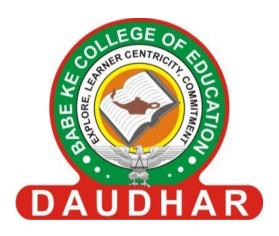
# Annual Quality Assurance Report (AQAR) of the IQAC.

Session: 2013-14.



Submitted By:-

Babe Ke College of Education

V.P.O. Daudhar, Distt. Moga (Punjab)

(Recognized by NCTE & Affiliated to Panjab University, Chandigarh)
NAAC ACCREDITED GRADE 'B'
Submitted to:

National Assessment & Accreditation Council Bangalore

## The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2013-14

1	. Detai	ils of	the	Institu	ıtion

BABE KE COLLEGE OF EDUCATION 1.1 Name of the Institution

V.PO. DAUDHAR

1.2 Address Line 1

DISTRICT: MOGA Address Line 2

MOGA City/Town

**PUNJAB** State

142053 Pin Code

bkcedudaudhar@gmail.com Institution e-mail address

01636-253092 Contact Nos.

DR. NAND KISHOR Name of the Head of the Institution:

Tel. No. with STD Code: 01636-253167

09779031210 Mobile:

Name of the IQAC Co-ordinator:  MS. JASKIRA					RAN KAUR DAYA	AL .	
Mobile: 09780				097806	52524		
IQAC e-mail address:				Iqac.bkced	daudhar@gmail.	com	
1.3 NAAC Track ID (For ex. MHCOGN 18879)  OR  1.4 NAAC Executive Committee No. & Date:					PBCOTE14085 EC/52/A&A	5 √62 dated 28-03-2	010
1.5 Website address:  www.babekegroupofinstitutes.com							
Web-link of the AQAR: www.babekegroupofinst					nstitutes.com/bkc	edaudhar/iqac/AQAF	R2013-14.pdf
1.6	Accredita	tion Details					
	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
•	1	1 <sup>st</sup> Cycle	В	2.51	2010	MARCH,2015	
-	2	2 <sup>nd</sup> Cycle					

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	В	2.51	2010	MARCH,2015
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

12-12-2008 DD/MM/YYYY 1.7 Date of Establishment of I QAC:

- 1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011)
  - i. AQAR 2010-11submitted to NAAC on 27-03-2012
  - ii. AQAR 2011-12 submitted to NAAC on 07-01-2013
  - iii. AQAR 2012-13submitted to NAAC on 22-11-2013
  - iv. AQAR 2013-14submitted to NAAC on 27-02-2014

1.9 Institutional Status	
University	State
Affiliated College	Yes No
Constituent College	Yes No ./
Autonomous college of UGC	Yes No 🗸
Regulatory Agency approved Insti	itution Yes 🗸 No
(eg. AICTE, BCI, MCI, PCI, NCI)	
Type of Institution Co-education	on
Urban	Rural / Tribal
Financial Status Grant-in-	aid UGC 2(f) UGC 12B
Grant-in-aic	d + Self Financing Totally Self-financing
1.10 Type of Faculty/Programme	
Arts Science	Commerce Law PEI (Phys Edu)
TEI (Edu) 📝 Engineering	g Health Science Management
Others (Specify)	N.A
1.11 Name of the Affiliating University	ity (for the Colleges)  PANJAB UNIVERSITY CHANDIGARH
1.12 Special status conferred by Cent	tral/ State Government UGC/CSIR/DST/DBT/ICMR etc
Autonomy by State/Central Govt	t. / University NO
University with Potential for Exc	cellence No UGC-CPE No

DST Star Scheme No				UGC-CE	No
UGC-Special Assistance Programm	me [	No		DST-FIST	No
UGC-Innovative PG programmes		No		Any other (S <sub>i</sub>	pecify) NIL
UGC-COP Programmes		No			
2. IQAC Composition and A	<u>Activities</u>	<u> </u>			
2.1 No. of Teachers		06			
2.2 No. of Administrative/Technical sta	aff	02			
2.3 No. of students		04			
2.4 No. of Management representatives	S	01			
2.5 No. of Alumni		02			
2. 6 No. of any other stakeholder and Community representatives		02			
2.7 No. of Employers/ Industrialists		02			
2.8 No. of other External Experts		02			
2.9 Total No. of members		21			
2.10 No. of IQAC meetings held		06			
2.11 No. of meetings with various stake	eholders:	No.	06	Faculty	)3
Non-Teaching Staff Students	01	Alumni	01	Others	01
2.12 Has IQAC received any funding f	rom UGC (	during the	year? Y	es N	No 🗸
If yes, mention the amount	NA				

## 2.13 Seminars and Conferences (only quality related) (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC Total Nos. International National Institution Level 02 01 State (ii) Themes Institutional work shop on Research Methodology National seminar on Greening Education-A Blueprint for Survival 2. 2.14 Significant Activities and contributions made by IQAC

- Formation and Execution of College academic Calendar.
- 2. Initiatives in constant up gradation in instructional facilities.
- Enhancing student support services.
- Benchmarking evaluation system in examination.
- 5. Cycle Tests were made regular feature of College time table.
- Class wise seminars and Presentations were organised.
- Feedback from students, alumni, Principals of Practice teaching schools was taken and improvements were made accordingly.
- Guest lectures on Pedagogical themes, General educational themes, general health and hygiene were organised.
- Cultural activities were organised.
- 10. Various Inter House Competitions were organised.
- 11. Exit meeting for last year students.
- 12. Workshops and seminars of institutional and national level were organised

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Sr. No.	Plan of Action	Achievements
1.	To conduct the meeting of IQAC	Conducted 6 meetings of IQAC in a year.
2.	Organisation of Orientation Programme	Development of knowledge and understanding towards B.Ed
		Curriculum
3.	To enrich Library & Laboratories.	Purchased new Library software: INBILT, books, periodicals, reference books,
		equipments and Psychological tests as per requisitions.
4.	Delivery of Curriculum term-wise.	1.Better results in University Examinations
5.	Skill in teaching programme in Schools	Attainment of sharp teaching skills by pupil teachers.
		2. Strengthening Community networking.
6.	Allotment of Assignments and Projects	1. Development of Self study habits.
		2. Development of Creativity and resourcefulness.
7.	Composition of Benchmarking committee	Strengthening validity and Objectivity in internal evaluation.
8.	Organisation of National Level seminar	National level seminar on Greening Education- A Blue Print for
0.	Organisation of National Level Seminal	_
		Survival was organised successfully in May 2014
		a. Enhancement of knowledge and awareness among teachers and
		students.
		b. Development of managerial capacities of students and teachers.
		c. Enhancement of cooperation, coordination and progressive
		instincts of students and teachers.
		d. Development of critical understanding and right aptitude among
		students.
9.	To publish a Book with ISBN no.	A Book entitled Greening Education –A Blueprint for survival with
		ISBN No. was published
10.	Workshop on research Methodology was	Workshop was organised successfully.
	planned for Faculty and M.Ed students	a. Development of research aptitude among faculty and students
		and Faculty.
		b. Faculty members and students were acquainted with various
		statistical methods used in Educational research.
11.	Organisation of Co-Academic activities and	Development of Self Confidence in Pupil Teachers.
	Co-curricular activities	2. Refinement of Aesthetic skills of Pupil Teachers.
12.	Organisation of Sports Day and Various	1. Strengthening Physical Well being of Pupil Teachers
	Tournaments	

<sup>\*</sup> Attached Academic Calendar of the Session 2013-14 as Annexure (i)

2.15 Whether the AQAR was placed in statutory body Yes  No								
Management Syndicate Any other body								
Provide the c	letails of the act	tion taken						
•	The management made provision of financial assistance required for up gradation of Library and Resource centres.							
2. Provision for facul	ty development	programmes.						
3. Provision for stude	3. Provision for student support services							
Cuitarian I		Part – 1	В					
1. Curricular Asp 1.1 Details about Acad		nes						
Level of the Programme	Number of existing Programmes	Number of programmes aduring the year	dded	Number of self-financing programmes	Number of value added / Career Oriented programmes			
PhD	-	-		-	-			
PG UG	- 01(B.Ed)	01(M.Ed)		01	-			
PG Diploma	- UI(D.EU)	-		01	_			
Advanced Diploma	_	-			-			
Diploma	01 (D.El.Ed)	_		01	-			
Certificate	-	-			-			
Others	_	-			-			
Total	03	-		03	-			
Interdisciplinary	-	-		-	-			
Innovative	-			-	-			
1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options (ii) Pattern of programmes:								
Pattern Number of programmes								
		Semester	01					
Trimester								
Annual 02								
1.3 Feedback from stake (On all aspects)	eholders* Alu	mni Pare	nts	Employers	Students			
Co-operating sch	nools (for PEI)		_					

Mode of feedback :	Online		Manu	al 🗸							
*Analysis of the feedback p	rovided in	Annex	ure (ii )								
1.4 Whether there is any a No  1.5 Any new Department  M.Ed (Masters in Edu	/Centre in	•	C			•		their	salient a	spects	-
Criterion – II		J									
2. Teaching, Learn	ing and	l Eva	luatio	on							
2.1 Total No. of	Total	A	sst. Pro	ofessors	Assoc	ciate Pr	ofessors	Pro	fessors	Othe	rs
permanent faculty	17	16	5		01			0		0	
2.2 No. of permanent faculty with Ph.D.  Ob  2.3 No. of Faculty Positions Recruited (R) and Vacant (V)  Asst. Associate Professors Others Total Professors							v				
during the year		R 13	V 0	R 02	V 0	R 0		R 	0	R 15	0
2.4 No. of Guest and Visiting faculty and <b>Temporary faculty</b> Nil Nil 03  2.5 Faculty participation in conferences and symposia:											
No. of Faculty	Internation		/el	National level		State level					
Attended	0:			20			-				
Presented papers 02 Resource Persons -			20 01		-						
2.6 Innovative processes adopted by the institution in Teaching and Learning:  1. Team Teaching 5.Peer Group Learning 2. Use of ICT in teaching 6.Cooperative Learning 3. Sharing Experiences 7. Brainstorming											
o. Starting Experiences 7. Drainstorning											

2.7 Total No. of actual teaching days during this academic year

4. Panel Discussion

230

8. Integrated feedback analysis on teaching learning process

- 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)
- 1. Benchmarking in internal examinations
- 2. Double Valuation in skill in teaching programme
- 3. Remedial Tests
- 4. Quiz on Pedagogical Subjects.
- 5. Seminars in teaching and core subjects

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01 02 01
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2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students	Division					
	appeared	Distinction %	Ι%	II %	III %	Pass %	
B.Ed	184	1.6	56.04	42.30	-	98.91	
M.Ed	35	8.57	82	8.57	-	100	
D.El.Ed	05	-	20	80	-	100	

- 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :
- 1. Analysis of execution of Institutional academic calendar.
- 2. Initiatives undertaken towards faculty development programme.
- 3. Analysis of execution of academic activities and suggestions for better performance.
- 4. Analysis of feedback on skill in teaching programme and suggestions for sharpening teaching skills of pupil teachers
- 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC - Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	17
Others	0

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	0	02	0
Technical Staff	01	0	0	0

## Criterion - III

## 3. Research, Consultancy and Extension

- 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution
  - 1. A seven day workshop was organised on research Methodology.
  - 2. Extension lecture on Foundations of Research was organised for M.Ed Class.
  - 3. Work shop entitled 'How to prepare a Research Proposal/ Synopsis was organised'.
  - 4. Faculty was provided opportunity to attend various State level, National level workshops and seminars to enhance Research Skills.
  - 5. Faculty was motivated and helped monetarily to publish research Articles/ Papers in books and journals respectively.
  - 6. Action Research was conducted in Practice teaching Schools by B.Ed students.
  - 7. Social surveys were conducted by peer groups on various social aspects by B.Ed students.
- 3.2 Details regarding major projects: **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

## 3.3 Details regarding minor projects **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research public	cations
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	International	National	Others
Peer Review Journals	04	10	0
Non-Peer Review Journals	01	07	0
e-Journals	0	02	0
Conference proceedings	0	0	0

1.6.1		. 10	·	1 .	1.41
esearch funds sanction	oned and rec	eived from	various funding ag	gencies, industry	and other organisations  NIL
Nature of the P	roject	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects		Tour	Tunung rigeney	Sanctioned	
Minor Projects					
Interdisciplinary Pr	rojects				
Industry sponsored	1				
Projects sponsored	-				
I I::4/ C-11	e				
University/ College					
Students research p	orojects				
	orojects e University)				
Students research p	projects e University)	SBN No.	01 Chapt	eers in Edited Boo	oks 45
Students research p (other than compulsory by the Any other(Specify Total	orojects e University) )  d i) With I	SBN No. ut ISBN No		eers in Edited Boo	oks 45
Students research p (other than compulsory by the Any other(Specify Total	d i) With I	ut ISBN No	o. 0	eers in Edited Boo	oks 45
Students research p (other than compulsory by the Any other(Specify) Total  o. of books published	d i) With I	ut ISBN No	o. 0	DST-FIST	oks 45
Students research p (other than compulsory by the Any other(Specify) Total  o. of books published	d i) With I  ii) Without the control of the control	ut ISBN No	o. 0	DST-FIST	
Students research p (other than compulsory by the Any other(Specify) Total  o. of books published	d i) With I  ii) Witho	ut ISBN No	o. 0		
Students research p (other than compulsory by the Any other(Specify) Total  o. of books published	d i) With I  ii) Without the control of the control	ut ISBN No	o. 0 ds from NA CAS	DST-FIST	ne/funds
Students research p (other than compulsory by the Any other(Specify) Total  D. of books published  D. of University Dep	d i) With I  ii) Without artments recurred UGC-SAF	eeiving func	o. 0 ds from NA CAS	DST-FIST DBT Schem	ne/funds 0

Level International National State University College

Number 0 0 0 0 0

Sponsoring agencies agencies

3.12 No. of faculty served as experts, chairpersons or resource persons 01						
3.13 No. of collaborations  International 0  National 0  Any other 0						
3.14 No. of linkages created during this	year 0					
3.15 Total budget for research for curren	nt year in lakhs:					
From funding agency 0 From	Management of U	niversity/College	Total			
3.16 No. of patents received this year	Type of Patent		Number			
	National	Applied	nil	_		
		Granted Applied	nil nil			
	International	Granted	nil	1		
	Commercialised	Applied	nil			
	Commerciansea	Granted	nil			
Of the institute in the year  Total International National Nil  3.18 No. of faculty from the Institution vand students registered under them	State University who are Ph. D. Gu		e e			
3.19 No. of Ph.D. awarded by faculty from the Institution 01						
3.20 No. of Research scholars receiving	the Fellowships (	Newly enrolled +	existing ones)			
JRF 0 SRF		Fellows 0	Any other	0		
3.21 No. of students Participated in NSS events:						
	Univer	sity level 58	State level	0		
	Nation	al level 0	International leve	0		

3.22 No.	of students particip	oated in NC	C events:					
				University level	0	State level	0	
				National level	0	International level	0	
3.23 No.	of Awards won in	NSS:						
				University level	0	State level	0	
				National level	0	International level	0	
3.24 No.	of Awards won in	NCC:		University level	0	State level	0	
				National level	0	International level	0	
3.25 No.	of Extension activi	ties organiz	ed					
	University forum	0	College fo	orum 05				
	NCC	0	NSS	04	Any	other 0		
3.26 M Respons	•	ng the year i	n the sphei	re of extension act	civities and	d Institutional Social	l	
1. Blood	Donation Camp							
2. Aware	eness Rally against	Drug Addic	tion					
3. N.S.S	. Special Winter Ca	amp.						
4. Extens	4. Extension Lecture on Leprosy Awareness							
5. Alumi	ni meeting							
6. Nation	nal seminar on Envi	ronment Ed	ucation					
7. Work	shop on Research n	nethodology	where stu	dents from variou	s M.Ed co	olleges participated.		
8. Sensit	ising students to eco	ological and	environme	ental issues.				
9. Encourage the students to engage in community services.								

## Criterion - IV

## **4. Infrastructure and Learning Resources**

## 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5 acres (approx.)	0	College Mgmt.	5 acres (approx.)
Class rooms	07	0	College Mgmt.	07
Laboratories	04	0	College Mgmt.	04
Seminar Halls	01	0	College Mgmt.	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		137	College Mgmt.	
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 76,000/-	College Mgmt.	
Others	NIL	NIL	College Mgmt.	

## 4.2 Computerization of administration and library

Administrative work is fully computerised.

Library is equipped with catalogue software to enhance the efficiency in working.

## 4.3 Library services:

	Existing		N	ewly added	Total	
	No.	Value	No.	Value	No.	Value
Text Books	10932	Rs. 1,73,424/-	453	Rs.77,895/-	11385	Rs.2,51,319/-
Reference Books	1074	Rs. 2,36,280/-	53	Rs. 6,296/-	1127	Rs. 2,42,576/-
e-Books						
Journals	20	Rs. 893/-	03	Rs. 225/-	23	Rs. 1,118/-
e-Journals						
Digital Database				01		
CD & Video	15	Rs. 2250/-	04	Rs. 600/-	19	Rs. 2850/-
Others a. Magazines	12	Rs.18,1040/-	04	Rs.36,300/-	16	Rs.2,17,340/-
b. Newspapers	06	Rs.37,130/-	02	Rs.2,520/-	08	Rs.39,670/-

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	40	01	01	-	-	01	03	0
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	40	01	01	-	-	01	03	0

- 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up gradation (Networking, e-Governance etc.)
  - 1. Computer Facility is available for Students in ICT Resource Centre and Library. Bar-coding, Software like INBILT and Advanta available in library
  - 2. Wi-Fi Campus.
  - 3. Internet access is available to Teaching, Non Teaching and Student. Pupil Teachers are given training in Fundamentals of Computer.
  - 4. Computer Education (Craft) is provided as an optional subject to enhance computer knowledge of teacher trainees
  - 5. A Special class -Introduction to Internet; Search Engines , How to assess E- Journals & their use in Research is organised for M.Ed Students for dissertation work.
  - 6. Language Laboratory is available for language Students for enhancing their language speech skills.
- 4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs. 26,870/-
ii) Campus Infrastructure and facilities	Rs. 81,507/-
iii) Equipments	Rs. 1, 19,184/-
iv) Others	Rs. 1, 72,076/-
Total:	Rs. 3, 99,637/-

#### Criterion - V

## 5. Student Support and Progression

- 5.1 Contribution of IQAC in enhancing awareness about Student Support Services
  - 1. Formulation and Execution of academic calendar.
  - 2. Organisation of Orientation week for Students.
  - 3. Up gradation of College Website.
  - 4. Vision for up gradation of Resource Centre.
  - 5. Feedback to Parents through their Ward's Progress Report
  - 6. Remedial teaching and guardianship is provided on the basis of previous marks and test scores (B.Ed.).
  - 7. Grievance cell is actively involved in resolving the problems of students.
  - 8. Formative and Summative evaluation is used to track the progression of students.
  - 9. Opening Book Bank
  - 10. Active Guidance and Counselling facility is made available to students.
  - 11. Strengthening and inspiring teaching learning process.
  - 12. Up gradation of Educational technology services.
  - 13. Identification of student academic needs.
  - 14. Exit meeting for last year students.
  - 15. Circulating the information through notice, SMS.
  - 16. Suggestion Box
- 5.2 Efforts made by the institution for tracking the progression
  - 1. Student's progress is assessed by the cycle-test, mid term exam, assignments, participation in different activities and sessional work.
  - 2. Progress record of on roll students and passed out students is maintained by Examination committee.
  - 3. Various Feedback Performa are filled by Alumni, students, Parents, Principals of practice teaching schools and Employers to analyse the progression of Institution.
  - 4. Feedback from students
  - 5. Self-appraisal
  - 6. Student counselling
  - 7. Suggestion box
  - 8. Grant of scholarships to SC, BC and minority students.
  - 9. Arrangement for ensuring participation of students in Zonal and inter Zonal co curricular activities.
  - 10. Evaluation of existing infrastructural and instructional facilities.
- 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
200	35	NA	07

(b) No. of students outside the state

02

(c) No. of international students

0

Men Women

No	%
33	14

No % 209 86

Last Year							T	his Yea	ır		
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
145	26	0	33	01	205	149	47	0	45	01	242

Demand ratio B.Ed: 1:1; M.Ed 1:1.5 Dropout % 7.44

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- 1. Coaching is provided for Punjab State Teacher Eligibility Test for B.Ed
- 2. Special Classes for coaching in UGC National Eligibility Test( Education) for M.Ed.
- 3. Supply of Competitive Exam books.

	•			~		
Nο	of str	idents	hene	etio	112	ries

219

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	01

## 5.6 Details of student counselling and career guidance

- 1. Guidance and counselling centre provides assistance to students to adjust in social life and to assist them in making responsible, mature in their decisions according to their physical, social, Educational and psychological traits.
- 2. This centre also provides detailed information and guidance for higher education and competitive exams to select best career choices according to individual capacity.
- 3. Extension Lectures on Guidance Extension services is organised.
- 4. Students are provided opportunity to visit Career Guidance Cell at Panjab University.
- 5. Students visit Employment and Placement Cell at District Headquarter s to equip themselves with latest Knowledge of Occupational world.
- 6. Resume writing and Mock Interviews
- 7. Carrer talks.

No. of students benefitted

150

#### 5.7 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	15

	2. Expert Doctor/Gynaecologist's services were r	made available for Fema	ale Teacher trainees	
;	3. Lecture was organised on awareness about HIV	AIDS; STD and general I	Physical well being.	
	4. Celebration of International women day.			
į	5. Awareness regarding valuable role of women in	n family, society and nat	ional development	
5.9 Stude	nts Activities			
5.9.1	No. of students participated in Sports, Games	and other events		
	State/ University level 25 National le	evel 0 Interr	national level 0	
	No. of students participated in cultural event	s		
	State/ University level National le	evel Interr	national level	
5.9.2	No. of medals /awards won by students in Sp	orts, Games and other	events 02	
Sports	: State/ University level National 1	evel Inter	national level	
Sports	. States offiversity level	0		
Cultura	al: State/ University level 03 National l	evel 0 Inter	national level 0	
5.10 Schol	larships and Financial Support			
		Number of students	Amount	
	Financial support from institution	NIL	NIL	
	Financial support from government	12	Rs. 4,93,406/-	
	Financial support from other sources	NIL	NIL	
	Number of students who received International/ National recognitions	NIL	NIL	
5.11 Stu	dent organised / initiatives			
Fairs	: State/ University level 0 National le	evel 0 Intern	national level 0	
Exhibition	: State/ University level 0 National le	evel 0 Interr	national level 0	
5.12 No.	of social initiatives undertaken by the students	03		

5.8 Details of gender sensitization programmes

1. Extension lecture was organised on theme – Gender sensitization.

- 5.13 Major grievances of students (if any) redressed
- 1. Additional books were purchased for Library.
- 2. Poor and Needy students were issued books for whole session.
- 3. Remedial classes were arranged for educationally backward students.
- 4. As per grievances of students, Washroom cleanliness was taken into due consideration.
- 5. Transport facility was made available from distant places

#### Criterion – VI

## 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

#### **Our Vision**

Teaching is an art of discovery to be inculcated in the minds of the learning.

#### **Our Mission**

To produce teachers of excellent skill imbibed with scientific temperament.

- 6.2 Does the Institution has a management Information System YES
  - 1. College website and Internet Connectivity
  - 2. MIS is also maintained manually.
  - 3. Morning Assembly announcements
- 6.3 Quality improvement strategies adopted by the institution for each of the following:
- 6.3.1 Curriculum Development
  - 1. Due to limitation of institution in this aspect, the institution sends suggestions in written form to the concerned University if needed.
  - 2. Head of the institute is member Board of studies (Education) and the senior faculty participates in curriculum revision programmes at University levels.
  - 3. Academic Calendar formation.
  - 4. Instructional plan for Curriculum in all subjects at intuitional level.

#### 6.3.2 Teaching and Learning

- 1. Teachers practice diverse modes for transaction.
- 2. Problem based practicum and assignments are given to students in connection with core and optional papers.
- 3. Team teaching, Cooperative learning, Peer Group learning, Use of ICT etc are regular feature of teaching learning process.
- 4. Seminars in foundation papers are organised.

#### 5. Skill in teaching:

- a. Model lessons are organised for teacher trainees in various teaching skills.
- b. Demonstration Lessons are delivered by various subject teachers in their teaching subjects
- c. Micro teaching sessions are organised to strengthen the various aspects of lesson delivery.
- d. Simulated teaching is organised for B.Ed Teacher trainees before actual teaching Practice
- 6. The Coordinator is in live contact with each departmental teachers and students. She is able to analyzed and understand the needs of the students teachers.

#### 6.3.3 Examination and Evaluation

- 1. Exams are conducted according to norms of Panjab University Chandigarh.
- 2. Internal House tests are conducted twice a session.
- 3. Continuous Comprehensive Evaluation is done for creating consistency in learning through cycle tests, snap tests & house tests.
- 4. Double valuation is followed in skill in teaching programme

#### 6.3.4 Research and Development

- 1. Research Development Council (RDC) works for promoting research climate in the institution.
- 2. M.Ed students are approved for Dissertation work after reviewing their presentations by RDC.
- 3. Workshops, Guest Lectures are organised to enhance the research and statistical skills of M.Ed students
- 4. Students of B.Ed are motivated to conduct Social survey on various problems prevailing in rural society.
- 5. Action research is conducted in Practice teaching schools by B.Ed students.
- Faculty is motivated and helped financially to get their research paper published in national and international journals and participate in research workshops.
- 7. Students are sent to participate paper presentation competition

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### LIBRARY:

- 1. Purchase of new Books.
- 2. Addition of new journals and magazines.

#### ICT RESOURCE CENTRE:

- 1. Expansion of networking facilities.
- 2. Purchase of Video camera

#### **SEMINAR HALL:**

1. Furnishing of physical infrastructure.

#### PSYCHOLOGY RESOURCE CENTRE

- **1.** The Laboratory had 152 psychological tests which speaks of the richness of psychology laboratory.
- 2. Furnishing of physical infrastructure.

#### 6.3.6 Human Resource Management

- 1. Strengthening tendency of punctuality.
- 2. Diligence in doing duty
- 3. Commitment and responsibility.
- 4. Healthy work culture in practice.

#### 6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is done by Principal and Management committee through an interview. Permanent faculty is recruited through selection committee appointed by Vice Chancellor as per Panjab University norms.

#### 6.3.8 Industry Interaction / Collaboration

Babe Ke College works in collaboration with schools, NGOs, Red Cross, Hospitals and Legal Aid Cell. Many activities like – Blood Donation camp, Legal Aid Camp, were organized in collaboration with all these organizations.

## 6.3.9 Admission of Students

- 1. The admission of students is done through centralized counselling on the academic merit basis.
- 2. Help Desk is provided.

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Teaching	1. Provision for Duty Leave		
-	2. Payment of Publication fee for Research papers		
	and articles		
	3. E.P.F		
	4. Transport facility		
	5. Residence facility		
Non teaching	1.Duty Leave		
	2. EPF		
	3. Transport facility		
Students	1. Scholar ships		
	2. Guidance and Counselling Facility		
	3. Special Classes		
	4. Coaching Classes.		
Total corpus fund	generated Rs. 1, 27, 94,338/-		
Whether annual fin	nancial audit has been done Yes V No		

Audit Type	External		I	nternal
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Panjab University Chandigarh	Yes	Management
Administrative	Yes	Panjab University Chandigarh	Yes	Management

6.8 Does the University/	Autonomous College decla	re resu	lts with	in 30	days?
	For UG Programmes	Yes		No	<b>✓</b>
	For PG Programmes	Yes		No	✓

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

1.	Dual Evaluation system in skill in teaching programme for maintaining
	Objectivity in Evaluation.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NII

#### 6.11 Activities and support from the Alumni Association

- 1. The alumni members contribute a lot in the growth and development of the college by assisting in the organisation and celebrations of all important functions including annual function.
- 2. The alumni association holds extension lectures for the students for personality development, capacity building, and communication skills, conducts mock interviews to enable students to face interviews with confidence.
- 3. Alumni members enrich the on rolls batch with their expertise from time to time.
- 4. The alumni members also provide their expertise in preparing teams for various competitions
- 5. Organisation of Alumni meet
- 6. Participation in college sports programme.
- 7. Assistance in Skill in teaching programme.
- 8. Up gradation of Instructional Facilities
- 9. Presentation of Model Lessons.
- 10. Sharing experiences with present students
- 11. Subject specific inputs, exams related and career related counselling
- 12. Feedback for evaluation of IQAC activities.

#### 6.12 Activities and support from the Parent – Teacher Association

- 1. Organisation of Regular P.T.A meetings.
- 2. Participation of parents in College functions.
- 3. Feedback from parents about existing facilities in the Institution.
- 4. Celebration of days of National Importance.
- 5. Constant interaction is being maintained between parents and teachers for maintaining discipline and behaviour modification of the students by sending progress reports.
- 6. A guardian mentorship is active under which students have been allocated to different faculty members for overall development of the students.

#### 6.13 Development programmes for support staff

- 1. Extension lecture on awareness about democratic way of living.
- 2. Awareness Lecture on Central and State welfare schemes for reserved categories.
- 3. Awareness programmes on HIV AIDS; Hepatitis and Various prevailing Social malpractices.

- 6.14 Initiatives taken by the institution to make the campus eco-friendly
- 1. Plantation in college campus.
- 2. Prohibition of use of polythene bags in Campus.
- 3. Minimal use of electricity and water.
- 4. Separated Garbage cans have been installed for Biodegradable and non biodegradable wastes

### Criterion - VII

## 7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
  - 1. Lesson planning through RCEM approach.
  - 2. Daily Cycle tests in Core; optional and teaching subjects.
  - 3. Benchmarking in Internal House tests.
  - 4. A programme Meri Baat was organised by college Guidance and counselling cell where students shared their personal, educational experiences with peers and faculty.
  - 5. Synopsis Presentation and review by RDC at M.Ed level.
  - 6. Enhancing use of ICT in teaching.
- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
  - 1. Attainment in University Examinations.
  - 2. Attainment in developing Communication skills
  - 3. Attainment of teaching skills.
  - 4. Use of technology in delivering curriculum.
  - 5. Objectivity in Internal evaluation System.
  - 6. Attendance in library for internet use for research and dissertation purpose.
  - 7. Development of self study habits through Library Period.
  - 8. Exposure of Potentialities.
  - 9. Attainment of live experiences.

	a	D .	D	C .1	
1 4	( tive two	Rect	Practices	of the	institution

- 1. Resource Utilization for maximum student exposure.
- 2. Cooperative spirit in Organisation.

#### \*Annexure (iv) attached

## 7.4 Contribution to environmental awareness / protection

- 1. Session was observed as water conservation year.
- 2. Use of Polythene prohibited in Campus.
- 3. Activities like Plantation and Cleanliness Mission was organized by the students of the college.
- 4. Rally on environmental awareness was taken out in village Daudhar.
- 5. A national level Seminar on Greening Education was organized where delegates and students from various colleges participated.
- 7.5 Whether environmental audit was conducted? Yes Vo No
- 7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

#### **Strength:**

- 1. Integrated efforts for student support services by teaching faculty; administration and management.
- 2. Value oriented Educational transactions.
- 3. Psychological Resource Centre has sufficient number of psychological tests and equipments.
- 4. Availability of hostel for students.
- 5. Transport facility from distant places.
- 6. Wi-Fi Campus
- 7. Beneficial for Rural area students due to its location in interior of the village.
- 8. Active Book Bank
- 9. Students stand in Merit-List In university examinations.
- 10. Faculty involved in Paper Publication in National/International conferences.
- 11. Well Qualified and experienced Staff, Good result tradition.

#### Weakness:

- 1. Retention of staff as the college is in interior of the village.
- 2. B.Ed curriculum is devoid of topics related to teacher education as NCTF, CEAB

#### **Opportunity**:

- 1. Seeking recognition of 12 (B)
- 2. To get permanent affiliation for B.Ed and M.Ed course.
- 3. Seeking UGC grant for research work.
- 4. Development of overall personality of the students to prepare them against new challenges.

#### Threats:

- 1. Decreasing interest among students for B. Ed course.
- 2. Decreasing ration of students in subject of Science.

## 8. Plans of institution for next year

- 1. To start Interactive Class room (Smart Class) training for B.Ed teacher trainees.
- 2. Subscription to two National and international Journals.
- 3. To publish Journal with ISSN number
- 4. To Organise sponsored seminars.
- 5. To promote research by applying for major and minor research projects.

Name: Ms. Jaskiran Kaur Dayal

Name: Dr. Nand Kishor

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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## College Academic Calendar Session- 2013-14

July				
Inauguration of the Session	22 <sup>nd</sup> July,2013			
Orientation Programme	22 <sup>nd</sup> to 24 <sup>th</sup> July			
Aug	ust			
Sukhmani Sahib Path	1st August, 2013			
Workshop on Personality Development	2 <sup>nd</sup> August, 2013			
Commencement of Cycle tests	5 <sup>th</sup> august, 2013			
Teej Celebration	14 <sup>th</sup> August, 2013			
Induction Programme (M.Ed)	22 <sup>nd</sup> August, 2013			
Allotments of Project work for Paper I	Fourth week			
Septen	nber			
Teacher's Day Celebrations	5 <sup>th</sup> September,2013			
Talent Hunt	7 <sup>th</sup> September-2013			
Workshop on Research Methodology	11 <sup>th</sup> September to 17 <sup>th</sup> September ,2013			
Hindi Divas	14 <sup>th</sup> September,2013			
Allotment of Supervisors (M.Ed)	19 <sup>th</sup> September, 2013			
Workshop on RCEM Approach 19 <sup>th</sup> September to 20 <sup>th</sup> Septembe				
Allotment of Assignment s for Paper I and II	I and II Third week			
Celebration of Sh. Bhagat Singh's Birth Anniversary	28 <sup>th</sup> September,2013			
Octo	ber			
Panjab University Zonal Youth Festival	4 <sup>th</sup> October to 7 <sup>th</sup> October, 2013			
Orientation Programme on Micro Teaching	7 <sup>th</sup> October to 10 <sup>th</sup> October, 2013			
Micro Teaching Practice	23 <sup>rd</sup> to 28 <sup>th</sup> October, 2013			

Allotment of Assignments Paper III & IV	Third Week		
(A & B)			
Extension Lecture on Community Health	29 <sup>th</sup> October,2013		
Noven	nber		
Allotment of Practical work, Paper III	First Week		
Teaching practice- Phase I	5 <sup>th</sup> November to 9 <sup>th</sup> December		
Decen	nber		
Synopsis Presentation (M.Ed)	2 <sup>nd</sup> & 3 <sup>rd</sup> December,2013		
Synopsis submission (M.Ed)	10 <sup>th</sup> December, 2013		
Allotment of Assignments for Paper V (A & B) & Teaching Subjects	Third Week		
NSS Camp	14 <sup>th</sup> to 20 <sup>th</sup> December, 2013		
Janu	ary		
House Test- I	6 <sup>th</sup> January to 16 <sup>th</sup> January,2014		
Lohri Celebration	11 <sup>th</sup> January, 2014		
Food Fest	21 <sup>st</sup> January, 2014		
Awareness Rally against Drug Abuse	21 <sup>st</sup> January, 2014		
File Cover making Competition	25 <sup>th</sup> January, 2014		
Extension lecture on Leprosy	31st January, 2014		
Febru	ıary		
Visit to Nirdosh School for Mentally Challenged Children	3 <sup>rd</sup> February,2014		
Panjab University Zonal Skill in teaching Competitions	6 <sup>th</sup> February to 8 <sup>th</sup> February, 2014		
Visit to Guidance and Counseling Bureau, Panjab University Chandigarh	10 <sup>th</sup> February, 2014		
Extension Lecture on Indian Philosophy for M.Ed Class	12 <sup>th</sup> February, 2014		
Extension Lecture on Road Safety	13 <sup>th</sup> February, 2014		
Inter- House Volley Ball Matches	13 <sup>th</sup> February, 2014		
File Cover making Competition  Extension lecture on Leprosy  February  Visit to Nirdosh School for Mentally Challenged Children  Panjab University Zonal Skill in teaching Competitions  Visit to Guidance and Counseling Bureau, Panjab University Chandigarh  Extension Lecture on Indian Philosophy for M.Ed Class  Extension Lecture on Road Safety	25 <sup>th</sup> January, 2014  31 <sup>st</sup> January, 2014  31 <sup>rd</sup> February, 2014  6 <sup>th</sup> February to 8 <sup>th</sup> February, 2014  10 <sup>th</sup> February, 2014  12 <sup>th</sup> February, 2014		

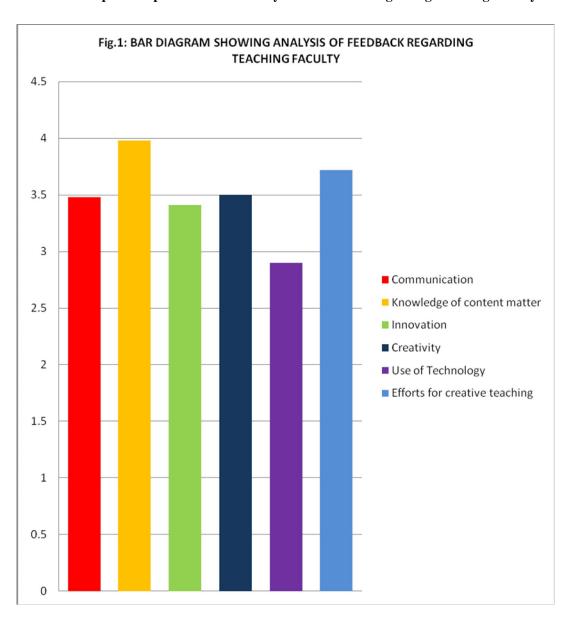
17 <sup>th</sup> February, 2014		
24 <sup>th</sup> February & 28 <sup>th</sup> February, 2014		
28 <sup>th</sup> February, 2014		
h		
6 <sup>th</sup> March 2014		
7 <sup>th</sup> March 2014		
10 <sup>th</sup> March to 20 <sup>th</sup> March 2014		
13 <sup>th</sup> March ,2014		
Second Week		
5 <sup>th</sup> & 6 <sup>th</sup> May, 17 <sup>th</sup> May, 2014		
6 <sup>th</sup> May to 9th May, 2014		
7 <sup>th</sup> May to 20 <sup>th</sup> May,2014		
14 <sup>th</sup> May,2014		
Third Week		
31st May, 2014		
31st May, 2014		



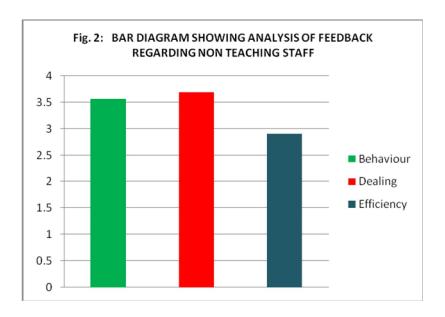
# BABE KE COLLEGE OF EDUCATION, DAUDHAR SESSION 2013-14

## ANALYSIS OF ALUMNI FEEDBACK PERFORMAS

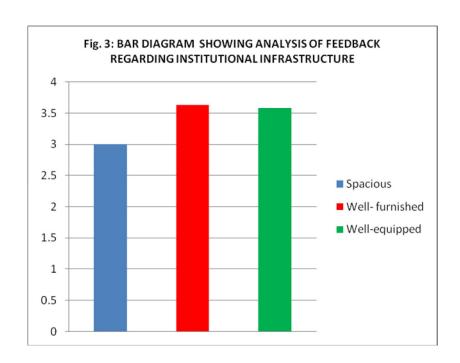
1. Graphical representation of Analysis of Feedback regarding Teaching Faculty



## 2. Graphical representation of Analysis of Feedback regarding Non Teaching Staff

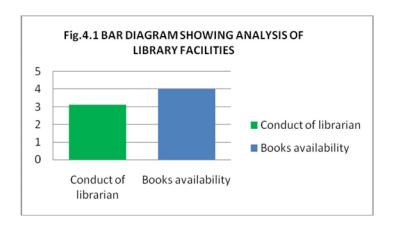


## 3. Graphical representation of Analysis of Feedback regarding Institutional Infrastructure

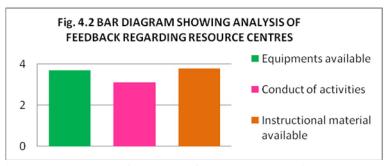


## 4. ANALYSIS OF FEEDBACK REGARDING ASSESIBILITY OF COURSE RELATED MATERIAL

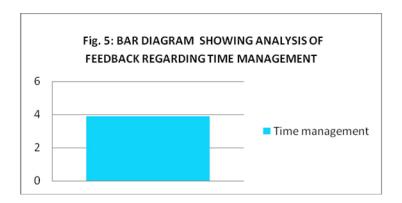
#### 4.1 Graphical representation of Analysis of Feedback regarding Library facilities



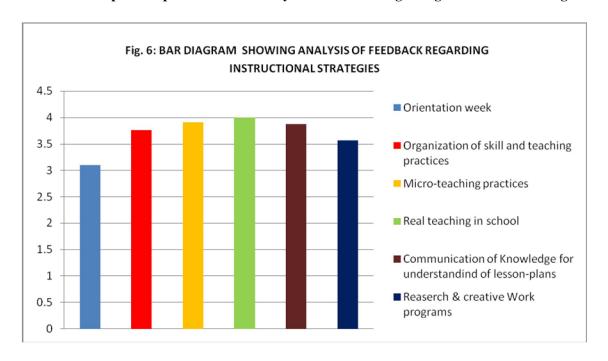
## 4.2 Graphical representation of Analysis of Feedback regarding Resource Centres



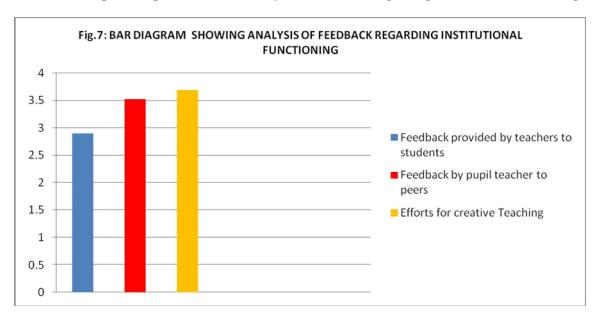
## 5. Graphical representation of Analysis of Feedback regarding Time Management



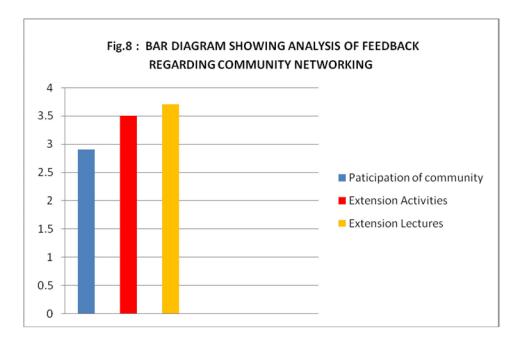
## 6. Graphical representation of Analysis of Feedback regarding Instructional Strategies



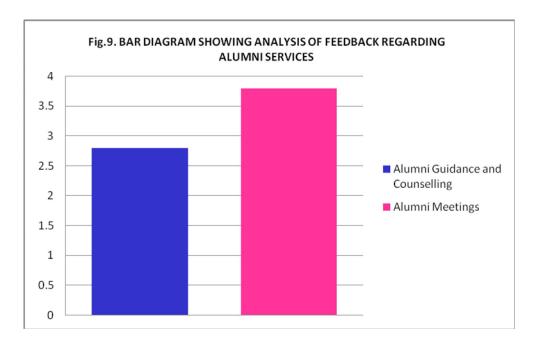
#### 7. Graphical representation of Analysis of Feedback regarding Institutional functioning



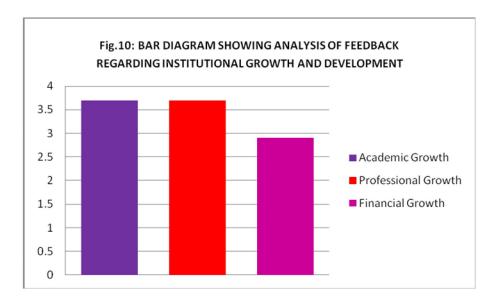
## 8. Graphical representation of Analysis of Feedback regarding Community Networking



## 9. Graphical representation of Analysis of Feedback regarding Alumni Services.



## 10. Graphical representation of Analysis of Feedback regarding Institutional growth and development.



## > Analysis of Feedback regarding Views about Untouched dimensions.

Most of the alumni considerd arrangement for tours and trips as the untouched dimensions.

> Analysis of Feedback regarding recommendation to join the college.

Most of the alumni have agreed to recommend the college name to other friends to join for B.Ed and M.Ed

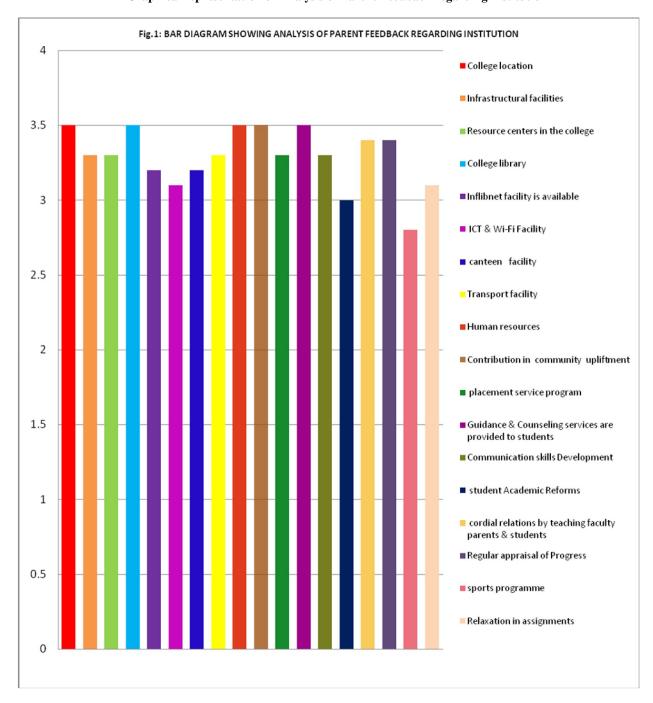
➤ Analysis of Feedback regarding Views about Higher studies in the same institution (M.Ed).

Most of the alumni agreed to join same institution for M.Ed



# BABE KE COLLEGE OF EDUCATION, DAUDHAR SESSION 2013-14 ANALYSIS OF PARENTS FEEDBACK PERFORMAS

### Graphical representation of Analysis of Parent Feedback regarding Institution



# Analysis regarding Positive assets of BKCE, Daudhar:

- 1. Most of the Parents have agreed that BKCE, Daudhar good Infrastructure and eco-friendly location contributes to positive assets of the Institution
- 2. Well qualified and Cooperative Teaching Faculty is another asset for the Institution.
- 3. Well stocked and fully furnished College Library adds to positive assets of the Institution.

### **Analysis regarding Suggestions for Further Improvement:**

- 1. Most of the parents have suggested improving Sports programmes and Placement services in the college.
- 2. Parents have suggested for construction of separate College Canteen.
- 3. Most of the parents have felt the necessity of construction of Auditorium.



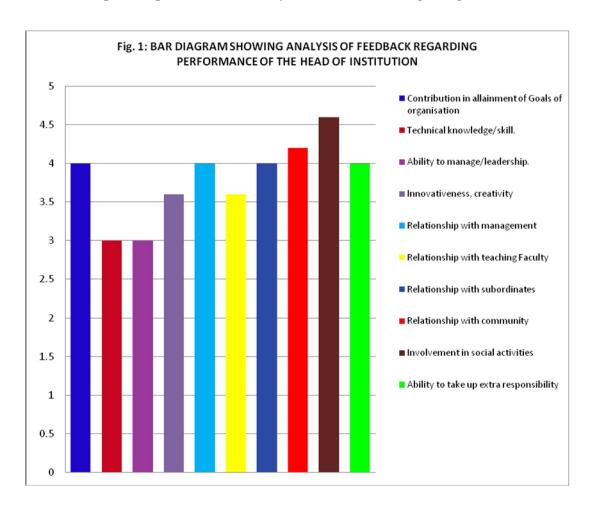
### BABE KE COLLEGE OF EDUCATION, DAUDHAR

#### **SESSION 2013-14**

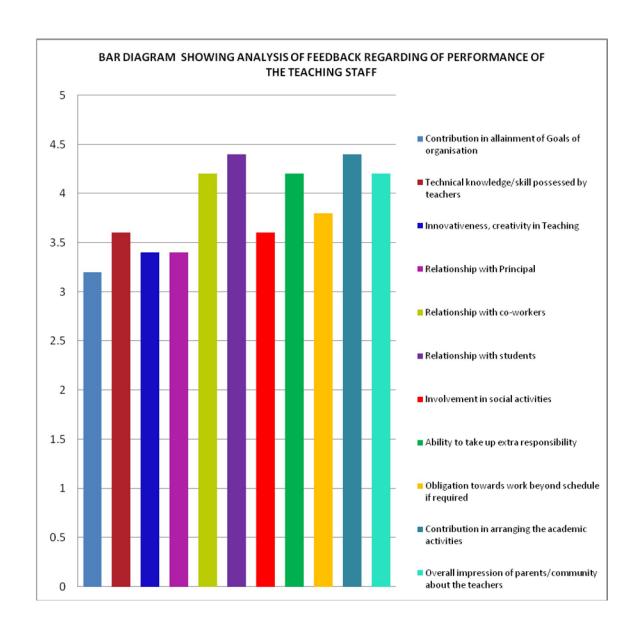
#### ANALYSIS OF EMPLOYERS FEED BACK PERFORMAS

- A. The Employers agreed that Vision and Mission of the Organisation is being fulfilled.
- B. The Employers agreed that the Institution and its products are fulfilling the aims and objectives of the institution.

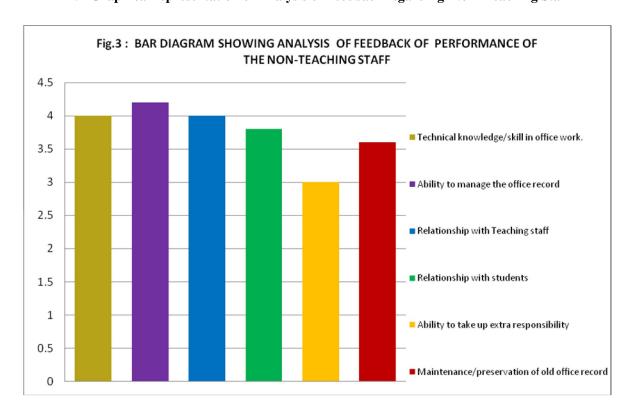
# 1.Graphical representation of Analysis of the Feedback regarding Head of the Institution



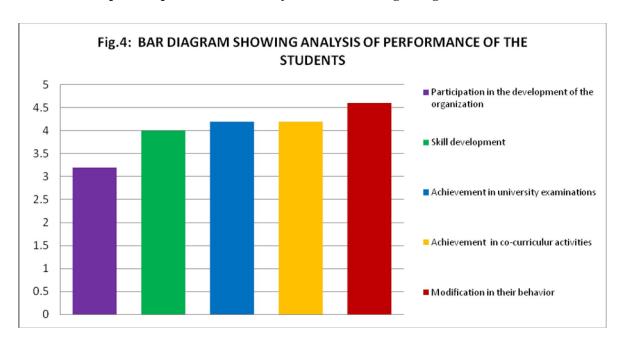
# 1. Graphical representation of Analysis of the Feedback regarding Teaching Faculty



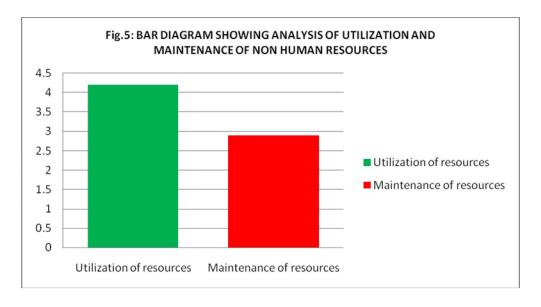
### 2. Graphical representation of Analysis of Feedback regarding Non- Teaching Staff



### 3. Graphical representation of Analysis of Feedback regarding Students



# PART II 4. Graphical representation of Analysis of Feedback regarding Non Human Resources



# > Analysis of Feedback regarding Suggestions for further Improvement of the College.

- 1. Most of the employers suggested use of Technology for improving teaching learning programme.
- 2. Most of the Employers emphasized on sharpening teaching skills of pupil teachers.

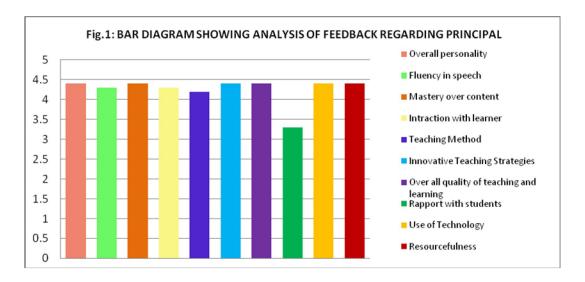


### BABE KE COLLEGE OF EDUCATION, DAUDHAR

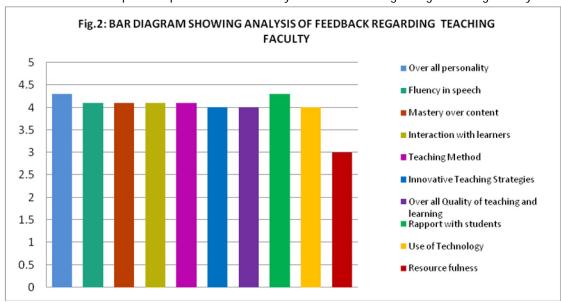
#### **SESSION 2013-14**

### ANALYSIS OF STUDENT FEEDBACK PERFORMAS

# 1. Graphical representation of Analysis of Feedback regarding Principal



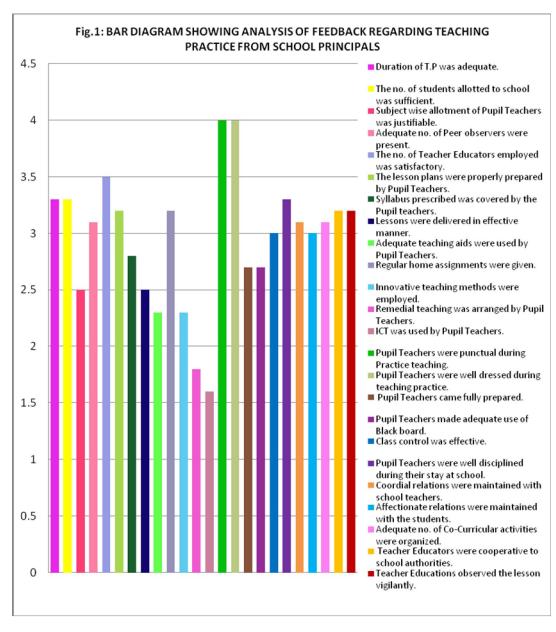
# 2. Graphical representation of Analysis of Feedback regarding Teaching Faculty





# BABE KE COLLEGE OF EDUCATION, DAUDHAR SESSION 2013-14 ANALYSIS OF TEACHING PRACTICE FEED BACK PERFORMAS

Graphical Representation of Analysis of Feedback regarding Teaching Practice from School Principals.



- > Analysis regarding suggestions for improvement in teaching practice :
- 1. Most of the principals suggested frequent use of ICT in lesson delivery by Pupil Teachers.
- Remedial teaching should be emphasized.
- 3. Innovative teaching methods should be introduced in pupil teaching.



#### THE BEST PRACTICES OF THE INSTITUTION

#### Practice – I

- 1. **TITLE OF THE PRACTICE:** Resource Utilization for maximum student exposure.
- 2. GOAL: The aim of this practice is to provide, create and manage maximum instructional facilities to bring out maximum exposure of student teachers. This practice has following principles:
  - Principle of Integration: It leads to integrate all the requisite facilities and resources for creating maximum exposure of students from academic, skill and technological point of view.
  - Principle of Search: It provides the use of existing technology for searching and
    discovering knowledge and information to bring out best achievements in University
    examinations. This goal has underlying principle of sharing of experiences and self
    realization for developing self study habits of student teachers leading to create love of
    learning and teaching.
- **3. THE CONTEXT:** This practice of resource utilization depicts many hardships. The practice of bringing the maximum exposure of Pupil teachers has many challenging issues lack of spirit of cooperation and boosting of spirit of staff and students. Further, it was a challenge to coordinate the various aspects of exposure of students to be obtained through faculty, non-teaching, existing instructional facilities, technological aspects and other agencies and resources of community, NGOs and government.

The implementation of this practice has a challenge of seeking befitting contribution from all the stake holders has been very much difficult and time consuming. The arrangement of requisite finance, manpower and student cooperation has always been a big challenge. The rivalry and unhealthy competition had been creating conflict now and then to obtain feedback from all the stake holders has been very much time consuming and unsatisfactory. Requirements of Communication among the stake holders and requisite means amounted delay in arriving at the desired achievements.

The constant change in emerging technology of teaching learning has become burning issues now a day. To cope up with it for its utilization in teaching learning process the existing learning resources have their availability at various places under the charge of various persons having different attitude in the benefit of student community. Some of these have negative approach and do not cooperate in their proper utilization for student community. The use of teaching learning resources needs the urge, devotion, time and hard work of teacher educators which is not sufficient. The demand of providing incentives, and training to the teacher educators in this aspect is rarely met out.

#### 4. THE PRACTICE:

- Information and knowledge regarding existing learning resources in the institution: The teacher educators identify the available learning resources in the institution which can facilitate in teaching learning process like Computer aided Learning, e- learning, learning by experiences, skill oriented teaching process etc. are discussed in the meeting of the staff council. The senior and junior members of the faculty share their experiences to identify a resource for a particular subject or a topic. The students are acquainted with available learning resources of the institution during orientation programme in the beginning of the session so that they can use it at their own level.
- Information and knowledge regarding existing learning resources outside the institution: The community has very rich and effective treasure of knowledge and information of historical, social, political economic, religious, environmental, technological fields. The various contents of our curriculum can be communicated through direct experiences and understanding by taking students there like evolutionary and revolutionary monuments, religious places, revealing innovation and research of human mind since ages.
- 5. Management for utilization of learning resources: the management for this best practice is planned in the beginning of the session. The entire curriculum of teacher education programme ids designed on the basis of utilization of available resources in and out of the institution. The IQAC meetings contain the execution of this practice under the agenda. The focus in this meeting remains in updating the existing instructional facilities to ensure better internal quality of the institution. The requisite equipments, devices and materials in view of changing scenario is reviewed to facilitate the process of teaching and learning. It is ensured to use the available technical devices and teaching aids for best outcome of teaching learning process. The students are motivated to use the available technology of education to attain the best outcome of this practice, the e-learning system is encouraged and internet searching is made accessible to teacher educators and students. The skill in teaching programme is conducted in schools through enabling the student teachers to use maximum available instructional aids in the institution and in their practice schools during their internship. The experience of school teachers, the head of institution, subject experts and teacher educators is integrated in guiding student teachers and obtaining their feedback in respect of skill in teaching. This practice contains the survey of various government departments, judiciaries, religious and heritage places. This institution organizes workshops, seminars, extension lectures, celebrations of community and national days for creating and providing enlarged platform for learning experiences and opportunities.
- **6. EVIDENCE OF SUCCESS:** The utilization of resources has key role in teaching learning process. It has the foundation for attainment of the knowledge and wisdom. The learning process comprises stimulation, experiences, interaction, innovation and creation. Under this best practice of the institution, the evidence of the best practice are enumerated as under:
- Formation of attention and senses of the students. It has contributed in forming attention and controlling senses of the learners.
- Enhancement in the capacity of teacher educators-becoming hardworking and getting knowledge of handling technical equipments.
- Enhancement in teaching learning process for effective results.
- Creation of skill oriented environment
- Enlargement in perception, thinking, imagination of the students
- Motivation for searching knowledge on internet.
- Attainment of life experiences in real life situation
- Attainment of quality of responsibility from social and educational point of view.
- Encouragement for peer group learning
- Development of positive frame of mind.

- Formation of habit for self realization and exposure of potentialities of the students.
- Better results in University Examinations.
- Development of scientific approach and attitude among the teacher educators and the students.
- Development of resourcefulness among the teacher educators and the students.
- Proper time management in curriculum transaction.
- 7. **PROBLEMS ENCOUNTERD AND RESOURCES REQUIRED:** The practice of utilization of teaching learning resources available inside and outside the institution has some problems. The majority of teacher educators do not have scientific approach, aptitude, caliber, interest, aptitude of using emerging technological devices. The time required to use these resources is not sufficient as it is time consuming practice. The support of officials, local leaders, NGOs having the position of learning resources is not obtained very easily. Sometimes resentment, negative approach and political and social differences are faced in this aspect. All the requisite adequate devices for prescribed curriculum are not available or obtainable or hired in and from out of the institution.

The problems of finance and initiatives by teacher educator and quality of leadership of the institution are the major barriers in practicing this practice. The implementation of this practice demands mutual cooperation, incentives which is rarely seen among the employees in and out of the institution.

#### Practice - II

- 1. TITLE OF THE PRACTICE: Cooperative spirit in Organisation.
- 2. GOAL: The objective of cooperative spirit in organization is to create environment of democratic setup, development of self- potentialities and contribution in the internal quality enhancement for delivery of curriculum. It further aims to enable the student teachers to attain sense of service, creative thinking, group living, group behaviour and mutual understanding. It has the vision of self respect for each one working in the institution and to develop team spirit of doing organizational activities for better products and better results of teaching learning process. It would enable everyone to share ones' experience for facilitating teaching learning process.
- 3. THE CONTEXT: The cooperative spirit of organization and management for boosting the existing system has many challenging issues like the tendency of shirking work, working half-heartedly, irresponsible behaviour, shifting of the responsibility, counter allegations etc among the staff and the students. The promotion of progressive behaviour and removal of non seriousness towards learning is one of the major problems in practising this practice. The negligence among the stake holders is a serious challenge for developing coordinated efforts in facilitating the teaching learning process. The personality traits of students and teachers play important role in organizing the cooperative spirit in enhancing in internal quality parameters of the institution. The fast changes in technology of teaching and learning can not be focused upon without internal and external coordination for enriching the spirit of individuals. This cooperative spirit towards support and progression of the students can bring marvellous and magnificent results. The cooperative spirit is based on spiritual values, heredity and environment, social background etc. for which analysis and evaluation of all the stake holders is to be made for deciding progressive path of the institution and the product.

#### 4. THE PRACTICE:

- **Morning Assembly Program:** It is held to inculcate the value oriented behavior among students and staff to have the mirror of the day to day curricular and co curricular activities.
- Observance of Self discipline and punctuality: The time table execution is observed by the
  punctuality of the students and the teachers in delivery and attending the classes. In this context,
  sense of self discipline and accountability is judged.
- **Organisation and Management:** The organization of co-curricular activities, seminars, workshops and sports meet have the foundations of mutual cooperation and coordination. All the activities are organized in Coordination to students, teaching and non teaching. The students are assigned various duties for making necessary arrangements under leadership of the faculty member. The groups formed for organisation of events has coordination among them. The management actively funds and participates in various programs of the institution. Various departments of different universities, colleges are invited for disseminating experts from knowledge among learners. The Guidance and counselling department coordinates with parents for required feedback for improving existing infrastructural and instructional facilities. The teaching practice schools coordinate in school experience programme for sharpening the teaching skills of pupil teachers. The alumni of the institution fully cooperate in various academic, coacademic, curricular and sports activities for betterment of the institution. The regular feedback is obtained from heads of various schools, alumni for ensuring enhancement of internal quality of the institution.
  - **5. EVIDENCE OF SUCCESS:** The evidence of successful implementation of this practice has brought following results:
    - Diligence and pleasure in discharging one's duty.
    - Mutual respect and self evaluation.
    - Sharing of responsibilities.
    - Development of progressive frame of mind of students, staff and management.
    - Learning by experience ids gained.
    - Enlargement in learning opportunities.
    - Development of self discipline and healthy attitude.
    - Development of leadership qualities.
    - Enhancement in Social Skills.
    - Development of peaceful co-existence.
    - Collective responsibility
    - Collective efforts.
    - Attainment of group living, group thinking and group behavior.
    - Enlightenment of Self potentialities.
    - Peer group learning.
    - Group Discipline
  - **6. PROBLEMS ENCOUNTERD AND RESOURCES REQUIRED:** The practice of cooperative spirit is very complicated but educative. It encounters tendencies and feelings of various religion ideological differences, party politics, groupism, rivalry, egoism. Some of the students, members of staff adopt conflicting attitude and negative approach of surpassing others. The implementation of this practice demands very much the experience, vision of leadership. This practice further needs the calibre and capacity to protect the participants from untoward happenings in group behaviour. The dangers of egoistic conflicts and vested interests always haunt the mental chambers of organizers. The inadequate finance remains a

problem in carrying on this practice but can be solved through creation of resources. In general this practice, strengthen the entire functioning of the Institution.

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