a) Number of schools identified for practice teaching 

1	0
---	---
- b) Total number of practice teaching days 

4	0
---	---
- c) Minimum number of practice teaching lessons given by each student 

3	0
---	---

### 12. How many lessons are given by the student teachers in simulation and pre-practice teaching in classroom situations?

No. of Lessons in simulation	8	No. of Lessons Pre-practice teaching	16
------------------------------	---	--------------------------------------	----

### 13. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes

✓
---

No

--

### 14. Does the institution provide for continuous evaluation?

Yes

✓
---

No

--

## Self Appraisal Report

15. Weightage (in percentage) given to internal and external evaluation.

16.

Programmes	Internal	External	Theory
B.Ed.	30%	16.66%	53.34%

17. Examinations

- a) Number of tests held for each paper
- b) Number of assignments for each paper

0	2
Nil	

17. Access to ICT (Information and Communication Technology) and Technology

	Yes	No
Computers	✓	
Internet	✓	
Software/courseware(CD`s)	✓	
Audio resources	✓	
Video resources	✓	
Teaching Aids and other related materials	✓	
Any other(specify) LCD & OHP	✓	



## Self Appraisal Report

18. Are there courses with ICT enabled teaching –learning process?

Yes	✓	No	
-----	---	----	--

Number

01

19. Does the institution offer computer science as a subject?

Yes	✓	No	
-----	---	----	--

If yes, is it offered as a compulsory or optional paper?

Compulsory

✓
---

--

(Computer Science has been made as part of Educational Technology subject as per the Curriculum JRRSU, JAIPUR of University for B.Ed. Course)

## Self Appraisal Report

### Criterion III: Research, Consultancy and Extension

1. Number of teachers with Ph.D and their percentage to the total faculty strength.

Number	1
--------	---

	12.50%
--	--------

2. Does the Institution have ongoing research projects?

Yes		No	✓
-----	--	----	---

3. Number of completed research projects during last three years.

NIL
-----

4. How does the institution motivate its teachers to take up research in education? (Mark ✓ for positive response and ✕ for negative response)

Teachers are given study leave

✓
---

Teachers are provided with seed money

✕
---

Adjustment in teaching schedule

✓
---

Providing secretarial support and other facilities

✓
---

Any other (Incentive granted for acquiring additional research degree)

✕
---

## Self Appraisal Report

5. Does the institution provide financial support to research scholars?

Yes

☐

No

☒

6. Number of research degrees awarded during the last 5 years.

M.Phil.

00

Ph.D

00

7. does the institution support student research project(UG/PG)

Not applicable

7. Details of the publications by the faculty (Last five years)

	Yes	No	Number
International Journals	-	-	
National Journals			
Referred Papers	-	-	
Non-referred Papers			
Academic articles in reputed magazines / news papers	-	-	
Books	-	-	-
Any other (Specify and indicate)			
Articles in various magazines	-	-	

## Self Appraisal Report

9. Are there awards, recognition, patents etc received by the faculty?

Yes		No	✓
-----	--	----	---

Number	NIL
--------	-----

10. Number of papers presented by the faculty and students (during last five Years):

	Presented		Participated	
	Staff	Students	Staff	Students
National Seminars	-	-	-	-
International Seminars	-	-	-	-
Academic Forum	-	-	-	-

11. What types of instructional materials have been developed by the institution?

(Mark ✓ Yes and × for No.)

Self-instructional materials	✓
Print Materials	✓
Non Print Materials	✓
Digitalized (Computer aided instructional materials)	x
Question Bank	✓
Any other (specify and indicate) lab manuals	✓

## Self Appraisal Report

12. Does the institution have a designated person for extension activities?

Yes

☒

No

☐

If yes, indicate the nature of the post.

Full –time

☐

Part-time

☐

Additional charge

☒

13. Are there NSS and NCC programmes in the institutions?

Yes

☐

No

☒

14. Are there any other outreach programmes provided by the institution?

Yes

☐

No

☒

15. Number of other curricular / co-curricular meets organized by other academic agencies /  
NGOs on campus

NIL

## Self Appraisal Report

16. Does the institution provide consultancy services?

Yes

☐

No

☒

In case of paid consultancy what is the net amount generated during last three years.

NIL

17. Does the institution have networking/linkage with other institutions / organizations?

Local level	-
State level	-
National level	-
International level	-

## Self Appraisal Report

### Criterion IV: Infrastructure and Learning Resources

1. Built-up Area (in sq. mts.)

2237.40Sq. Mts

2. Are the following laboratories been established as per NCTE Norms?

a) Methods Lab

Yes

✓

No

b) Psychology Lab

Yes

✓

No

c) Science Lab

Yes

No

✓

d) Educational Technology Lab

Yes

✓

No

e) Computer Lab

Yes

✓

No

f) Workshop for preparing teaching aids

Yes

✓

No

3. How many Computer terminals are available with the institution?

13

4. What is the Budget allotted for computers (purchase and maintenance) during the previous academic year?

AS PER REQUIRMENT

## Self Appraisal Report

5. What is the Amount spent on maintenance of computer facilities during the previous academic year?

AS PER REQUIRMENT

6. What is the Amount spent on maintenance and upgrading of laboratory facilities during the previous academic year?

AS PER REQUIRMENT

7. What is the Budget allocated for campus expansion (building) and upkeep for the current academic session/financial year?

AS PER REQUIRMENT

8. Has the institution developed computer-aided learning packages?

Yes

☐

No

☒

9. Total number of posts sanctioned

	Open		Reserved	
	Male	Female	Male	Female
Teaching	3	5	--	--
Non Teaching	-	2	-	--
Administrative	4	-	-	--

10. Total number of posts vacant

NIL



## Self Appraisal Report

11. a. Number of regular and permanent teachers:

(Gender –wise)

All are regular, full time and permanent		Open		Reserved	
		M	F	M	F
	Lecturers	3	5	-	-
	Readers	M	F	M	F
		-	-	-	-
	Professors	M	F	M	F
		-	-	-	-

b. Number of temporary/ad-hoc/part-time teachers (Gender –wise)

	Open		Reserved	
Lecturers	M	F	M	F
	-	-	-	-
Readers	M	F	M	F
	-	-	-	-
Professors	M	F	M	F
	-	-	-	-

c. Number of teachers from: - Same state

08

Other states

00

12. Teacher student ratio (program-wise)

## Self Appraisal Report

Programme	Teacher student ratio
B.Ed	1:15

### 13. a. Non-Teaching staff

	Open		Reserved	
Permanent	M	F	M	F
	4	2	-	-
Temporary	M	F	M	F
	-	-	-	-

### b. Technical Assistants

	Open		Reserved	
Permanent	M	F	M	F
	-	-	-	-
Temporary	M	F	M	F
	2	-	-	-

### 14. Ratio of teaching – non - teaching staff

1:2
-----

## Self Appraisal Report

15. Amount spent on the salaries of teaching faculty during the previous academic session (% of total expenditure)

71.19 %

16. Is there an advisory committee for the library?

Yes



No

☐

17. Working hours of the Library

On working days

8 HOURS

On holidays

OPEN IF REQUIRED

During examinations

08 HOURS

18. Does the library have an Open access facility

Yes



No

☐

## Self Appraisal Report

### 19. Total collection of the following in the library

a. Books	5185
-Textbooks	2910
-Reference books	2275
-General books	0000
b. Magazines	23
c. Journals subscribed	
- Indian journals	16
- Foreign journals	-
d. Peer reviewed journals	-
e. Back Volumes of journals	
f. E-information resources	
-Online journals	145
-CDs/ DVDs	200
-Databases	02
-Videocassettes	--
-Audio cassettes	6

## Self Appraisal Report

20. Mention the

Total carpet area of the Library (in sq. Mts)

139.4 Sq. Mts

Seating capacity of the Reading room

70

21. Status of automation of Library

Yet to intimate

☐

Partially automated

☒

Fully automated

☐

22. Which of the following services/facilities are provided in the library?

Circulation

✓

Clipping

✓

Bibliography Compilation

✓

Reference

✓

Information Display & Notification

✓

Book Bank

✓

Photo Copying

✓

Computer and Printer

✓

Internet

✓

Online Access Facility

✓

Inter library Borrowing

✓

## Self Appraisal Report

Power Backup

✓

User Orientation / Information literacy

✓

Any other (Air Conditioned)

23. Are

Students allowed to retain books for examinations?

Yes	✓	No	
-----	---	----	--

24. Furnish information on the following

Average number of books issued/returned per-day

30-35

Maximum number of days books are permitted to be retained

By students

10

By faculty

14

Maximum number of books permitted for issue

By students

5

By faculty

7

Average number of users who visited/consulted per month

1000

Ratio of library books (excluding textbooks and

Book bank facility) to the number of students enrolled.

1:9

## Self Appraisal Report

25. What is the percentage of library budget in relation to total budget of the institution?

5 %

26. Provide the number of books /journals/periodicals that have been added to the library during the last three years and their cost.

Year →	I 2012-13		II 2013-14		III 2014-15	
Categories ↓	Num ber	Total cost (in Rs.)	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)
Text books	572	47758	-	-	-	-
Reference books	-	-	-	-	-	-
Journals/periodicals	-	-	-	-	-	-
General books	-	-	-	-	-	-

## Self Appraisal Report

### Criterion V: Student support and progression

1. Programme wise “dropout rate” for the last three batches

Programmes	2012-13	2013-14	2014-15
B.Ed.	00	05	01

2. Does the institution have the tutor-ward/any similar mentoring system?

Yes

☒

No

☐

If yes, how many students are under the care of a mentor/tutor?

15

3. Does the institution offer Remedial instruction?

Yes

☒

No

☐



## Self Appraisal Report

4. Does the institution offer Bridge course?

Yes

☐

No

☒

5. Examination results during past three years (provide year wise data)

	UG		
Year	2012-13	2013-14	2014-15
Pass Percentage	100%	100%	100%
Number of first Classes	95	95	98
No. of Distinctions	18	39	45
Exemplary Performance (Gold medal & University Ranks)	-	-	-

6. Number of students who have passed competitive examinations during the last three years.

	I	II	III
NET	-	-	-
SLET/SET	-	-	-
TRB	-	-	-

## Self Appraisal Report

7. Mention the number of students who have received financial aid during the past three years.

Financial Aid	2012-13	2013-14	2014-15
Merit Scholarship	-	-	-
Merit-cum-means scholarship	-	-	-
Fee concession	-	-	-
Loan facilities	-	-	-
(sc,st,obc,sbcis given scholarship by state government	56	77	47

8. Is there a Health Centre available in the campus of the institution?

Yes

☐

No

☒

9. Does the institution provide Residential accommodation for:

Faculty

Yes		No	✓
-----	--	----	---

Non-teaching staff

Yes		No	✓
-----	--	----	---

## Self Appraisal Report

10. Does the institution provide Hostel facility for its students?

Yes

☐

No

☒

If yes, number of students residing in hostels

Men

Women

11. Does the institution provide indoor and outdoor sports facilities?

Sports fields

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Indoor sports facilities

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

✓

Gymnasium

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

12. Availability of rest rooms for Women

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

13. Availability of rest rooms for men

YES

## Self Appraisal Report

14. Is there transport facility available?

Yes	✓	No	
-----	---	----	--

15. Does the Institution obtain feedback from students on their Campus experience?

Yes	✓	No	
-----	---	----	--

16. Give information on the Cultural Events (Last year data) in which the institution participated/organized.

	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	✓			✓		
Inter-university						
National						
Inter Institutions Cultural Programme	✓					

17. Give details of the participation of students during the past year at the university, state, regional, national and international sports meets.

	Participation of students (Numbers)	Outcome (Medal achievers)
State	NIL	--
Regional	--	--
National	-	--
International	NIL	NIL
Inter Institutions	Sport meet – 08	--

## Self Appraisal Report

Tournament	Student's participation - 92	
------------	------------------------------	--

18. Does the institution have an active Alumni Association?

Yes ☒ No ☐

If yes, give the year of establishment

2008-09

19. Does the institution have a student Association/Council?

Yes ☒ No ☐

20. Does the institution regularly publish a college magazine?

Yes ☐ No ☒

21. Does the institution publish its updated prospectus annually?

Yes ☐ No ☒

22. Give the details on the progression of the students to employment / further study (Give percentage) for last three years

	2012-13 (%)	2013-14 (%)	2014-15 (%)
Higher studies	87	92	83
Employment (total)	-	-	-
Teaching	-	-	-

## Self Appraisal Report

Non teaching	-	-	-
--------------	---	---	---

23. Is there a placement cell in the institution?

Yes ☒ No ☐

If yes, how many students were employed through placement cell during the past three years.

2012-13	2013-14	2014-15
-	-	-

24. Does the institution provide the following guidance and counseling services to students?

	Yes	No
Academic guidance and counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Career Counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Self Appraisal Report

### Criterion VI: Governance and Leadership

1. Does the institution have a functional Internal Quality Assurance Cell (IQAC) or any other similar body/ committee?

Yes

☒

No

☐

2. Frequency of meetings of Academic and Administrative Bodies:( last year)

Number of the Body Council	No. of Meetings
Governing Body/Management	5
Staff Selection Committee	03
Staff council	8
IQAC/or any other similar body/committee	4
Internal Administrative Bodies contributing to quality improvement of the institutional processes.	
1. Student council	8
2. Library Committee	4
3. Sports Committee	5

3. What are the Welfare schemes available for the teaching and non-teaching staff of the institution?

	Yes	No
Loan Facility	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Assistance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Self Appraisal Report

Other Welfare Schemes

☒

4. Number of career development programmes made available for non-teaching staff during the last three years.

01

5. Furnish the following details for the past three years

- a) Number of teachers who have availed the Faculty Improvement Program of the UGC/NCTE or any other recognized organization.

NIL

(Staff of self financing colleges are not eligible for FIP's)

- b) Number of teachers who were sponsored for professional development programmes by the institution

National

NIL

International

NIL

- c) Number of faculty development programmes organized by the institution:

0

- d) Number of seminars / workshops / symposia on Curricular development, Teaching –Learning , Assessment, Etc., organized by the institution

Seminar

0

Workshop

0



## Self Appraisal Report

e) Research Development programmes attended by the faculty

0
---

f) Invited /endowment lectures at the institution

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Any other area (specify the programme and indicate)

-
---

Staff Training Programme
--------------------------

6. How does the institution monitor the performance of the teaching and non-teaching staff?

a. Self-appraisal

Yes	✓	No	
-----	---	----	--

b. Student assessment of faculty performance

Yes	✓	No	
-----	---	----	--

c. Expert assessment of faculty performance

Yes	✓	No	
-----	---	----	--

d. Combination of one or more of the above

Yes	✓	No	
-----	---	----	--

e. Any other (specify and indicate)

Yes		No	
-----	--	----	--

(By analyzing Students University Results, Principal's assessment on faculties)

7. Are the faculty assigned additional administrative work?

## Self Appraisal Report

Yes	✓	No	
-----	---	----	--

If yes, give the numbers of hours spent by the faculty per week

3 ½ -- hours per week
-----------------------

8. Provide the income received under various heads of the account by the institution for previous academic session.

Grant - in – Aid	Nil
Fees	22,18,200
Donation	Nil
Self - Funded Courses	Nil
Any other (specify & indicated)	NA

9. Expenditure statement (for last two years)

	Year2013-14	Year 2014-15
Total sanctioned budget	1690121	1762847
% Spent on the salary of faculty	53.58%	51.75%
% Spent on the salary of non-teaching employees	19.79%	19.45%
% Spent on books and journals	5.61%	3.14%
% Spent on developmental activities (expansion of building)	3.66%	2.71%
% Spent on telephone electricity and water	0%	1.27%
% Spent on maintenance of building, sports facilities,	3.80%	3.39%

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hostels, residential complex and student amenities, etc		
% Spent on maintenance of equipment, teaching aids contingency etc,	12.42%	17.02%
% Spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)	.63%	.55%
% Spent on travel	.39%	.64%
Any other	.10%	.08%
Total expenditure incurred	99.98	100.00

10. Specify the institutions surplus/deficit budget for the last three years?

(Specify the amount in the applicable boxes given below)

Year	Surplus in Rs.	Deficit in Rs.
2012-13	517416	-
2013-14	532669	-
2014-15	464421	-

11. Is there an internal financial audit mechanism?

Yes ☒ No ☐

12. Is there an external financial audit mechanism?

Yes ☒ No ☐

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13. ICT /Technology supported activities /units of the institution:

	Yes	No
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Career Counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aptitude Testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Examination / Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any other (specify and indicate) { Seminars and conferences }	<input checked="" type="checkbox"/>	<input type="checkbox"/>

14. Does the institution have an efficient internal co-ordinating and monitoring mechanism?

Yes ☒ No ☐

15. Does the institution have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes ☒ No ☐

16. Are all the decisions taken by the institution during the last three years approved by a competent authority?

Yes ☒ No ☐

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17. Does the institution have the freedom and the resources to appoint and pay temporary/ad hoc/guest teaching staff?

Yes

☐

No

☒

18. Is a grievance redressal mechanism in vogue in the institution?

a) for Teachers

☒

b) for Students

☒

c) for non-teaching staff

☒

19. Are there any ongoing legal disputes pertaining to the institution?

Yes

☐

No

☒

20. Has the institution adopted any mechanism/process for internal academic audit /quality checks?

Yes

☒

No

☐

21. Is the institution sensitized to modern managerial concepts such as strategic planning, teamwork, decision-making, computerization and TQM?

Yes

☒

No

☐

## Self Appraisal Report

### Criterion VII: Innovative practices

1. Does the institution has an established Internal Quality Assurance Mechanism?

Yes

☒

No

☐

2. Do students participate in the Quality Enhancement of the Institution?

Yes

☒

No

☐

3. What is the percentage of the following student categories in the institution?

2014-2015

	Category	Men	Women	total%
a	SC	15	03	18.18
b	ST	15	12	27.27
c	OBC+sbc	11	19	30.30
d	Physically challenged	01	0	01.01
e	General Category	03	20	23.23
f	Rural	45	52	97.97
g	Urban	00	02	02.02
h	Any other ( specify)	----	----	----

## Self Appraisal Report

4. What is the percentage of the staff in the following category?

	Category	Teaching staff	%	Non-teaching staff	%
A	SC	-	-	2	16.66
b	ST	-	-	-	-
c	OBC	-	-	1	-
e	Physically Challenged	-	-	-	-
f	General Category	7	28.57	2	0.25

5. What is the percentage incremental academic growth of the students for the last two batches?

For B.Ed

Category	At Admission		TOTAL
	2013-14	2014-15	
SC	16	18	34
ST	33	27	60
OBC+SBC	27	31	58
Physically Challenged	01	01	02
General Category	24	23	47
Rural/ TADA –	97	97	194
A MADA - A	00	02	02
Urban	03	02	05
TADA –A MADA - A	00	00	00

## Self Appraisal Report

### EXECUTIVE SUMMARY

**GYAYAK SANSKRIT T.T. COLLEGE, KUPRA, BANSWARA (RAJ.)** is a self-finance college affiliated to-JRRSUUniversity JAIPURThe College keeps the following objectives in view:-

**AIM** -institute aims to endeavor, encourage and fulfillment of the student need with latest educational facilities by providing qualitative environment education –industrial partnership to inculcation of the moral and ethical values , promotion of creative spirit and innovation of excellence.

**VISION** -Institute vision is to put best efforts to provide professional & quantitative education and quality through the leadership to fulfill society needs & aspirations.

**MISSION** - Institute Mission is to develop skill, dedication commitment orientation humanity, morality, ethics, and qualitative education for individuals, Institute make known all aims, vision & missions to the people through website, prospectus, annual publication and displaying.

**OBJECTIVES** - To develop reflective, critical and creative thinking among prospective teachers, inter-personal and social skills along with right attitude and self-motivation for continuous learning among prospective teachers and to bring about physical, emotional, intellectual and ethical integration of student teachers with a view of evolving a ‘Complete Teacher’ possessing the basic values of secularism, national integration and truthfulness

The vision, mission and objectives of the college are made known to its various stakeholders through display board in the college and through meetings of various committees. The same is also done through various academic activities, co-curricular activities and annual functions.The faculty members are made aware about the same at the time of their appointment in the college.



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Our mission is to keep pace with the futuristic growing civilized world society. It intends to develop young student teacher, who possesses knowledge and confidence to adjust to the fast changing world of the competitive scenario without losing traces of humanity.

The following goals and objectives have been laid down by our institution to realize the vision to fulfill the mission of the College.

- To help future prospective teachers to develop competence to each subjects of their specialization, on the basis of an adequate theory of learning and sound knowledge of the subjects.
- To enable the prospective teachers to use their skills in an intelligent manners.
- To enable them to receive quality education.
- To impart sound and all round education to the student teachers.
- To provide proper orientation to them, aimed at drawing their potentialities.
- To equip them with the futuristic outlook, suitable to the nation development.

### ***CRITERION I: CURRICULAR ASPECTS***

#### ***1.1 CURRICULUM DESIGN AND PLANNING***

#### **1. State the objectives of the institution and major considerations addressed by them?**

##### Objectives of the institution:-

- To prepare ideal citizens and to educate the society
- To aware the pupils about various social and natural problems and enable them to solve them.
- To aware the student teachers about the environmental issues.
- To enable the students to develop understanding of the principles of pedagogy and their application in curriculum transaction and evaluation.

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- To develop scientific and democratic outlook among the student teachers.
- To develop the knowledge, skills and competencies among the students needed for plying multifaceted role of the teachers in the new era.
- To bring about physical, emotional, intellectual and ethical integration of student-teachers with a view of evolving a complete teacher possessing the basic values of secularism, national integration and truthfulness.
- To enable students to live with harmony as an individual and as a cohesive unit in the teaching learning process and in society.
- To develop national and international understanding among the pupil teachers.
- To inspire students for lifelong learning.
- To inculcate moral values among the student teachers.
- To achieve the main concept of education, modernization and vocationalization.

### Major considerations in this regard include:

- Intellectual and academic training through class room studies as well as through practical exposure in real time teaching at schools through teaching practice schedules.
- To develop a sense of Espirit de Corps i.e. Unity is strength through team work.
- Delivery of moralistic speeches and motivating lectures by teachers during morning assemblies and on special occasions.
- To enable students become self employed by guidance and counseling sessions.
- To apprise the students of the latest developments at national and international level through inter class quiz competitions and poster making competitions held at college.

## 2. Specify the various steps in the curricular development processes?

The curriculum for the teacher education courses is developed by the J.R.R.S. University and the same is circulated to the affiliated colleges by the university. Although there is no direct role of the college in the curriculum development process, however, the college puts forward the suggestions for making improvements in curriculum as and when it is desired by the University.

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### 3. How are the global trends in teacher education reflected in the curriculum and existing courses modified to meet the emerging needs?

1. The curriculum of the programme is being developed by the concerned affiliating bodies and modern aspects of teacher education like ICT, computer education, SSA, inclusive education other latest developmental programmes in education sector etc. have been included in the curriculum. The concerned affiliating bodies make necessary modifications in the course curriculum from time to time as per UGC/NCTE guidelines and technological scenario.

2. Use of Information Communication Technology is one of the global trends in teacher education. The College orients and encourages pupil-teachers to develop their skill in the use of Computers, Internet. Special emphasis is given on Practical Teaching Subjects. Teachers deliver their lectures Model Lessons on Microteaching are also demonstrated. College has allocated adequate time to pupil-teachers in their Time Table to use computers in college Computer Laboratory. College Language Laboratory is also fully equipped.

3. The College puts proper emphasis to resolve Language barriers among the pupil-teachers to make them proficient for global demands. The College has its own fully equipped language laboratory. Pupil-teachers' communication skills are sharpened by the use of latest language learning gadgets and tools.

### 4. How does the institution ensure that the curriculum bears some thrust on national issues like environment, value education and ICT?

Although the curriculum in teacher education courses are developed by the respective affiliating bodies, at the time of curriculum transaction in the college the teacher trainees are provided educational experiences.

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For bringing awareness among the teacher trainees regarding major national issues like environment and value education, education for values, environment and human rights has been included as a compulsory subject in Teacher courses.

The College is well aware about the national issues like environment, pollution, illiteracy and other epidemics like Swine Flue. Equal importance is given on Cleanliness, Environment education and other similar activities.

Special Emphasis is given to Practical Teaching Subjects.

### **5. Does the institution make the use of ICT in curriculum planning? If yes, give details?**

Yes, Curriculum planning is most important part of educational process. ICT is used to collect new ideas from other colleges and universities. The College has developed good relations with other colleges and institutions. Experts are invited to seek advice on curriculum development.. Latest information regarding curriculum, activities carried out in other institutions, prospects for our intentions, current needs and aspirations of the society, views and ideas of other competent person etc.

### ***1.2 ACADEMIC FLEXIBILITY***

#### **1. How does the institution attempt to provide experiences to the students so that teaching becomes a reflective practice?**

Curriculum can be made relevant and functional, if it possesses practical facility for students. Before starting Micro Teaching Classes, Teacher Educators demonstrate a Model Lesson . After Micro Teaching session Pupil teachers are sent for Practice Teaching

## Self Appraisal Report

in different schools to turn theoretical experience into practical. It takes 20 days to teach Real students in schools. enhancing confidence, encourage self dependence and dignity of labor. In work experience and education pupil teachers do manual work and learn different skills of art and craft, chalk board writing and preparing teaching aids and handling of available equipments. Thus, full time is provided to pupil teachers to make teaching a reflective practice. The college arranges special lectures of pupil teachers even after the completion of real teaching practice in order to remain in regular contact of the practicing school. This practice also strengthens the links with educational community and makes the teaching a reflective practice.

### **2. How does the institution provide for adequate flexibility and scope in the operational curriculum for providing varied learning experiences to the students both in campus and the field?**

The College has very liberal policies to enable the pupil teachers to acquire varied learning experiences. Pupil teachers are allowed to attend all types of Workshops, Seminars, Talks and Conferences meant for them. To motivate them to participate in these programmes all sort of financial help is extended to them. College allows pupil teachers to participate in different events and competitions to provide them varied learning experiences.

### **3. What value added courses have been introduced by the institution during the last three years which would for example: Develop communication skills (verbal and written), ICT skills, Life skills, Community orientation, Social responsibility etc...**

During the last four years the college has introduced several personality development aspect contents in the academic calendar. Programmes to develop skill communication skills, ICT skills, life skills, blood donation camp, traffic rules awareness, health programme, distribution of books and clothes to the poor for community orientation.

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### COMMUNITY ORIENTATION:-

The college has established links with the local community in order to appraise pupil teachers with the existing conditions/local issues and problems. The college has taken the following steps in this regard:

- ✓ Meeting with School Principals
- ✓ Meeting with Sarpanches
- ✓ Meeting of faculty representatives of other College of Education.
- ✓ AIDS Awareness Programme in the near by villages.
- ✓ Participation in pulse polio programme.

### **4. How does the institution ensure the inclusion of the following aspects in the curriculum?**

- 1. Multi-skill development**
- 2. Inclusive education**
- 3. Practice teaching**
- 4. School experience/ Internship**
- 5. Work experience/ SUPW**
- 6. Any other (specify and give details)**

(Also list out the programmes/ courses where the above aspects have been incorporated).

### INTERDISCIPLINARY/ MULTIDISCIPLINARY:

Interdisciplinary/ Multidisciplinary approach is followed in transacting the curriculum. The teaching of several subjects included in the curriculum like philosophy of education, psychology of teaching and learning, education and school management, Educational Technology etc. entail interdisciplinary approach.

Members of the faculty have variety in their specializations, which enables them to use interdisciplinary/ Multidisciplinary approach in teaching. The cognate or allied combination in

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their specializations forms a distinctive mark of the faculty which is reflected in their teaching. This fact is indicated from the following combinations of specialization:

- \* Mathematics, Social Studies and Education
- \* Physical Sciences, Psychology and Education
- \* Home Science, Psychology and Education
- \* Mathematics, English and Education
- \* Commerce, Social studies and Education

### MULTI-SKILL DEVELOPMENT:

College emphasizes on Multi Skill development of the students. Attention is paid over:

- ✓ Physical Development
- ✓ Personality Development
- ✓ Social Development
- ✓ Emotional Development
- ✓ Knowledge of Interior Decoration
- ✓ House Keeping
- ✓ Personal Hygiene
- ✓ Mobile Download
- ✓ Photography
- ✓ Candle making
- ✓ Dance
- ✓ Fabric Painting, Glass Painting, Pot Making, Nib Painting.
- ✓ Computer Literacy
- ✓ Gardening
- ✓ Collage making
- ✓ Preparing charts and models
- ✓ Preparing teaching aids

### INCLUSIVE EDUCATION:

- ✓ Identification of Learners with Special Educational Need.
- ✓ Use of Assistive Devices for Learners with SEN



## Self Appraisal Report

- ✓ Educational Concessions and Facilities
- ✓ Practice of Classroom Management in Inclusive Education.
- ✓ Peer Learning, Whole Class Teaching, Collaborative Teaching.

### PRACTICE TEACHING:

After having gone through pedagogic analysis of method course, lesson planning, practice of teaching skills in micro teaching and mega teaching in simulation, pupil teachers go for teaching in local schools for 20 days.

### SCHOOL EXPERIENCE / INTERNSHIP:

During internship in teaching, pupil teachers prepare the school plan report in which they study the school from different aspects. The pupil teacher gain knowledge of various administrative jobs. They know how to maintain various records like fee record, students and teachers attendance registers, unit test and examination results etc. Pupil teachers also participate in the programmes organized by the college related to schools (educational needs of schools) from time to time.

### WORK EXPERIENCE/ SUPW:

The college has variety of options for the pupil teachers to provide work experience related to teaching. In this regard the following options are available:

- \* Computer Applications
- \* Gardening
- \* Drawing and Painting
- \* Paper Cutting and Card Board Modeling
- \* Chalk Making

### ANY OTHER (SPECIFY AND GIVE DETAILS):

As per the mission and goals of the college, the following aspects are also reflected in the curriculum:



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- \* Competency building in teaching & management through practice of teaching skills under micro teaching, mega teaching and communication skills through interactive sessions.
- \* Commitment towards teaching profession through written material/quotes on professional commitment
- \* Building a new vision of a human society through articulation on Vision, Mission and Goals of college.

### *1.3 FEEDBACK ON CURRICULUM*

#### **1. How does the Institution encourage feedback and communication from the students, Alumni, Employers, Community, Academic peers and other stake Holders with reference to the curriculum?**

The College has adopted a well-tried Mechanism of getting feedback and exchange of information with regard to the curricular and co-curricular programmes being run in the College. For getting feedback, following practices are in vogue:-

#### **FROM STUDENTS:**

- ✓ The college has set up the students' committees and communicates with them to get feedback about curriculum of various teacher education courses.
- ✓ Secondly, a self made questionnaire regarding the curriculum is filled by the pupil teachers. The questionnaire comprises of questions regarding Aims and objectives, syllabus, Methods of teaching, Examination and Evaluation techniques, Feed back system, Micro-Teaching & Practice teaching, Various activities done during practice teaching, feedback by the school students & school teachers or Heads of the Schools, various competitions like Drawing & Painting, Chart making, Chalk board writing, skill-in- Teaching, Collage making, Speech, Poem Recitation, quiz, flower arrangement, rangoli, slogan writing etc., Games and Sports and Other academic Programmes etc. are conducted.

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### TEACHING STAFF:

- ✓ The members of the faculty meet after every activity to review and discuss the strengths and weaknesses and necessary measures are adopted for the improvement.
- ✓ Staff meetings are held from time to time to check the existing functioning of college related to curriculum.
- ✓ Teachers play an active role in the tutorial session to solve students' problems regarding curriculum.
- ✓ Unit tests, class tests

### COMMUNITY:

- ✓ The College organizes a meeting with Principals of nearby schools related with present curriculum problems
- ✓ The College invited Sarpanches of nearby villages to resolve the curriculum and other Educational problems.
- ✓ The College has established extension linkages with local Educational Institutions – Practicing Schools.
- ✓ The College invites various Institutions in every function organized by the College.
- ✓ The College invites the teachers of various schools to orient and refresh their knowledge and skills about latest developments in the field of Education.
- ✓ The College invites Schoolteachers, Parents and other Community members, to attend Exhibitions/Competitions on Teaching Aids, Skill-in-Teaching, Cultural activities, Sports meet etc. and to record their feedbacks.
- ✓ The Real Teaching Practice is carried out at local Schools and feedbacks are received from the School Teachers and Head of the School. The list of Practice Teaching Schools is as follows :(attech name of the school list annexures-)
- ✓ The Pupil Teachers distribute their Teaching Aids to the Local Schools and the schools adopted by them during Real Teaching Practice.

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### ACADEMIC PEERS:

- ✓ The College has adopted a well tried mechanism of getting feedback and exchange of information with regard to the curricular and co-curricular programmes being run in the college. For getting feedback and exchange of information, the following practices are in vogue:
- ✓ A staff meeting is held from time to time to check the existing functioning of college related to curriculum and to discuss other problems related to students and the teachers.
- ✓ final Examination regularly in order to provide feedback to the students as well as to the teachers for their improvements.
- ✓ The lessons delivered by the Lecturers are kept record of by the College and are demonstrated to the concerned Lecturer to improve their quality of teaching.

### 2. Is there any mechanism for analysis and use of the outcome from the feedback to review and identify areas for improvement and changes to be brought in the curriculum? If yes, give details on the same.

- ✓ Mechanism for analysis and use of the outcome from the feedback to review and identify areas for improvement and changes to be brought in the curriculum
- ✓ To improve the students skills, creative and critical thinking through book reviews, creative writing, competitions like calligraphy, Poster making etc and classroom discussions are used time to time.
- ✓ Students' views are taken on the present curriculum and suggestions given by them to analyze the whole curriculum of B. Ed.

### 3. What are the contributions of the institution to curriculum development? (Member of BoS / sending timely suggestions, feedback etc.)

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An Institution is known by the richness of the curriculum offered to its learners. The underlying principles of a dynamic curriculum are variety, diversity, flexibility, feasibility and adaptability to emerging needs and situations. Definitely autonomy for an institution is the prerequisite to achieve this end especially for an affiliated one. Formation and development of the curriculum is the responsibility of the university.

### *1.4 CURRICULUM UPDATE*

**1. Which courses have undergone a measure curriculum revision during the last five years? How did these changes contribute to quality improvement and student satisfaction? (Provide details of only the major changes in the contents that have been made)**

Changes have been made in teaching learning process and additional have been made in models of teaching and micro skills by the university for quality improvement

**2. What are the strategies adopted by the Institution for curriculum revision and update?**

Following strategies are followed by the institution for curriculum revision and update.

- ✓ Meeting of Principals for the curriculum update in the College Campus.
- ✓ Feedback from the practicing schools (Teachers, Principals and students)
- ✓ Feedback from students regularly
- ✓ Alumni Meet

### *1.5 BEST PRACTICES IN CURRICULAR ASPECTS*

**1. What is the Quality Sustenance and Quality Enhancement measure undertaken by the Institution during the last five years in curricular aspects?**

Following Quality Sustenance and Quality Enhancement measures undertaken by the Institution during the last five years in curricular aspects

## Self Appraisal Report

- ✓ Computer Education
- ✓ Socially Relevant Programmes
- ✓ Use of ICT
- ✓ Academic Skills
- ✓ Value Education
- ✓ Personality Development
- ✓ Choice Based Curriculum or flexibility
- ✓ Teaching Practice Committee
- ✓ Co-operation with community
- ✓ Counseling
- ✓ Remedial Classes
- ✓ Distribution of Study material to needy Students
- ✓ Environmental Education

### 2. What innovations/ best practices in “Curricular Aspects” have been planned/ implemented by the Institution?

Best practices in Curricular Aspects” have been implemented are using technology in education example micro teaching ,team teaching use of LCD, O.H.P. ,teaching aids etc.

### CRITERIA – II (TEACHING LEARNING AND EVALUATION)

#### 2.1 Admission Process and Student Profile

#### 1. Give details of the admission processes and admission policy (criteria for admission, adherence to the decisions of the regulatory bodies, equity, access, transparency, etc.) of the institution?

Firstly student are selected through counseling if any are filled as per the university guidelines

#### 2. How are the programmes advertised? What information is provided to prospective students about the programmes through the advertisement and prospectus or other similar material of the institution?

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Affiliating University and the university conducting CET (Common Entrance Test) advertise guidelines regarding admission to the ShikshShastri (B.Ed.) courses. First of all, the seats are filled up by the university. Remaining vacant seats, if any, are filled as per the university guidelines to the colleges by due advertisement in the Newspapers. The admission and counseling is held in the presence of University observers.

### **3. How does the institution monitor admission decisions to ensure that the determined admission criteria are equitably applied to all applicants?**

The institution monitors admission decision to ensure that the determined admission criteria are equitably applied to all applicants. Admissions are strictly made on the bases of merit of Common Entrance Test and marks obtained in the qualifying examination, both by the University and at the college level for remaining vacant seats, if any. Distribution and reservation of seats is strictly followed as per the guidelines of the University

### **4. Specify the strategies if any, adopted by the institution to retain the diverse student population admitted to the institution. (E.g. individuals of diverse economic, cultural, religious, gender, linguistic, backgrounds and physically challenged).**

Institute has a system through which all the Economic class student get equity in cultural participations. All students are familiarized each other to avoid cultural, religion diversity. A guidance bureau is in proper working to sort out such type of problem and counsel the student in perfection. College also adopts the reservation policy for physical handicapped student as per the rule of regularity bodies.

For Economically weaker section given scholarship schemes are for eligible students belongs to different categories by state government.

### **5. Is there a provision for assessing student's knowledge/needs and skills before the commencement of teaching programmes? If yes give details on the same.**

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The trainees opting for the various optional are administered a diagnostic test to assess their level of achievements in the concerned subjects and remedial strategies are adopted to enable them to cope with the course content. The core subjects being new to all the trainees are not dealt with in this way.

### 2.2 *CATERING TO DIVERSE NEEDS*

#### **1. Describe how the institution works towards creating an over all environment conducive to learning and development of the students?**

The academic and training schedule is carefully planned. The mode of presentation of various topics in the syllabus is decided in advance. The learning tasks are drawn up after consultations and revised in the light of past experience. This enables easy instruction and learning.

The accent is on learner-centered instruction. The trainees are encouraged to participate in seminars. They are given periodical assignments, the best of which are presented in the class. This facilitates learning by doing. Invited lectures by experts in various fields are organized. There is also continuous internal assessment to ensure the regularity of learning.

#### **2. How does the institution cater to the diverse learning needs of the students?**

The problem of varying levels of achievement among learners is met by carefully regulated and well-graded exercises, which aim to take the learner from the simple to the complex. Periodical feedback from learners through tests

#### **3. What are the activities envisioned in the curriculum for pupil teachers to understand the role of diversity and equity in teaching learning process?**

Teachers provide / demonstrate models of teaching catering to diverse situations and category of students in real teaching situation. Model lessons are given by the all Subject teachers in



## Self Appraisal Report

their respective subjects. Pupil teachers are given training how to understand the equity and diversity of students in their micro teaching practice in which they play different roles as teacher observer and student participants in a particular class.

Transaction of theory courses including methodology courses.

- ✓ Preparation for practice teaching
- ✓ Creativity / diversity in lesson planning.
- ✓ Developing of core Teaching skills in simulated setting under diverse situation and locations (micro-teaching)
- ✓ Observation of demonstration lessons  
Practice teaching in schools
- ✓ Catering to diverse groups in classroom Teaching
- ✓ Observation of peer teaching
- ✓ Reflection on teaching by trainees.
- ✓ Interaction with the school and community

### **4. How does the institution ensure that the teacher educators are knowledgeable and sensitive to cater to the diverse student needs?**

The College ensures that the teacher educators are knowledgeable and sensitive to cater to the diverse student needs with the help of the following viable practices:

Student feedback is also taken regarding the teaching of all the faculty members

The college follows a procedure to evaluate pupil teacher's achievement and their performance in different areas of study. preparing reports on different aspects of practicing schools, types of lesson – micro teaching, mega teaching in real classroom, preparation of teaching aids, practicing in chalk board writing, drawing and painting, gardening, Paper Cutting and Card Board Modeling and Interior decoration etc. are given and performance of students teachers their in monitored.



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Teachers are encouraged to attend orientation, refresher courses, Workshops, Seminars, Talks and Conferences for enhancing core teaching competencies and to be aware about latest development in their subject and global trends and demands for understanding the diverse emerging needs.

### **5. What are the various practices that help pupil teachers develop knowledge and skills related to diversity and inclusion and apply them effectively in classroom situations?**

Teachers use other Teaching methods also (Instead of Lecture method)-

- Lecture cum demonstration method.
- Experimental method.
- Discussion method.
- Presentation of model lesson (Micro Teaching )

*(These methods are presented through audio- visual aids)*

Teachers provide name of various books, related to the topics, to get extra knowledge to the student, interested students can refer these books and satisfy their needs.

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### 2.3 TEACHING LEARNING PROCESS

1. How does the institution engage students in “active learning”? (Use of learning resources such as library, we site, focus group, individual projects, simulation, peer teaching, role-playing, internships, practicum, etc.)

Students are engaged in Active learning in the form of many activities. These are:

- **Library:** The library is used as resource and knowledge centre and students are motivated to use the resources on daily basis and spend some time in the library every day without fail.
- **Internet:** There is a facility of Internet in computer room, where students can use it to prepare seminar, assignments and notes.
- **Practice Teaching:** All students do micro teaching as well as macro teaching in both the school subjects.
- **Practical Work:** Each and every student does the practical works as envisaged in the curriculum.

2. How is ‘learning’ made student-centered? Give a list of the participatory learning activities adopted by the Institution and those, which contributed to self-management of knowledge, and skill development by the students?

Learning is made student centered by aeeanging seminars, micro teaching session, projects, competitions etc.

3. What are the instructional approaches (various models of teachings used) and experiences provided for ensuring effective learning? Detail any innovative approach/method developed and/used.

## Self Appraisal Report

The following methods are used for effective learning:

- Lecture cum demonstration method.
- Experimental method.
- Discussion method.

Presentation of model lesson (Micro Teaching and Macro Teaching).

**4. Does the institution have a provision for additional training in models of teaching? If yes, provide details on the models of teaching and number of lessons given by each student.**

The trainees are made aware of various teaching models in the classes on methodology. They are practicing all these models in their pre-practice-teaching sessions in the College and during teaching practice sessions in the school under the guidance and supervision of the staff-in charge in the College and the guide teacher in the schools. Trainees are exposed to simulated classroom teaching by experienced teachers. They learn new methods by observation and discussions that follow such sessions.

**5. Does the pupil teachers use micro-teaching technique for developing teaching skills? If yes, list the skills practiced and number of lessons given by each student per skill.**

Yes, the pupil teacher practicing under mentioned micro skills i.e.

- \* Skill of introduction
- \* Skill of Questioning
- \* Skill of explaining
- \* Skill of illustration with example
- \* Skill of stimulus variation
- \* Skill of Lecture

Demonstration on each teaching skill is presented by the teacher educator. It is followed by individual practice by the pupil teacher under simulated situation. Five mega lessons in each method course are delivered by each student teacher in simulated situation.

## Self Appraisal Report

### Observation of Demonstration Lesson:

Demonstration Lessons are arranged in each method course with the real students at the college campus. Demonstrations are presented by teacher educator and observed by the student teacher. At the end of each demonstration lesson, the strengths and weakness of the lesson are discussed.

After having practiced micro and mega lesson in simulated condition, student teachers are sent to practicing school for real classroom teaching. Each pupil teacher has to deliver 20 lessons in each teaching subject along with one discussion lesson. Each pupil teacher has to observe total 20 lessons in two method courses delivered by the peers. Peer feedback is given on observation lesson to the student teacher.

### **6. Detail the process of practice teaching in schools. (Lessons a student gives per day, lessons observed by the teacher educators, peers/school teachers, feedback mechanism, monitoring mechanisms of lesson plans, etc.)**

Each student teacher deliver 20 lessons in each method course along with one discussion lesson for each subject. Therefore per day one lessons are delivered by the student teachers.

- 1-** teachers observe total 20 lessons in two method course delivered by the peers. Supervisor observed two discussion lesson of each student.
- 2-** Mentor teacher observes discussion lessons and block teaching lessons also.
- 3-** Each teacher is assigned one practicing school for the purpose of supervising teaching practice in local school.
- 4-** At the end of the practice teaching in schools, a discussion session is assigned in which all the pupil teachers and staff of the school shared their observation. They are provided an opportunity to reflect on the quality of the programme.
- 5-** Mentor teachers regularly check the lesson plans.
- 6-** School teachers are also encouraged to observe the lessons delivered by student teacher.

## Self Appraisal Report

### **7. Describe the process of Block Teaching / Internship of students in vogue.**

Internship to students is in vogue as per the curriculum designed by the University. During practice sessions, the trainees are internees. They attend school during working hours and get used to the school routine. The programme is finalized with the concurrence of the Headmaster and the guide teacher. As mentioned in the previous para, the programme has two sessions- one for observation and another for practice.

### **8. Are the practice teaching sessions/plans developed in partnership, cooperatively involving the school staff and mentor teachers? If yes give details on the same.**

The lesson plans to be used in the practice sessions by trainees are prepared by them in consultation with the guide/mentor teacher and the College faculty in-charge. They are subjected to scrutiny and revision.

### **9. How do you prepare the pupil teachers for managing the diverse learning needs of students in schools?**

Institution prepares pupil teachers for managing the diverse learning needs of students in schools by providing following activities

- 1-** Training in Micro Teaching skills.
- 2-** Training them in formulating objectives of the teaching lessons.
- 3-** Making them enable to know and apply different teaching methods.
- 4-** Providing training in preparing lesson plans, use of chalk board and other teaching learning aids for making lesson effective.
- 5-** Providing knowledge about Child Psychology and Individual differences.
- 6-** Enabling them to be familiar and well oriented with process of conducting, intelligence test, creativity test, achievement test and personality test etc. With the help of conducting these activities the teacher educators are able to make the teacher trainee understand school know the diverse needs of the students in the school.

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### 10. What are the major initiatives for encouraging pupil teachers to use/adopt technology in practice teaching?

teaching aids are mandatory to prepare in every practice teaching lesson because one teaching aid is mandatory to use during the practice teaching in each lesson. They are encouraged to use O.H.P. & Power Point presentation through L.C.D. Projector during their teaching along with charts, models and other teaching aids.

### 2.4 TEACHER QUALITY

#### 1. Are the practice teaching plans developed in partnership, cooperatively involving the school staff and mentor teachers? If yes give details.

When the pupil teachers are sent for practice teaching they are given proper instructions to make content the school teacher regarding syllabus to be covered, medium of instruction and other strategies to cover the topics allotted to them. Before starting the teaching practice, pupil teachers should discuss with the concerned school teachers regarding syllabus covered, language of the students or curriculum, students point of view and the proper strategy to teach these topics in a effective manner.

#### Preparation for Practice Teaching:

##### *(A) Pedagogic Content Analysis:*

Both the content of method courses and their transaction in terms of maxims of teaching, methods of teaching, practical work etc are discussed in the class.

##### *(B) Lesson Planning:*

Special sessions are devoted for the preparation of lesson plan and related requirements. Different aspects/ steps in lesson planning like stating objectives in general and behavioural

## Self Appraisal Report

terms, breaking of content into teaching points / steps, teaching aids and methods / approaches are discussed.

### *(C) Developing core teaching skills in simulated setting:*

People teachers are oriented to microteaching, and its related aspects like teaching skills, simulation, modeling and feed-back.

### *(D) Observation of Demonstration Lessons:*

Demonstration lessons are arranged in each method course with the real students at the college campus. Demonstrations are presented by teacher educators and observed by the pupil teachers. At the end of each demonstration lesson, the strengths and weaknesses of the lesson are discussed.

## **2. What is the ratio of pupil teachers to identified practice teaching schools? Give the details on what basis the decision has been taken?**

The allotment of trainees is done on the basis of the availability of sections of students and the number of guide teachers. All care is exercised to avoid allotment to schools who try to misuse the scheme as a means of saving on teachers' salaries and to ensure that trainees get effective guidance from guide teachers. There is no dumping of too many trainees on guide teachers. Though the norm attempted is 1:15 the ratio of students teacher to practice teaching school come to 2:1 of course with different optional subjects.

## **3. Describe the mechanism of giving feedback to the students and how it is used for performance improvement.**

The practice teaching sessions are closely monitored and evaluated during the planning and the execution stages. The lesson plans are carefully scrutinized and improvements suggested. The classroom performance is watched by the guide teacher and suitable feed-back and corrective advice given to the trainees almost as a daily measure. The college faculty in-charge evaluates the lesson plans at the preparation stage itself and suggests ways of



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improvement. He interacts with the guide teacher and has joint sittings with the trainees. Similarly the student feed-back is obtained informally by the guide teacher and through informal write-ups by the trainee himself for performance improvement.

### **4. How does the institution ensure that the pupil teachers are updated on the policy directions and educational needs of the schools?**

In ShikshShastri (B.Ed.) the trainees take a core paper on Education in Emerging Indian Society. This exposes them to the major issues involved in present day education. They are encouraged to read journals and news-papers to keep track of developments in the field and the cross-currents in educational policies. Special lectures are arranged on vital issues that have a bearing on education. They are also encouraged to interact with practicing teachers and educational administrators and become alive to the needs of schools and learners and what society can do for the cause of education.

### **5. How do the students and faculty keep pace with the recent developments in the school subjects and teaching methodologies?**

The students and the faculty keep pace with the recent development through internet facility, newspapers, magazines and other resources available in the library.

### **6. What are the major initiatives of the institution for ensuring personal and professional / career development of the teaching staff of the institution (training, organizing and sponsoring professional development activities, promotional policies, etc)**

The college encourages

- Teaching Staff to enhance their academic qualifications.
- To attend and participate in seminars, workshops, orientation and refresher programmes.
- To publish educational articles in different educational journals and magazines etc.
- To write books.



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### **7. Does the institution have any mechanism to reward and motivate staff members for good performance? If yes, give details.**

Yes, the institution has a proper policy to motivate the staff members from time to time. Management is contemplating in and giving one advanced increment to the teacher who shows our excellence performance in the academic session. The institution has given appreciation letter and mementos are also given by the management in annual functions who brings good result in final exams in their respective teaching subjects. So, it motivates the staff members to do their best in their respective subjects.

### **2.5 EVALUATION PROCESS AND REPORTS**

#### **1.How are barriers to student learning identified, communicated and addressed? (Conducive environment, infrastructure, access to technology, teacher quality, etc.)**

- 1-** Classroom interaction
- 2-** Feedback from the students through different activities like curricular and co- curricular.
- 3-** Preparation of lesson plans; through micro, mega, simulated lessons.
- 4-** Observation of discussion lessons and other lessons by teacher educators as well as pupil teachers.
- 5-** By using different psychological tests and report writing.
- 6-** Preparing of various teaching aids like models (both), charts, maps, slides, strips, transparencies, etc.
- 7-** Use of different kinds of boards.
- 8-** Use of ICT
- 9-** Participating in seminars, workshop, and arrangement of various functions.

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### **2. Provide details of various assessment/evaluation processes (internal assessment, mid term assessment, term end evaluations, external evaluation) used for assessing student learning?**

Continuous evaluation is done through various steps as-

- Number of tests held for each paper.
- Inter college competition are done as extempore quiz. etc are done.
- Final examination and evaluations are under the control of university.

### **3. How are the assessment/ evaluation outcomes communicated and used in improving the performance of the students and curriculum transaction?**

Feedback is obtained from through various techniques of evaluation/ assessment following by the college verbally and written feedback is given. Staff council takes major decision regarding this process., practical re-feedback, re-demonstration etc. The performance of the students, curriculum transaction and evaluation outcomes communicated through merit list of the students displayed on the notice board. Those students who perform well in house as well as in final exams,give to them. We also motivate assembly and given prizes on annual prizes distribution .

### **4. How is ICT used in assessment and evaluation processes?**

Use of ICT is in practice in evaluation process through gathering, collecting and analyzing of data about teaching and learning which makes us capable to diagnose the studentsprogramme more accurately. ICT is used for assessment and evaluation by developing question Data bank which is implemented for evaluation of pupil educator's progresses.

### ***2.6 BEST PRACTICES IN TEACHING LEARNING AND EVALUATION PROCESS:***

#### **1. Detail on any significant innovations in teaching / learning / evaluation introduced by the institution?**

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- 1- Use of modern teaching learning techniques like group discussions, class quizzes, and team teaching imparting knowledge.
- 2- Use of modern educational technology to make the teaching-learning process interesting and effective.
- 3- Continuous evaluation of students in various aspects through informal means.
- 4- For developing effective communicative skills.
- 5- Training in communication skill given at language lab.
- 6- Internal workshops on preparation of resume, mock interviews are organized by Counseling Cell.
- 7- Orientation in computer application for B. Ed.
- 8- Orientation in operation of hardware like OHP, , LCD, etc.

### 2. How does the institution reflect on the best practice in the delivery of instruction, including use of technology?

The institution uses best practices as under:

- 1- Guidance and Counseling
- 2- Attendance of the students
- 3- Encouraging students to make maximum use of library resources.
- 4- Ensuring students participation in active learning through various co-curricular and extension activities.

### Criterion III: Research, Consultancy and Extension

#### 3.1 Promotion of Research

#### 1. How does the institution motivate its teachers to take up research in education?

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To promote research, the college gives teachers opportunity to participate in various Seminars/ workshops/ Orientation Programmes regularly. Apart from this, the college encourages them in many ways as given below:

- 1- Special lecture series and workshops on research for faculty are arranged.
- 2- Research ideas through normal teaching and generation of innovations are encouraged.
- 3- Members of the faculty are encouraged to undertake individual research projects in various thrust areas.

### 2 What are the thrust areas of research prioritized by the institution?

The institution has not looked into this aspect

### 3. Does the institution encourage Action Research? If yes, give details on some of the major outcomes and the impact.

Yes, the institution encourages action researches for diagnostic and remedial action. Action research in the college covers not only problems of academic but also problems in Human relations etc.

Teachers meet periodically to discuss various problems encountered by them in their classrooms. Action research projects are normally based on the outcomes of such discussion as well as their observations in the classrooms.

Sometimes students also suggest various problems, which the teachers analyse and take up action research on some such problems.

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4. Give the details of conference /seminar/workshop attended /organized by the faculty members in last five years.

*List of Conference/ Seminar/ Workshop Attended by Teacher Educators:-*

<i>S.NO.</i>	<i>No of seminars</i>	<i>Staff name</i>
<i>1</i>	<i>00</i>	<i>-</i>
<i>2</i>	<i>00</i>	<i>-</i>
<i>3</i>	<i>00</i>	<i>-</i>

### *3.2 Research and Publication Output*

**1. Give details of instructional and other materials developed including teaching aids and/or used by the institution for enhancing the quality of teaching during the last three years.**

The institution has a tradition of acquainting the pupil teachers of all the three programmes with the development of various teaching aids and teaching-learning materials. The institution has developed a number of audio-visual aids for enhancing the quality of teaching-learning process which are used during classroom interaction during Micro teaching/simulation sessions respectively for enhancing teaching effectiveness and skills of students.

**2. Give details on facilities available with the institution for developing instructional materials?**

The institution provides computer systems, internet connection, Printers, Scannerscamera, Photocopier etc. for developing instructional material.

**3. Did the institution develop any ICT/technology related instructional materials during the last five years? Give details.**

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Yes, our teachers have developed I.C.T. based Instructional Material in the form of Transparencies for teaching B.Ed. classes. The institution has developed various numbers of charts, models and power point presentation on various school subjects for making their use in teaching-learning and training process.

### **4. Give details on various training programs and/or workshops on material development (both instructional and other materials)**

- a. Organized by the institution**
- b. Attended by the staff**
- c. Training provided to the staff**

#### **A. organized by the institution**

### **4 List the journals in which the faculty members have published papers in the last five years.**

The names of the publishers ----NILL

### **5 Give details of the awards, honors and patents received by the faculty members in last five years.**

Nil

### **6 Give details of the Minor / Major research projects completed by staff members of the institution in last five years.**

Title: -the research of impression of achievement and personality appraisal level of adult stage of many social and economic level.

### **3.3 Consultancy**

#### **1. Did the institution provide consultancy services in last five years? If yes, give details.**

YES

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- \* Consultancy in Spiritual Development.

### **2. Are faculty/staff members of the institute competent to undertake consultancy? If yes, list the areas of competency of staff members and the steps initiated by the institution to publicize the available expertise.**

Yes, the areas of competency are

- Teacher training and interactive .
- Learning disabilities
- Guidance & Counseling
- School Administration and Discipline

Consultancy is provided through personal interaction and college- school level relationship

### **3. How much revenue has been generated through consultancy in the last five years? How is the revenue generated, shared among the concerned staff member and the institution?**

Free consultancy is provided for the welfare the organization and society as a whole.

### **4. How does the institution use the revenue generated through consultancy?**

Not applicable

#### *3.4 Extension Activities*

### **1. How has the local community benefited from the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGO's and GO's)**

Through the various types of awareness camp, rallies associated with social in personal seminars.

- a) Health care camp, blood donation camp with government organization.
- b) sportsprogrammes for surrounding communities

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- c) Social education service programme as adult education child education women education etc.

### **2. How has the institution benefited from the community? (Community participation in institutional development, institution-community networking, institution-school networking, etc.)**

Due to the whole hearted efforts of the institution and organization of various extension activities, the college has received recognition and acceptance in the local community. The students are given better private residential accommodation by the local people in the form of PGs which is a great contribution for the college from the local people. The institution also donates teaching aids and teaching-learning materials to the nearby schools and provides academic and vocational guidance to the senior secondary school students. The college also provides academic help and guidance to the school teachers who approach the college. This help and guidance is in form of issue of library books, help in carrying out research works and guidance in preparing and in use of TLM. The college also organizes special lectures by the experienced school teachers for providing better educational experience to the student teachers. Due to the involvement of school teachers in the development of lesson plans and providing feedback to the student teacher at the time of practice teaching, the college has succeeded in providing better training to the perspective teachers.

### **3. What are the future plans and major activities the institution would like to take up for providing community orientation to students?**

The institution proposes to conduct the following programmes to provide community orientation to students:-

- One week teaching to the weaker section of the society.
- Community reform works.
- General awareness camps (eg. Aids, Polio, etc.)



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### **4. Is there any project completed by the institution relating to the community development in the last five years? If yes, give details.**

The institution has conducted the following community development programmes from time to time;-

- Medical awareness camp.
- Blood donation camp

### **5. How does the institution develop social and citizenship values and skills among its students?**

The college develops social and citizenship values and skills among its students through the cultural activities, games and sports, community awareness programmes, participation in other college activities interactive session with guest faculties, morning assembly social speech, etc.

### *3.5 Collaborations*

#### **1. Name the national level organizations, if any, with which the institution has established linkages in the last five years. Detail the benefits resulted out of such linkages.**

Not applicable

#### **2. Name the international organizations, with which the institution has established any linkage in the last five years. Detail the benefits resulted out of such linkages.**

Not applicable

#### **3. What are the linkages of the institution with the school sector? (Institute-school-community networking)**

The college has a good linkage with a number of schools in the surrounding to accomplish the different activities as teaching practice, functions, games and

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sports, etc. and also has good networking with community personnel for community development.

**4. Are the faculty actively engaged in schools and with teachers and other school personnel to design, evaluate and deliver practice teaching. If yes give details.**

Yes, our faculty is actively engaged in schools. As per university norms, real teaching is compulsory for all the pupil teachers, and with the help of District Education Officer, we plan for this event. Along with this, we adopt two schools. Our pupil teachers continuously go for practice in these schools escorted by the faculty members. Pupil teachers report in the school as per the time-table of the school. The faculty member design and prepare the teaching schedule with the help of the school Principal.

**5. How does the faculty collaborate with school and other college or university faculty?**

The institution collaborates with the school on behalf of interaction approach and to the other colleges of the university to fulfill the need of the curriculum, examination and expertise.

### *3.6 Best Practices in Research, Consultancy and Extension*

**1. What are the major measures adopted by the institution to enhance the Quality of Research, Consultancy and Extension activities during the last five years?**

Library with digital sections, internet facilities, E-Learning facility, availability of a number of good journal, special provision for the extension of research work, academic leave, provision for the extension of research work, special increment policy for financial incumbent and recognition.

**2. What are significant innovations / good practices in Research, Consultancy and Extension activities of the institution?**

- a) Workshop on development of research tools and data analysis through computers.
- b) AIDS awareness related activities.
- c) Organized awareness related activities in nearby villages to bring awareness among rural women relating environmental issues and plantation.

### **CRITERIA IV - INFRASTRUCTURE AND LEARNING RESOURCES**

## Self Appraisal Report

### 4.1 PHYSICAL FACILITIES

1. Does the institution have the physical infrastructure as per NCTE norms? If yes specify the facilities and the amount invested for developing the infrastructure. Enclose the master plan of the building.

Yes, the Institution has all physical infrastructure as per NCTE norms, details of the facilities are given in Table below and the master plan of the building is enclosed.

Institution's Position according to intake of 100 seats	
✓	Institution has total land area of ----- sq. mts (--.76 acres)
✓	Total covered area 2237.4sq.mts.

For other details kindly refer to the master plan of the building attached.

The college has ground floor

2. How does the institution plan to meet the need for augmenting the infrastructure to keep pace with the academic growth?

The present infrastructure of the college is augmented from the funds raised and investment made by the management, from Tuition fees from students, term loans from bank, promoters own contributions and contribution from the corpus fund. The present accommodation is sufficient for the number of students in various courses.

3. List the Infrastructure facilities available for co-curricular activities and extra-curricular activities including games and sports.

The College has separate rooms for Laboratories, for Art and Craft, Work Experience, and Language Learning and a number of pieces of equipment for co-curricular activities and extra-curricular activities are also available. The institution also has a multi purpose hall to conduct seminars, workshops, various curricular, co-curricular and extra curricular activities, sports ground and various courts, and a well equipped sports room.

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### 4. Give details on the physical infrastructure shared with other programmes of the institution or other institutions of the parent Society or University.

The physical infrastructure available in the institution is exclusively used by only Teacher Education Courses. No other courses are housed in the building.

### 5. Give details on the facilities available with the institution to ensure the health and hygiene of the staff and students.

The following facilities available with the institution to ensure health and hygiene of the staff and students:

- \* Separate common room for girls
- \* Separate toilet facilities for boys and girls .
- \* Separate toilet facilities for male and female staff members.
- \* Water cooler and RO system for safe drinking water.
- \* Canteen for students and staff
- \* First aid facilities for students and staff.

### 6. Is there any hostel facility for students?

No, there is no hostel facility for students.-----

### 4.2. MAINTENANCE OF INFRASTRUCTURE

#### 1. How does the institution plan and ensure that the available infrastructure is optimally utilized?

The institution in ensure optimum utilization of available infrastructure by proper planning of timetable and examinations

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### 2. How does the institution consider the environmental issues associated with the infrastructure?

The College gives adequate attention to the environmental issues. There is a field area in the college campus, in which different varieties of plants

#### 4.3 LIBRARY AS A LEARNING RESOURCE

### 1. Does the institution have a qualified librarian and sufficient technical staff to support the library (materials collections and media/computer services)?

Yes, the institution has a qualified librarian and sufficient technical staff to support the library. The college library has computers and photocopy facility as well.

List of Staff

1. Smt. Mala Trivedi
2. ----

### 2. What are the library resources available to the staff and students? (Number of books-volumes and titles, journals-national and international, magazines, audio visual teaching-learning resources, software, internet access etc.

Total No. of Books	5185
Journals	16
Magazines	23
Audio-Visual/Teaching-Learning Resources	- 06
Cd/dvd	- 200
Referencebooks	-2228

### 3. Does the institution have in place, a mechanism to systematically review various library resources for adequate access, relevance, etc. and to make acquisition decisions? If yes, give details including the composition and functioning of library committee.

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Yes, the College has a Library Advisory Committee.

The Committee requests the teachers to give detailed lists of educational and other books for the library. The Committee takes decisions regarding upgrading and extension of the library. Every year new books and journals are added in order to enrich the library with latest reading material. The college library is computerized and has Internet facility, both for students and teachers.

For drawing out new knowledge and ideas from various sources (reference books, encyclopedia, research abstracts, etc.) and developing reading habits and skills of information processing, the library is richly equipped and updated from time to time. There is a Book-Bank in the college library for needy and deserving students. Book-Bank is maintained with the active cooperation of students and teachers of the college.

### **4. Is your library computerized? If yes, give details.**

The library is partly automated. All the activities like issue and return of books, stock entries, stock verification, e-resources are digitalized and operated through software. Different reports can be generated through the use of computers and orders can be placed for short and new books.

### **5. Does the institution library have Computer, Internet and Reprographic facilities**

The college library is computerized with Computer Systems/photocopy facility. This facility can be accessed by staff and students

#### **4.4 ICT AS LEARNING RESOURCE**

### **1. Give details of ICT facilities available in the Institution (Computer lab, hardware, software, internet connectivity, access, audio visual, other media and materials) and how the institutions ensure the optimum use of the facility.**

The institution has proper ICT facilities available in the institution. It has a well-equipped Computer Laboratory. The College has an Internet connection

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Software in the form of CDs related to information and communication technology, value education, children with special needs and inclusion and effective teaching is available. Video CDs on Teaching, teacher behaviour and linguistic skills have been added.

Proper attention is paid to the use of ICT in the curriculum. Entire staff of the college is computer proficient. Workshops, Seminars and training sessions are organized from time to time to enhance and update the knowledge of the staff about computers. Adequate time is given for Computer Education and Computer Applications in the college Time Table.

The details of the distribution of computer systems are as follows:

Principal's office	-
Administrative office	-
Accounts department	-
Labs	-
ET/Computer lab	-
Library	-

### 2. Is there a provision in the curriculum for imparting computer skill to all students?

The College has a fully furnished Computer Laboratory, with latest configured computers and having internet facility and access on each system. All the students of the college are permitted to use the Computer laboratory during working hours of the college and assistance is provided to those students who need it. Basics of computers, Office Suite, internet operation, working on network etc. are the areas in which students take active and keen interest.

On the college website, Students' Corner is designed and updated in which students can contribute their creative creations, their views, ideas, feedback on methodology and curriculum and contribution to the website.



## Self Appraisal Report

### 3. How and to what extent does the institution incorporate and make use of the new technologies / ICT in curriculum transactional processes?

- \* Teachers encouraged to power point presentation.
- \* Teachers prepare lesson presentation through the projector.
- \* Library material accessed by the teachers.
- \* Internet surfing for academic up gradation by the teachers.
- \* Lesson plan material prepared in the form of CDs.

### 4. What are the major areas and initiatives for which student teachers use/ adopt technology in practice teaching?

- \* Developing lesson plan and other related academic material.
- \* Classroom transaction of teaching learning process.
- \* Marking attendance.
- \* Preparation of teaching aids.

#### 4.5 OTHER FACILITIES

#### 1. How is the instructional infrastructure optimally used? Does the institution share its facilities with other?

Working of the college is scheduled from 10.00am to 04.00pm. All the students and staff of the college use each and every resource of infrastructure optimally. Laboratories, Playgrounds, Sanitation Facilities, Canteen etc. are optimally used during the college hours. All students are encouraged to use library and computer laboratory work any time when they are free.



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- \* Audio Visual aids, prepared by the pupil-teachers of this college, are gifted to the practice teaching and adopted schools.
- \* The available facilities are exclusively used by Teacher Education courses only. No other course is housed in the said building.

### 2. What are the various audio-visual facilities/materials are available with the institution? How are the student teachers encouraged to optimally use them for learning including practice teaching?

The following audio-visual facilities are available with the college to provide varied learning experiences and practical training to the students of all the three programmes:

- |                      |                 |
|----------------------|-----------------|
| * OHP                | Tape recorder   |
| * LCD                | Colour TV       |
| * CD player          | Video Camera    |
| * Digital Camera     | Speakers        |
| * Computer systems   | Audio CD's      |
| * Audio-visual CD's  | Audio-cassettes |
| * OHP Transparencies | Radio           |

### 3. What are the various general and methods Laboratories available with the institution? How does the institution enhance the facilities and ensure maintenance of the equipment and other facility?

The College has laboratories for demonstration and conducting experiments. List of Laboratories is given below:

- \* Educational Technology Lab
- \* Language Lab
- \* Psychology Lab
- \* Science Lab

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Proper emphasis is given to the use of laboratories in time table. Every laboratory is managed by a lecturer, who looks after the maintenance of the equipment. He/She ensures the optimum and careful use of equipment of laboratories as well as takes care of the requirements of the labs.

For the purchase of equipment for laboratories and the college, a purchase committee has been formed in which decisions regarding purchase of needed articles are taken.

#### **4. Give details on the facilities like multi purpose hall, workshop, music, and sports, transports etc available with the institution.**

The following facilities like multipurpose hall, workshop, sports room, etc are available with the institution.

- 1-** multi purpose hall
- 2-** Sports room store

#### **5. Are the classrooms equipped for the use of latest technologies for teaching? If, yes give details. If no, indicate the institution's future plans to modernize the classrooms.**

All the class rooms are well ventilated and airy, well lighted and fitted with electric tubes/CFL ceiling fans and electric extension connection.

#### **6. Are the classrooms equipped for the use of latest technologies for teaching?**

Classrooms of the College are constructed in such a way that all the latest technologies can be used as per to the requirements and needs.

#### **4.6. BEST PRACTICES IN INFRASTRUCTURE AND LEARNING RESOURCES**

##### **1. How does the faculty seek to model and reflect on the best practice in the diversity of institution, including the uses of technology?**

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Fully ventilated classrooms and facilities to use multimedia equipments, proper sensation facilities, Separate Multimedia room, Rich Laboratories and Library with plenty of books are the main best practices of the College.

### **2. What innovations/ best practices in ‘Infrastructure and Learning Resources are in Vogue or adopted/ adapted by the institution?**

Resource room for students with special needs is available.

## ***CRITERIA V: STUDENT SUPPORT AND PROGRESSION***

### ***5.1 STUDENT PROGRESSION***

#### **1. How does the institution assess the student’s preparedness for the programme and ensure that they receive appropriate academic and professional advice through commencement of their educational programme to completion?**

In order to access and enhance the professional competency of student teachers the college organizes many competitions like flower arrangement, preparation of teaching aids, chart making competition, writing competition, chalk board writing, best out of waste, pot painting etc. are organized from time to time. The college organize training programme of “Micro Teaching” in which various teaching skills are practiced by the student teachers. In this training session Micro Lesson, in simulation and observation lessons are practiced.

After this the student teachers are sent for teaching in real situation in various schools. There also the students are encouraged to participate in administrative as well as academic activities of the school like organization of competition, conduction of morning assembly

In order to prepare them for the development of various aspects of their personality, inherent potential, interest of trainees a Talent Hunt programme is organized in the beginning of the session. They are encouraged to participate in various activities undertaken by the college and

## Self Appraisal Report

other institutions. The programme includes cultural activities like Solo Dance, Group Dance, Drama, Mime, Mimicry etc.

### 2. How does the institution, ensures that the campus environment promotes motivation, satisfaction, and development and performance improvement of the students?

#### FOR MOTIVATION:

The college motivates the students by giving Prizes (for holding prominent positions First, Second, Third and Consolation) Trophies (For Group Activities) and Medals (Sport Meet etc.). Further some financial help in the form of cash prizes is also provided by the management. Students achieving positions have their names displayed on notice board so that other students may also get motivation. Faculty members motivate the student for their best performance (praise) and verbal reinforcement is provided.

#### SATISFACTION:

For the satisfaction of their efforts the students are encouraged by awarding grades, numbers, praise of their work etc. which satisfies them.

#### DEVELOPMENT:

For the development of the various aspects of their personality many programmes are organized for example:

- |                            |   |
|----------------------------|---|
| * Physical Development     | Sports Meet and Games Period  |
| * Moral Development        | Morning Assembly and Guest Lecturer on Values                       |
|                            | Social Development      Celebration of various functions            |
| * Intellectual Development | Quiz, Debate, etc.  |
| * Cultural Development     | Organization of various Plays and Dramas.                           |
| * Vocational Development   | Introduction of new fields by the expert<br>and guidance programme. |

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### PERFORMANCE IMPROVEMENT:

For Teaching : Micro and Real Teaching.

For Academics : Tests, Seminars

For Practical Work: Work Experience and Work Education are held.

**3. Give gender wise dropout rate after admission in the last three years and list possible reasons for the drop out. Describe the mechanism adopted by the institution for controlling drop out?**

#### **B. Ed.**

Session	Admitted Students	Appeared in Exam	Drop Out
2012-2013	95	95	00
2013-2014	100	95	05
2014-2015	99	98	01

**4. What additional services are provided to students for enabling them to compete for job and progress to higher education? How many students appeared/qualified in SLET, NET, Central/State service through competitive exam in the last two years?**

There is a provision of extra classes and coaching on Sundays and other holidays by the teachers and other experts who help the students in awareness preparation of all competitive exams.

**5. What percentage of the students on average go for further studies/choose teaching as a career? Give detail.**

The college does not have any specific data bases to determine percentage of ex students joining some teaching jobs or pursuing higher studies but on the basis of informal information

## Self Appraisal Report

it seems that most of them join as a teacher in school and side by side they also pursue their studies through distance education board or in private capacity.

**6. Does the institution provide training and access to library and other education related electronic information, audio/video resources, computer hardware and software related and other resources available to the student teacher after graduating from the institution? If yes, give details on the same.**

The students can easily access the library after leaving the college. They can easily get the library resources like books, encyclopedia, dissertation, field work etc, Internet facility; computers are also easily accessible by the old students by the permission of principal.

**7. Does the institution provide placement service? If yes, give details on the service provide for the last two years and the number of students who have benefited?**

The placement cell is effectively working in the college. In the year 2012-13----- we have provided placements to ----- students and in the year –2013-14- we have provided placements to ---- students. In the year 2014-15, we have provided placement to ---- students

**8. What are the difficulties faced by the placement cell? How does the institution overcome these difficulties?**

The institution and tied up with the consultancy out side the institution.

**9. Does the institution have arrangement with practice teaching schools for the placement of the student's teacher?**

Yes, the institution is having regular interaction with practice teaching schools and also in collaboration with placement activities.

**10. What are the resources (financial, human ICT) provided by the institution to the placement cell?**

## Self Appraisal Report

The necessary resources like man power, computers and assistance have been provided to the Placement Cell.

### *STUDENT SUPPORT*

**1. How are the curricular (teaching learning process), co-curricular and extra curricular programmes planned, (developing academic calendar, communication across the institution, feedback) evaluated and revised to achieve the objectives and effective implementation of the curriculum?**

For effective transaction of curriculum the teacher of B.Ed prepare course outlines in their concerned subjects to be taught by them. These outlines are prepared well in advance before the commencement of the classes and monthly and weekly planning is done. The outline consists of micro teaching and simulation activities. The availability of resources and time is kept in view while planning the outline. The whole programme is planned in such a way that there remains enough scope for carrying out revision of certain important topics and conducting practical activities.

The college prepares academic calendar for the education programmes before the commencement of the new session. Regarding co-curricular activities, a list of activities is prepared by the Cultural Committee after discussing with the other staff members. The academic calendar is planned strategically on the basis of previous year's experiences and decisions regarding various activities are taken through mutual consensus in the meetings of staff council.

**2. How is the curricular planning done differently for physically challenged students?**

Planning is done as per the requirement of physically handicapped students.

**3. Does this institution have mentoring arrangement? If yes, how is it organized?**

Yes, the institution has mentoring arrangement. For this purpose the college has following arrangement:-



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### 1. Counseling Cell:

1 The college has counseling cell for the counseling of students if they face any problems (Educational, Social, Personal, Emotional and Spiritual) they can get controlled by the college. The cell has also mentor (teachers).

### 2 Women Cell:

The college has a working women cell to solve the problem of female students and this has also mentor (female teaching staff).

### 3 Legal Cell:

To orient student teachers in legal matters, there also a Legal cell in the college.

### **4. What are various provisions in the institution which support and enhance the effectiveness of the faculty in teaching and mentoring of students?**

The college allows its teachers to attend various Workshops, Seminars, Talks and Conferences for enhancing the effectiveness of faculty like Intel Programme, Computer Literacy, meeting regarding various aspects of their all round development. Teachers of the college also attend Orientation courses organized by the AcademicStaffCollege of different University, if organized.

### **5 Does the institution have a remedial programme for academically low achievers? If yes, give details.**

Extra Classes,

### **6 What specific teaching strategies are adopted for teaching?**

The following teaching strategies are adopted for teaching,



## Self Appraisal Report

- \* Easily comprehensible study material for difficult topics is given and books are recommended.
- \* Various topics are discussed in detail in the classrooms.
- \* Difficulties and misconceptions are cleared.
- \* Tips are given to the students by the faculty members about answering the questions in a better way.
- \* Advice to improve writing speed is provided.
- \* Question papers of previous years are discussed in the class and important topics are identified.

### **7. What are the various guidance and counseling services available to the students? Give details.**

#### AT THE TIME OF ADMISSION:

Admissions are made through centralized counseling and help desk is there for filling of forms and choosing of different teaching subjects as per the subjects studied at the graduation level following the guidelines of the University in allotment of teaching subjects.

Every year in the beginning of the session, a two days orientation programme is held at the college for giving academic counselling to the newly admitted student teachers to enable them to go through the subject and selecting of options. For this teacher give presentation in front of students.

#### DURING THE SESSION:

Guidance and counseling cell is there to solve the personal, social, emotional and academic problems of students. College has formulated different cells with active involvements of students as its members. Women cell is there to sensitize the students and teachers about various problems and issues related to women.

### **10. How is progress of the candidates at the different stages of programmes monitored and advised?**

## Self Appraisal Report

### ACADEMIC PROGRESS:

Daily classroom observation by the mentor teachers, , seminars, internal viva-voce are done time to time.

### CULTURAL & SOCIAL PROGRAMME:

Participation in Morning Assembly, Functions, guest lectures on various aspects, competitions and awareness programmes is encouraged. Other than this, students organizes different competitions as Rangoli, Slogan Writing, Poster making, mehendi, Quiz, Card Making, Salad Making, flower decoration and arrangement, Poetic recitation, dancing and singing etc.

### **11. How does the institution ensures the student's competency to begin practice teaching (pre-practice preparation) and what is the follow up support in the field of (practice teaching) provided to the students during practice?**

The institute ensures the students competency at the beginning of the teaching practice through skill development, micro teaching and simulation. Each student practices at least five teaching skills in each subject before going to practice teaching. A teacher educator remains full time in school to support and supervise the student, lesson planning and teaching practice.

### **5.3 STUDENT ACTIVITIES**

#### **1. Does the institution have an Alumni – Association if test list the current office bearers.**

**Yes the institution has an Alumni Association, its office bearers are.**

<b>President</b>	-----
<b>Secretary</b>	-----
<b>Joint – Secretary</b>	-----
<b>Cashier</b>	-----

## Self Appraisal Report

### **2. How does the institution encourage students to participate in extracurricular activities including sports & games? Give details on the achievement of students.**

The institution encourages the student to participate in the college competition, functions etc. Top positioners are rewarded certificates, prizes, trophies and medals. Cash consolation prizes are given to the needy students so that they also get motivated.

### **3. Does the institution have a student council or any similar body?**

Yes, the institution has a Student Council. It constitutes of five members i.e. President, Vice President, Secretary and two executive members.

The main function of this council is to assist in planning and smooth organization of various academic, co-academic and extinction activities. This association works for the betterment of students and college and is constituted to put up the students' problems and suggestions to the college administration. The members of the council are elected by mutual consensus. Funds for organizing various activities are provided by the college as per requirement.

### **4. Give details of various bodies and their activities, which have student's representative in it.**

There are student representatives in the following committees:-

- \* Women Cell
- \* Cultural Activities and Sports meets.

## Self Appraisal Report

### 5. Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers to improve the preparation of programme and growth and development of the institution?

Yes, the institution has mechanism to seek feedback for quality enhancement. It consists a collective student feedback on teacher performance and institution's work as whole feedback is also obtained from the teachers voluntarily or collectively for necessary change and improvements. Further, the website of the institution also provides for online Feed Back facility.

#### *5.4 BEST PRACTICES IN STUDENT SUPPORT AND PROGRESSION*

##### 1. Give details of institutional best practices in Student Support and Progression?

- \* Participation in morning assembly and various co-curricular/ extension activities is mandatory for all students.
- \* Students' representation in various committees.
- \* Use of student-centered teaching learning approaches like group discussions, class quizzes, , team teaching, etc.
- \* Grievances Redressal cell for students.
- \* Suggestions and complaints from student are heard.
- \* Bus pass facility provided.
- \* Medical and first aid facility.
- \* Mentoring arrangement for students to promote peer group learning.
- \* Feed back on class,
- \* Remedial progress for slow learners/ low achievers.
- \* Special coaching for high achievers.
- \* Book bank for poor and needy students.

# Self Appraisal Report

## CRITERIA VI - GOVERNANCE AND LEADERSHIP

### 6.1 INSTITUTIONAL VISION AND LEADERSHIP

**1. What are the institution's stated purpose, vision, mission and values? How are they made known to the various stakeholders?**

#### VISION:

- \* To provide and develop competent, innovative and farsighted teachers who can meet the requirements of global competitive world and contribute to academic excellence.
- \* To provide value-based curriculum and dynamic academic environment for strengthening faith in humanistic, social and moral values as well as in Indian cultural heritage and democracy.
- \* To create facilities for imparting quality education and grow into a centre of excellence in the field of teacher education.
- \* Develop necessary competencies in a teacher to have a desire for life-long learning and for 'reaching the unreached' and explore the unexplored.

#### MISSION:

- \* Imparting and creating New Knowledge.
- \* Building core teaching competencies in prospective teachers.
- \* Developing skills for information processing and life long learning.
- \* Fostering creativity and critical thinking.
- \* Initiating and experimenting innovations in teacher education.
- \* Undertaking action research and applied research at grassroots level.
- \* Keeping pace with information and communication technology.
- \* Cultivating human and spiritual values.

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### OBJECTIVES:

- \* To prepare ideal citizens and to educate the society
- \* To aware the pupils about various social and natural problems and enable them to solve them.
- \* To aware the student teachers about the environmental issues.
- \* To enable the students to develop understanding of the principles of pedagogy and their application in curriculum transaction and evaluation.
- \* To develop scientific and democratic outlook among the student teachers.
- \* To develop the knowledge, skills and competencies among the students needed for plying multifaceted role of the teachers in the new era.
- \* To bring about physical, emotional, intellectual and ethical integration of student-teachers with a view of evolving a complete teacher possessing the basic values of secularism, national integration and truthfulness.
- \* To enable students to live with harmony as an individual and as a cohesive unit in the teaching learning process and in society.
- \* To develop national and international understanding among the pupil teachers.
- \* To inspire students for life long learning.
- \* To inculcate moral values among the student teachers.

To achieve the main concept of education, modernization and vocationalization.

### Values:

- \* Contributing to the national development
- \* Quest for excellence
- \* Develop inner quality like honesty, punctuality, cooperation, humanity and truthfulness.
- \* Develop self-discipline and self-trust

Institutional purpose, vision, mission and values are made known to the various stakeholders through the different programme organized by the college. The activities like Blood Donation camp, HIV/ AIDS awareness, Pulse Polio Programme, Tree Plantation, Polythene picking drive, First Aid, literacy campaigning, celebrating days of international, national, social and

## Self Appraisal Report

religious importance with full zeal and fervour and active participation of students and parents.

**2. Does the mission included the institution's goals and objectives in terms of addressing the needs of the society, the students it seeks to serve, the school sector, education institution's traditions and values orientations?**

Yes, the institute is committed to provide the excellence in education covering its aims and objectives through teaching learning and extension activities based on the society needs. The institute endeavors to impart liberal, modern and sound education in teacher education programme inculcating the sense of humanity, spirit of values, national integration, democratic outlook to develop multi dimensional personality So the mission includes the institution goals and objectives according to the needs of the society

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### *Functions of the Management/ Governing Body*

- ✓ To purchase, lease or otherwise any immovable or moveable property or properties.
- ✓ To receive grants, donations, contributions and gifts. Whether in cash in kind, admission and tuition fees etc.
- ✓ To open bank account/ accounts with such scheduled bank/ banks and to operate such bank account/ accounts.
- ✓ To deposit all money belonging to the society in such bank account/ accounts or invest the same specified securities as may be beneficial to the society.
- ✓ To invest the society funds securities as authorized under income tax act and as may be decided by the managing committee from time to time.
- ✓ To utilize the whole of the income of the society (how ever derived) towards carrying out the objects of the society.
- ✓ To maintain proper accounts and other relevant records and prepare an annual statement of the balance sheet as prescribed under the law and to get the same audited every year.
- ✓ To fill any vacancies, how so ever cause, in the managing committee.
- ✓ To appoint and constitute such governing body/ bodies, committee/committees ,sub committees, as may be deemed fit and found necessary to delegate all or any powers to the said governing body/ bodies, committees and Sub committees or to the principal officers as other officer as may be deemed fit and found necessary furtherance of the objects of the society.
- ✓ To play all expenses preliminary or incidental to the formation of the society and for its management and administration.
- ✓ To employ necessary staff on such salaries and wages as may be determined and to take steps and for their welfare.
- ✓ To do all such other law full acts, deeds or things and either alone or in conjunction with other organization, as are incidents and conductive for the attainments of objects of the society.
- ✓ All the administrative power shall vest with the managing committee excepting those specified for the general body of the society.



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### *General Rules*

- \* The income, funds, donations, subscriptions and property, both movable and immovable of the society shall be solely applied toward the promotion and the furtherance of the objects, here in mentioned before provided that nothing here in shall prevent in good faith, the payment of remuneration to any member, official, servant etc. in return for any service actually rendered to the society.
- \* If upon winding up or dissolution of the society there remains after satisfaction of all debits and liabilities, some properties what so ever the governing body in consultation with the relevant government authority, if required, transfer the assets in hand of other society or trust with similar objects as per may be possible and practicable, in the best interest of the society aims and objects.

Providing human resources and physical infrastructural facilities as per the requirement of the institutions.

### *Provision of Human resources*

- \* Lab technicians are provided in different labs of the institution like computer lab, language lab, science lab, educational technology lab, psychology lab

### **3. How does the management and head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?**

The Management of the institution and the head of the institution work together to frame and execute the policies and responsibilities of the institution and always communicated to the staff through the responsibility charts, meeting circulars etc.

New plans are implemented by faculty members and students through team efforts. The faculty members are assigned duties and responsibilities on the basis of their willingness and interests. Different decisions, tasks and responsibilities are well-defined and distributed to the teaching and non-teaching staff through staff meetings, office orders and circulars.

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Sometimes, the responsibilities are given informally in a verbal manner. The communication is made well in advance to the staff members so that various tasks and activities can be carried out smoothly. The work load of teaching staff is kept almost similar and equal for every member so that no grievance could arise. For all such of tasks and responsibilities assigned, the person concerned is held accountable.

### **4. How does the management/head of the institution ensure that valid information (from feedback and personal contacts etc.) is available for the management to review the activities of the institution?**

The feedback obtained from various sources like students, parents, visitors, teachers, visiting resource person etc. is reviewed by a specially formed committee comprising of the head of the institution and two senior faculty members. Feedback is analyzed by the committee and appropriate decisions are taken. These decisions are then communicated to the management for review and bring about desirable changes as required.

### **5. How does the institution identify and address the barriers (if any) in achieving the vision/mission and goals?**

The barriers and problems are faced in realizing the vision, mission and objectives which are identified through feedback obtained from faculty members, students, school teachers/heads and local people for removing the problems and improving the situation in forthcoming academic sessions, necessary decisions and steps are undertaken by the college by keeping in view the resources available and the additional resources that can be made available to the college by the employers.

### **6. How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?**

\* Through formal discussions in meetings.

## Self Appraisal Report

- \* Sponsoring staff for professional development programmes, seminars, workshop, etc.
- \* Seeking suggestions from staff members at various junctures.
- \* Conducting sudden inspections to keep quality control over institutional affairs.
- \* Providing various facilities to the faculty members like loan, , transport as per requirement.
- \* Providing facility of various types of leave like casual, earned, medical and study leave.

### **7. Describe the leadership role of the head of the institution in governance and management of the curriculum, administration, allocation and utilization of resources for the preparation of students.**

The principal of the institution plays a dynamic role in governance and management of the curriculum, administration, allocation and utilization of the resources because of his twin quality of head and heart.

- \* The Principal coordinates with the management, staff and students effectively and efficiently.
- \* The Principal is sensitized to modern managerial concepts such as strategic planning, team work, decision making and computerization and total quality management.
- \* The Principal regularly hold meeting of staff council and other committees for improvement of the institutional process.

### **6.2 ORGANIZATIONAL ARRANGEMENTS**

#### **1. How does the institution collaborate with other sections/ Departments and school personals to Improve and plan the quality of educational Provisions?**

## Self Appraisal Report

The college has set up a large number of Committees and the function of each has been specified. There is a Committee for internal checks. The college could set up a small Co-ordination body under the Principal to monitor the functioning of the various committees. The work efficiency of the teaching and non-teaching staff is assessed by the principal and the management. The academic calendar is finalized after they are discussed in staff meeting.

In the Educational Institution, different committees are made to decentralize the duties among teachers. Following committees have been formed in the institution:

- 1- Discipline Committee – Maintain overall discipline of the college
- 2- Cultural Committee – Arranges resources, facilities and decides the time, venue, etc for extra curricular activities, programmes and functions.
- 3- Sports Committee – Organizes sports activities for the collage.
- 4- Examination Committee – Looks after all the affairs related to the examination.
- 5- Co-curricular Activity Committee- Organizes and conducts co-curricular activities of the college.
- 6- Guidance and Counseling Committee – guides and counsels the students in various matters.

### Academic management

In educational Institution the academic management is done by Academic Calendar which has been prepared in the starting of the new session and daily time table is prepared to run the Classes properly.

### Meetings

There are different types of meetings to administrate the different activities in College like –

- \* Meetings for Educational tours
- \* Meetings for the arrangement of intra and inter-College Skill-in–Teaching Collage making, Speech, Poem Recitation, quiz, flower arrangement, rangoli, slogan writing,

## Self Appraisal Report

Games and Sports Meets, preparing teaching aids, drawing and Painting, Poster Making, and co-curricular activities.

- \* Meetings for beautification of College Campus.
- \* Meetings for arranging the resource-persons for Extension Lectures on different activities as- adult Education, Environmental awareness, AIDS awareness Population Education etc.

### Finance

All finance issues are handled by GyayakRupari Devi Dhulji Bhai Cheritable Trust, Banswara (Raj.)

### Extension Lecture and linkage

College has made arrangement of Extension Lectures on different topics related to students academic and personality development.

### Examination

Unit test, comprehensive evaluation

### **2. Give the organizational structure and the details of the academic and administrative bodies of the institution.**

College is being run by -----GyayakRupari Devi Dhulji Bhai Cheritable Trust, Banswara--- and the organizational structure in hierarchical order is as under:

- 1- -----GyayakRupari Devi Dhulji Bhai Cheritable Trust, Banswara (Raj.)
- 2- Managing Committee of the college
- 3- Principal
  - \* Teaching Staff
  - \* Office Superintendent – Non-Teaching staff
- 4- Librarian – Asstt. Librarian
- 5- Committee Incharges

## Self Appraisal Report

### **3. To what extent is the administration decentralized? Give the structure and details of its functioning.**

The overall administration is done by the head of the institution i.e. the Principal. In his absence, the other senior and efficient teacher is given the charge and responsibility to look into the college affairs. Various committees are constituted in the college have been assigned necessary powers and authority by the principal to organize and manage different academic and co-academic activities. The students of all the three programmes have been given due representation in these committees so as to make the process of teacher training.

The decisions regarding academic calendar and co-curricular activities are taken in a cooperatively in the meeting of concerned committees and finally in meetings of staff council. The college students Council has been framed in the college to assist in adequate and smooth organization of various activities and putting forward the problems of students as well as make the suggestions for improvements and modifications.

### **4. How does the institution collaborate with other sections/departments and school personnel to improve and plan the quality of educational provisions?**

The faculty members of the college meet with the school teachers/head in formal as well as informal manner and discuss different issues related to school education. This helps in bringing improvements in teacher training process in the college. The lesson plans for practice teaching are discussed with school teachers so that best educational experiences can be provided to the students. School teachers also observe the lessons of student teachers during practice teaching and provide feedback to the students for further improvement in their teaching.

The college also collects feedback from school heads/teachers on various aspects of practice teaching through in future. Also, school teachers are invited to college for guest lectures as well as examiners for evaluating the works of students in different activities.

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### 5. Does the institution use the various data and information obtained from the feedback in decision-making and performance improvement? If yes, give details.

Yes, the college collects feedback (data) from the following and use it in further decision-making and performance improvement:

- 1- Feedback from students regarding teachers and campus experiences.
- 2- Feedback from school teachers/heads at the time of practice teaching.

The feedback or information thus collected is analysed and discussed in staff meetings. On the basis of the discussions, decisions are taken for further improvements in functioning of the college. Such decisions which do not require any additional human or financial resources are implemented during the next session and the new action plans or decisions that need extra human or financial resources are further discussed with the employers. On getting the additional resources from the employers, such decisions are implemented in a joint manner through team efforts. The progress of these plans is monitored for their systematic organization.

### 6. What are the institution's initiatives in promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments' creating/providing conducive environment).

Institution provides computer and internet facilities for research purposes.

- \* It motivates faculty members for further studies to increase their Qualification.
- \* It motivates the faculty members, presentation and participation in various seminars, and workshops.
- \* It encourages the faculty members to perform the duty of resource person in various seminars,, workshops.

### 6.3 STRATEGY DEVELOPMENT AND DEPLOYMENT



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### **1. Has the institution an MIS in place, to select, collect align and integrate data and information on academic and administrative aspect of the institutions?**

The institution is fully computerized and all information is collected, stored, processed, and utilized by the means of ICT. Whole administrative office is computerized and all information is available on just one click. Institution has its own website where all information about institution is available. The details of the course available, facilities, admission and other details all are just one click from the person wants to get that.

The institution has monitored the performance of the teaching and non-teaching staff by self-appraisal, students' assessment of the faculty performance, expert assessment of the faculty performance.

### **2. How are the resources needed (Human and Financial) to support the implementation of the mission and goals, planned and obtained?**

Resources needed to support the implementation of the mission and goals, planned and obtained in following manner:

- \* Invited/endowment lecturers at the institution.
- \* Faculties are assigned additional administrative work. Senior faculty members are deputed as convener/proctorial duties etc..

### **3. Describe the procedure of developing academic plan. How are the practice teaching school teachers, faculty and administrators involved in the planning process?**

Academic plan of the college usually come from university in the form of academic calendar and various notifications issued from time to time., the College Committee frames the Academic Calendar after discussing the matter in the meeting. All the staff members participate in the meeting for devising the academic plan.

Following are the procedure of developing academic plan:



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- \* The college has developed inbuilt flexibility for the students by offering them more opportunities than the stipulated ones to attain mastery level in respect of micro-teaching,
- \* Before sending to the pupil teachers to school for practice teaching in different schools, proper permission from principal. Students are involving in teaching in due concentrate on syllabus.

### **4. How are the objectives communicated and deployed at all levels to assure individual employee's contribution for institutional development?**

Regular Meetings held in the institution in which latest issues and actions regarding that are discussed. Important information passes to students by displaying notices on notice board and through circular to the staff members.

Duties are assigned to the faculty members according to their abilities for smooth functioning of the institutions. Decentralization of the responsibilities and impartial attitude of the heads towards faculty is the major contribution for institutional development.

### **5. How and with what frequency are the vision, mission, and implementation plans monitored, evaluated and revised?**

Vision, mission and implementation plans are monitored by the teacher incharge of different field. Like teacher incharge of cultural activities pay attention and organize different activities to promote the healthy attitude to achieve the vision and mission of the institution. Frequently meeting is organized to revise the different activities to achieve the vision and mission.

### **6. How does the institution plan and deploy the new technology?**

The institution plans and deploys the new technology like LCD, Over Head Projector, Computer, is available for all the student to boost their knowledge and skills.

## Self Appraisal Report

### 6.4 HUMAN RESOURCE MANAGEMENT

#### **1. How do you identify the faculty development need and career progression of the staff?**

Faculty development need and career progression of staff is identified and proper arrangement is provided by institution. The Principal has healthy relations with all the faculty members and identifies the need and progression of staff and motivates them to proceed. Also the management motivates the staff members to proceed for the career progression after identification. Those who have some achievement, they are motivated by increments and appreciation letters.

#### **2. What are the mechanisms in place for performance assessments (Teaching, research, service) of faculty and staff? (Self appraisal method, comprehensive evaluations by students and peers). Does the institution use the evaluations to improve teaching, research and service of the faculty and what are the mechanisms in place for other staff?**

Feed Back evaluation is the main course of method used for improvement on performance monitoring and enhancement. Further, the Self-Appraisals methods have been adopted for continuous evaluation of teaching and performance. Further, the teachers are regularly motivated for research activities. This has resulted in bringing out many papers by the faculty members which have been presented before different workshops. Innovative teaching methodologies have been adopted based on the feed backs received and also through assessment made by the Peers.

#### **3. What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation).**

For the welfare of faculty and staff members, the college provides

- 1-** Appraisal & Respect.

## Self Appraisal Report

- 2- Good Salary & perks
- 3- TA/DA for teaching practice etc.

### **4. What are the physical facilities provided to faculty? (Well-maintained and functional office, instructional and other space to carry out their work effectively).**

The physical facilities are provided to all the staff members. Institution has well furnished staff room. and wash room facility. Well decorative principal office, college office, seminar hall, resource room, class rooms and library

### **5. What are the major mechanisms in place for faculty and other stakeholders to seek information and/or make complaints?**

The faculty gets information from the Principal/ Management freely. If anybody wants to lodge a complaint / suggestion she/he can write complaint or can directly give it to Principal /management.

### **6 Detail on the workload policies and practices that encourage faculty to be engaged in a wide range of professional and administrative activities including teaching, research, assessment, mentoring, working with schools and community engagement.**

Workload policies and practices that encourage faculty and all the rules are followed by the institution, which are given by University.

#### **6.5 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION**

##### **1. Does the institution get financial support from the government? If yes, mention the grants received in the last three years under different heads. If no, give details of the source of revenue and income generated.**

No financial support from the government is obtained.

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### **2. What is the quantum of resources mobilized through donations? Give information for the last three years.**

No donations have been received by the institution during the last three years.

### **3. Is the operational budget of the institution adequate to cover the day-to-day expenses? If no, how is the deficit met?**

Budget of the institutions is adequate to cover the day-to-day expenses.

### **4. What are the budgetary resources to fulfill the mission and offer quality programs? (Budget allocation over the past five years, depicted through income expenditure statement, future planning, resources allocated during the current year, and excess/deficit)**

The budget resource include the student fee and funds from the college trust

### **5. Are the accounts audited regularly? If yes, give detail internal and external audit procedure and information on the outcome last two audits. (Major pending audit papers, objections raised and dropped.**

Yes, accounts are audited regularly. A Chartered Accountant is appointed by the institution for this purpose. All the matters concerned with finance are looked after by an accountant and assistant.

## *6.6 BEST PRACTICE IN GOVERNANCE AND LEADERSHIP*

### **1. What are the significant best practices in Governance and Leadership carried out by the institution?**

- \* Grievances and Redressal Cell for students and staff members.
- \* Similar workload for teachers of respective faculty.
- \* Decentralization of administration
- \* Students' representation of in various committees.
- \* Feed back from students, faculty members, school teachers/heads and employers to improve college functioning in future.

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- \* Engaging school teachers/heads in developing lesson plans and carrying out various activities during practice teaching under overall guidance of concerned school head and teachers.
- \* Formulation of new action plans on the basis of previous experiences and feedback obtained from various stake holders.
- \* Internal quality check by employers through sudden visits.
- \* Monitoring of various activities.

### *CRITERION VII: INNOVATIVE PRACTICES*

#### *7.1 INTERNAL QUALITY ASSURANCE SYSTEM*

##### **1. Has the institution established Internal Quality Assurance Cell (IQAC)? If yes, give its year of establishment, composition and major activities undertaken.**

Yes. The institution is having IQAC which consists of representative from the Management, Principal, Two staff members and Librarian. The IQAC is looking after the overall monitoring and also implementation of developmental activities. The IQAC also ensures the time to time academic, curricular, co-curricular and extra-curricular activities.

##### **2. Describe the mechanism used by the institution to evaluate the achievement of Goals and Objectives.**

The College has its own mechanism for assessing the achievement of goals and objectives. The details are as under:

- 1-** Feedback from the teacher educators, pupil-teachers and administrators is obtained.
- 2-** Informal discussion with teacher educators, pupil-teachers and other stakeholders is a regular feature. Such discussions and interviews are helpful in ascertaining the extent to which goals been achieved.

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### 3. How does the institution ensure the quality of its academic programmes?

- \* Obtaining regular feedback from pupil teachers.
- \* Regular discussions with pupil-teachers and teacher educators
- \* Feedback from parents
- \* Feedback from community
- \* Suggestions from experts
- \* workshops on quality improvement

### 4. How does the institution ensure the quality of its administration and financial management processes?

To ensure the quality of its administration and financial management processes, a number of strategies are used as per details given below:

- \* Monthly meetings regarding the problems of institution are held with the administrator. Financial Management is a centralized process and the college has no direct control over it except in some minor areas.
- \* Satisfactory Salary Process is in vogue.
- \* Purchase committee has been formed.
- \* College Discipline Committee helps in maintaining discipline in the College.

### 5. How does the institution identify and share good practices with various constituents of the institution?

- 1- Good practices are identified by convening meetings of teacher educators and administrators of the college on regular basis.
- 2- Regular feedback from pupil teachers, teacher educators and supporting staff is obtained periodically.

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- 3- Suggestions from pupil teachers, teacher educators and other stakeholders are collected verbally.
- 4- Innovations/ Good practices, which are shared by all constituents:
  - \* The college has started educational committee
  - \* The college has permanent provision of inculcating values among the students during the morning assembly as well as in the class room.

### 7.2 INCLUSIVE PRACTICES

#### 1. How does the institution sensitize teachers to issues of inclusion and the focus given to these in the national policies and the school curriculum?

To sensitize teachers to issues of inclusion and the focus given to these in the national policies and the school curriculum, a few well-defined techniques are used:

- \* Extension lectures are arranged.
- \* Latest developments in the area of inclusive education are obtained from various sources and stakeholders are informed accordingly.
- \* Discussions with students of special categories are held regularly.

#### 2. What is the provision in the academic plan for students to learn about inclusion and exceptionalities as well as gender differences and their impact on learning?

Some of the strategies are as under:

- 1- Lectures on inclusive education and gender differences are organized for students.
- 2- Debates and discussions are organised in which the students take active participation.
- 3- Experts are invited to interact with students and to make them aware of many intricacies of inclusive education etc.



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### **3. Detail on various activities envisioned in the curriculum to create learning environment that foster positive social interaction, active engagement in learning and self-motivation.**

Talent Search Contest is organized in the beginning of every session. Students are judged. The other strategies are:

- \* The pupil-teachers go for real teaching in schools.
- \* Internal workshops, discussion groups etc. are organized.

### **4. How does the institution ensure that student teachers develop proficiency for working with children from diverse backgrounds and exceptionalities?**

As explained elsewhere, the pupil teachers are provided opportunities to understand specific problems of children with diverse backgrounds and exceptionalities. This is done with the help of extension lectures, group discussions, simulation games, seminars, visits to schools etc.

### **5. How does the institution address to the special needs of the physically challenged and differently-abled students enrolled in the institution?**

For such students, following provisions have been made in the college:

- 1- Facilities of washroom are available
- 2- Extra times are also provided to meet the unique needs of these children.
- 3- All the staff members and specially the Librarian has been specifically informed to provide all possible help in the academic activities to the physically challenged students.

### **6. How does the institution handle and respond to gender sensitive issues (activities of women cell and other similar bodies dealing with gender sensitive issues)?**

Women cell handles and responds to the gender sensitive issues. Activities under taken by the women cell are as follows:

- 1- Regular lectures by the members of teaching faculty

## **7.3 STAKEHOLDER RELATIONSHIPS**

### **1. How does the institution ensure the access to the information on organizational performance (Academic and Administrative) to the stakeholders?**



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The College ensures the access to the information on Academic and administrative performance to the stakeholders as under:

- 1- Regular feedback is obtained from the pupil-teachers and teacher educators. The responses are tabulated and analysed by a group of teacher educators of the college. On the basis of the analysis, valid inferences are derived. Other stakeholders are also informed accordingly.
- 2- Regular meetings with the stakeholders are convened in which information about the performance is given. The stakeholders are encouraged to give their comments and suggestions for further improvement of the functioning of the College.

### **2. How does the institution share and use the information/data on success and failures of various processes, satisfaction and dissatisfaction of students and stakeholders for bringing qualitative improvement?**

- 1- The weak points related to various processes are noted and discussed by the staff in a meeting at the end of the session.
- 2- The success areas of the college are pooled through interaction with staff i.e. teaching, non-teaching and old students.

### **3. What are the feedback mechanisms in vogue to collect, collate and data from students, professional community, Alumni and other stakeholders on program quality? How does the institution use the information for quality improvement?**

The feedback mechanisms are:

- 1- Feedback Performa meant for pupil teachers is administered to them regularly.
- 2- General comments of selected pupil teachers of the college are collected and analysed. The information is used for planning next year programmes.
- 3- Feedback received from pupil teachers, staff, public and parents is used for improving the quality of administration and academics.

## **MAPPING OF ACADEMIC ACTIVITIES**

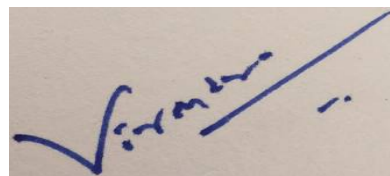
## Self Appraisal Report

### DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that the data included in this Self-Appraisal Report (SAR) are true to the best of my knowledge.

This SAR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SAR during the peer team visit.



Place: BANSWARA  
Date: 21.12.2015

Signature  
Head of the institution