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#  *Guidelines for the Creation of the*

# Internal Quality Assurance Cell (IQAC)

# and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions

***(For Affiliated/Constituent Colleges)***

 **(Revised as per Revised Accreditation Framework in November, 2017)**





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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**
*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

NAAC

###### VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

###### MISSION

* *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
* *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
* *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
* *To undertake quality-related research studies, consultancy and training programmes, and*
* *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

###### Value Framework

To promote the following core values among the HEIs of the country:

* *Contributing to National Development*
* *Fostering Global Competencies among Students*
* *Inculcating a Value Sysstem among Students*
* *Promoting the Use of Technology*
* *Quest for Excellence*

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***Guidelines for the Creation of the***

# Internal Quality Assurance Cell (IQAC)

# and Submission of Annual Quality Assurance Report (AQAR)

# in Accredited Institutions

**Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution’s system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the “Quality Circles” in industries.

**IQAC – *Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

**Objective**

***The primary aim of IQAC is***

* To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
* To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**Strategies**

***IQAC shall evolve mechanisms and procedures for***

# a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

# Functions

# *Some of the functions expected of the IQAC are:*

1. Development and application of quality benchmarks
2. Parameters for various academic and administrative activities of the institution;
3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
4. Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

**Benefits**

***IQAC will facilitate / contribute to***

1. Ensure clarity and focus in institutional functioning towards quality enhancement;
2. Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

## Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution’s quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

* It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
* It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
* It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
* The management representative should be a person who is aware of the institution’s objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

**The role of the** **Coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

**Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

***The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.***

**Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI’s for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

***The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC***.

**Mandatory Submission of AQAR by IQAC**

The Executive Committee of NAAC has decided that **regular** **submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

* Having a functional IQAC.
* The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
* Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
* Upload the AQAR’s on institutional website for access to all stakeholders.

***Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.***

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

***(For Affiliated/Constituent Colleges)***

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year.**(For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

**1.** Name of the Institution Arya Mahila Shikshak Prashikshan Mahavidyalaya

* Name of the Head of the institution : Dr. C.P. Paliwal
* Designation: Principal
* Does the institution function from own campus: Yes
* Phone no./Alternate phone no.: 0144-2332235
* Mobile no.: 9414789205
* Registered e-mail: principalamttc@gmail.com
* Alternate e-mail : cppaliwal2012@gmail.com
* Address :Malviya Nagar
* City/Town : Alwar
* State/UT : Rajasthan
* Pin Code : 301001

**2.** Institutional status:

* Affiliated / Constituent: Affiliated
* Type of Institution: Co-education/Men/Women Women
* Location : Rural/Semi-urban/Urban: Urban
* Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing

(please specify) **Self Financing**

* Name of the Affiliating University: **Raj Rishi Bhartrihari Matsya University, Alwar**
* Name of the IQAC Co-ordinator : Dr. Anuradha Paliwal
* Phone no. : 0144-2332235

Alternate phone no.

* Mobile: 9413455461
* IQAC e-mail address: principalamttc@gmail.com
* Alternate Email address: cppaliwal2012@gmail.com

**3.** Website address: www.aryakanya.com

 Web-link of the AQAR: (Previous Academic Year):

 For ex. [**http://www.aryakanya.com/uploads/-1-AQAR 2017-18.docx**](http://www.aryakanya.com/uploads/-1-AQAR%202017-18.docx)

**4.** Whether Academic Calendar prepared during the year?

Yes/No: **Yes**, if yes, whether it is uploaded in the Institutional website: [***www.aryakanya.com***](http://www.aryakanya.com)

Weblink: [**http://www.aryakanya.com/uploads/-1-annual%20plan%202016-2018.pdf**](http://www.aryakanya.com/uploads/-1-annual%20plan%202016-2018.pdf)

**5. Accreditation Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| **1st**  | **A** | **3.11** | **2017** | **from: 30-10-2017 to: 29-10-2022** |
| 2nd  |       |       |       | from:      to:       |
| 3rd  |       |       |       | from:      to:       |
| 4th  |       |       |       | from:      to:       |
| 5th  |       |       |       | from:      to:       |

6. Date of Establishment of IQAC: DD/MM/YYYY: **11-07-2013**

**7. Internal Quality Assurance System**

|  |
| --- |
| 7.1Quality initiatives by IQAC during the year for promoting quality culture  |
| **Item /Title of the quality initiative by IQAC** | **Date & duration** | **Number of participants/beneficiaries** |
| Yoga Day | 21 June 2017 | All Students |
| Talent Search Programme | 5 August 2017 | All Students |
| Prize Distribution & Farewell Programme | 19 July 2017 | All Students |
| Pravasotsav (New Session) | 27 July 2017 | All Students |
| Mahendi & Rangoli Competition | 12 August 2017 | Participated Students |
| Merathan Res Competition | 13 August 2017 | Participated Students |
| Independence Day | 15 August 2017 | All Students |
| Plantation Programme | 18 August 2017 | All Students |
| Sadbhawana Divas | 19 August 2017 | All Students |
| Micro Teaching/Orientation Programme | 04-23 September 2017 | All Students |
| Teacher’s Day | 05 September 2017 | All Students |
| Extension Lecture on Teacher Education | 07 September 2017 | All Students |
| Legal Awareness | 11 September 2017 | All Students |
| Extension Lecture on Effective Teaching | 12 September 2017 | All Students |
| Hindi Divas | 14 September 2017 | All Students |
| Alumni Meeting | 14 September 2017 | Participated Students |
| Extension Lecture on Quality Concern in Teacher Training | 19 September 2017 | All Students |
| Gandhi & Sashtri Jayanti | 02 October 2017 | All Students |
| Demonstration Lession Plan by Lecturer | 08 November 2017 | All Students |
| National Educational Day | 11 November 2017 | All Students |
| Daughters are Precious Programme by NHM | 17 November 2017 | All Students |
| Open Air Session B.Ed 2nd Year 2017-18 | 15-24 December 2017 | All Students |
| Rally on Beti Bachao-Beti Padhao | 16 December 2017 | All Students |
| Educational Tour | 24 December 2017 | All Students |
| Open Air Session B.Ed 1st Year 2017-18 | 17-27 January 2018 | All Students |
| Voter Awareness Rally | 20 January 2018 | All Students |
| Debate Competition | 08 January 2018 | Participated Students |
| Rangoli Competition | 10 January 2018 | Participated Students |
| National Girl Day | 24 January 2018 | All Students |
| Republic Day | 26 January 2018 | All Students |
| Human Chain for Voter Awareness | 27 January 2018 | All Students |
| Swami Dayanand Saraswati Divas (Shobha Yatra) | 10 February 2018 | All Students |
| Science Paper Reading on Water Management | 24 March 2018 | All Students |
| Extension Lecture on Chuppi Thodo-Sayani Bano | 24 March 2018 | All Students |
| Workshop on Evaluation | 05 April 2018 | All Students |
| Kavi Sammlen (Shaid Mangal Panday Smriti) | 06 April 2018 | All Students |
| Art & Craft Exhibition | 06 April 2018 | All Students |
| Debate Competition | 07 April 2018 | All Students |
| G.K. Competition | 07 April 2018 | All Students |
| Essay Competition | 11 April 2018 | All Students |
| Poster Competition on Women Empowerment | 19 April 2018 | Participated Students |
| Seminar on Stress in Education | 20 April 2018 | All Students |
| Science Exhibition | 20 April 2018 | Participated Students |
| Extension Lecture on Psychological Test | 21 April 2018 | All Students |

|  |
| --- |
| ***Note: Some Quality Assurance initiatives of the institution are:******(Indicative list)**** *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
* *Academic Administrative Audit (AAA) conducted and its follow up action*
* *Participation in NIRF*
* *ISO Certification*
* *NBA etc.*
* *Any other Quality Audit*
 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution/ Department/Faculty | Scheme | Funding agency | Year of award with duration | Amount |
| **-** | **-** | **-** | **-** | **-** |
| **-** | **-** | **-** | **-** | **-** |
| **-** | **-** | **-** | **-** | **-** |

**9.** Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

 \***upload latest notification of formation of IQAC: -**

|  |  |  |
| --- | --- | --- |
| **Sr.No.** | **Name** | **Designation** |
| 1 | Dr. C.P. Paliwal | Chair Person |
| 2 | Smt. Kamla Sharma | Management Nominee |
| 3 | Dr. Anuradha Paliwal | Convener |
| 4 | Dr. Pramod Kumar Sharma | Staff Member |
| 5 | Dr. Bharmdutt Sharma | Staff Member |
| 6 | Sh. Roop Ram Yadav | Staff Member |
| 7 | Sh. Ramakant Jaiman | Staff Member |
| 8 | Smt. Manju Sharma | Staff Member |
| 9 | Dr. Ajay Kumar Sharma | Educationist |
| 10 | Dr. S.K. Mehto | Educationist |
| 11 | Dr. Anita Soni | Educationist |
| 12 | Smt. Nirmala Choudhary | Librarian |
| 13 | Smt. Manju Sharma | Alumni Member |

**10.** No. of IQAC meetings held during the year: **4 Meetings**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: [**http://www.aryakanya.com/uploads/-1-Minutes%20of%20the%20IQAC%20Meeting.pdf**](http://www.aryakanya.com/uploads/-1-Minutes%20of%20the%20IQAC%20Meeting.pdf%20)

Yes/No : **Yes**

 (Please upload, minutes of meetings and action taken report)

**11.** Whether IQAC received funding from any of the funding agency to support its

 activities during the year? Yes       No **No**

 If yes, mention the amount:       Year:

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

 **\* A state level seminar organised.**

 **\* Kavi (Poet) sammelan-National level poets participated.**

 **\* Exhibition pertaining to Art & Craft and Science.**

 **\* Extension lecture – by Dr. Mahesh Bhargav (Well known Psychologist)**

 **\* Rally on Women Empowerment and Legal Awareness.**

**13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards**

 **Quality Enhancement and the outcome achieved by the end of the Academic year**

|  |  |
| --- | --- |
|  Plan of Action  | Achievements/Outcomes |
| To promote all-round development of the students various cultural, literary, college magazine, social and physical activities of the exercise regarding the best performance. **Academic Excellence** – orientation, seminar, workshop at college level, teaching practice, assignment, open-air session, link them for research area by giving action research, case study, project work and ICT based teaching learning process. | The plan of action chalk out by the IQAC in the beginning of the academic year for the quality enhancement are achieved successfully by the Institution. All the academic activities those involved in plan of action have organised time to time and achieved all the objectives successfully.  |

**14.** Whether the AQAR was placed before statutory body? Yes /No: **No**

 Name of the Statutory body: Date of meeting(s):

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to

 assess the functioning?

 **Yes/No:** Yes Date: **25-26 Sept 2017**

 **16.** Whether institutional data submitted to AISHE: Yes/No: **Yes**

 Year: **2018** Date of Submission: **24-02-2018**

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

 **Yes** ✓ **No**

 **If yes, give a brief description and a list of modules currently operational.**

 **(Maximum 500 words)**

 The Institution selects , collects and analyses the data and information on academic and administrative aspects of decentralisation of the power and work. The Institution monitors the performance of the teaching and non-teaching staff members by self appraisal, students feedback on the faculty performance and assessment of the faculty members by the Principal.

**Part-B**

|  |
| --- |
| **Criterion I – Curricular Aspects**  |
| **1.1 Curriculum Planning and Implementation**  |
| **1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words**  |
| The Institution has the mechanism system to deliver and documentation for curriculum to the trainees. Teacher educators demonstrate and justify the judicious use of appropriate methodology in handling and mastery learning by ICT. The faculty members are the modal user of ICT. They make good use of power point presentation and project based instructional different curricular and co-curricular activities. We initiate the session with Hawan. Morning assembly is organised by student teachers of respective “Sadans” on every days. The Institution organises orientation programme, related micro teaching, lesson planning, tutorial classes, demo lessons, internal assessment, open-air session for well planned delivery and documentation. |
| **1.1.2 Certificate/ Diploma Courses introduced during the Academic year**  |
| Name of the Certificate Course | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development  |
| - | - | - | - | - |
| **1.2 Academic Flexibility** |
| 1.2.1 New programmes/courses introduced during the Academic year |
| **Programme with Code** | **Date of Introduction** | **Course with Code** | **Date of Introduction** |
| **-** | **-** | **-** | **-** |
| 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. |
| Name of Programmes adopting CBCS | **UG** |  **PG** | Date of implementation of CBCS / Elective Course System | **UG** |  **PG** |
| - | **-** | **-** | - | **-** | **-** |
| Already adopted (mention the year)  | **-** | **-** |
| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year  |
|  | Certificate | Diploma Courses |
| No of Students | - | - |
| **1.3 Curriculum Enrichment** |
| 1.3.1 Value-added courses imparting transferable and life skills offered during the year |
| Value added courses | Date of introduction | Number of students enrolled |
| - | - | - |
| **1.3.2 Field Projects / Internships under taken during the year** |
| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
| **Teaching Internship** | **114 B.Ed.pt 2and 129 B.Ed. pt 1** |
| **1.4 Feedback System** |
| 1.4.1 Whether structured feedback received from all the stakeholders. |
| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
| **Yes** | **Yes** | **No** | **Yes** | **Yes** |

|  |
| --- |
| **1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)** |
| Feedback on the curriculum is sought through Alumni meetings, Interaction between teachers and students, Faculty meetings on regular intervals exclusively for this purpose, meetings with experts and educationists at formal and informal level. Parent Teachers meetings are also organize to obtain feedback. The institution has adopted well oriented mechanism of getting feedback and exchange of information with regards to the curricular and co-curricular aspects of the B.Ed. course being run in the institution. After getting feedback from different domais, we analyse it and find conclusions and findings. Then Institution utilized them for overall development of the institution and pupil teachers.  |
| **Criterion II -Teaching-Learning and Evaluation** |
| **2.1 Student Enrolment and Profile** |
| **2.1. 1 Demand Ratio during the year** |
| Name of the Programme | Number of seats available | Number of applications received | Students Enrolled |
| B.Ed. | **150-B.Ed. pt-1****150-B.Ed. pt-2** | **-** | **138****114** |
| **2.2 Catering to Student Diversity** |
| 2.2.1. Student - Full time teacher ratio (current year data) |
| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses  | Number of full time teachers available in the institution teaching only PG courses  | Number of teachers teaching both UG and PG courses |
| **2017-2018** | **252** | - | 18 | - | - |
| **2.3 Teaching - Learning Process** |
| **2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)** |
| Number of teachers on roll | Number of teachers using ICT *(LMS, e-Resources)* | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
| 18 | 7 | TV, DVD, OHP, SLIDE PROJECTOR, EPIDIASCOPE,COMPUTER,LED PROJECTOR,AMPLIFIER,PROJECTION SCREEN,MODELS, slides etc | 3 | - | YES |

|  |
| --- |
| **2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)** |
| The Institution has students mentoring system. Mentoring is done through the tutorial groups. In tutorial groups student and the teachers interact with each other on personal basis, various personal and educational problems of the students are solved. There is also a provision for the same in routine time table. For this purpose the college has following arrangement:- Tutorial group, House system, Guidance and Counselling Cell, Women Cell, Social Club etc. |
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
| **252** | **18** | **1:14** |

|  |
| --- |
| **2.4 Teacher Profile and Quality** |
| **2.4.1 Number of full time teachers appointed during the year** |
| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
| **18** | **18** | **NO** | **-** | **4** |
|  |
| **2.4.2 Honours and recognitions received by teachers***(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )* |
| *Year of award* | *Name of full time teachers receiving awards from state level, national level, international level* | *Designation*  | *Name of the award, fellowship, received from Government or recognized bodies* |
| - | *-* | *-* | *-* |
|  |
| **2.5 Evaluation Process and Reforms** |
| 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year |
| Programme Name  | Programme Code | Semester/ year | Last date of the last semester-end/ year- end examination | Date of declaration of results of semester-end/ year- end examination |
| B.Ed. | **-** | Year | B.Ed.pt1: 4 July 2018B.Ed.pt2: 5 July 2018 | 19 September 201821August 2018 |
| **2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)** |
| The students are assessed/evaluated through various ways like class test, House tests, external University Exam, Assignment based lessons, seminars etc. In nutshell we follow continuous comprehensive internal evaluation system along the lines of affiliating University. We apply cooperative learning approach and context based learning approach to some topics of our curriculum. Continuous evaluation is done time to time to judge the achievement of pre specified objectives. Holistic approach is used for assessment of all round development of students with the help of ICT. College also has a method of evaluation of teacher on the basis of teacher’s self appraisal report, which is submitted at the end of every academic year. |
| **2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)** |
| The Institution prepared academic calendar and there is provision for conduct the internal examination. The annual examination schedule is prepared by affiliated university. All the rules and regulations are followed by the Institution to conduct the examination according to syllabus and curriculum. |
| **2.6 Student Performance and Learning Outcomes**  |
| 2.6.1 Program outcomes, program specific outcomes and course outcomesfor all programs offered by the institution are stated and displayed in website of the institution(to provide the weblink) |
| [***http://aryakanya.com/uploads/-1-Program%20outcomes.pdf***](http://aryakanya.com/uploads/-1-Program%20outcomes.pdf) |
| 2.6.2 Pass percentage of students |
| Programme Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
| - | B.Ed. | 114 | 114 | 100 |
|  |  |  |  |  |
| **2.7 Student Satisfaction Survey** |
| 2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) |
| **Criterion III – Research, Innovations and Extension** |
|  |
| **3.1 Resource Mobilization for Research** |
| 3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations |
| Nature of the Project | Duration | Name of thefunding Agency | Total grantsanctioned | Amount received during the Academic year |
| Major projects | - | - | - | - |
| Minor Projects | - | - | - | - |
| Interdisciplinary Projects | - | - | - |  |
| Industry sponsored Projects | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students Research Projects*(other than compulsory by the College)* | - | - | - | - |
| International Projects | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | - | - |
|  |
| **3.2 Innovation Ecosystem** |
| 3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year  |
| Title of Workshop/Seminar | Name of the Dept. | Date(s) |
| **-** | **-** | **-** |
|  |
| 3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year |
| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
| - | - | - | - | **-** |
|  |
| 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year |
| Incubation Centre | Name | Sponsored by  |
| - | - | **-** |
|  |
| Name of the Start-up | Nature of Start-up | Date of commencement |
| - | - | - |
|  |
| **3.3 Research Publications and Awards** |
| 3.3.1 Incentive to the teachers who receive recognition/awards |
| State | National  | International |
| - | - | - |
| 3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)* |
| Name of the Department | No. of Ph. Ds Awarded |
| - | - |
|  |
| 3.3.3 Research Publications in the Journals notified on UGC website during the year |
|  | Department | No. of Publication | Average Impact Factor, if any |
| National  | - | - | **-** |
| International | - | - | - |
|   |
| **3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year** |
| **Department** | **No. of publication** |
| DR. C. P. PALIWAL  | 7 |
| DR. PRAMOD KUMAR SHARMA | 1 |
| DR. ANURADHA PALIWAL | 4 |
| SMT. MANJU SHARMA | 1 |
|  |
| 3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index  |
| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication  |  Number of citations excluding self citations  |
| - | - | - | - | - | - | - |
|  |
| 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) |
| Title of the paper | Name of the author | Title of the journal | Year of publication | h-index | Number of citations excluding self citations  | Institutional affiliation as mentioned in the publication  |
| - | - | - | - | - | - | - |
| **3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :**  |
| No. of Faculty | International level | National level | State level | Local level |
| Attended Seminars/ Workshops | -  | 18 | - | - |
| Presented papers | 3 | 2 | - | - |
| Resource Persons | - | - | - | - |
|  |
| **3.4 Extension Activities** |
| 3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year |
| Title of the Activities | Organising unit/ agency/ collaborating agency | Number of teachers **co-ordinated** such activities | Number of students participated in such activities |
| - | - | **-** | **-** |
|  |
| 3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year |
| Name of the Activity | Award/recognition | Awarding bodies | No. of Students benefited  |
| - | - | - | **-** |
|  |
| **3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year** |
| Name of the scheme | Organising unit/ agency/ collaborating agency | Name of the activity | Number of teachers **coordinated** such activities | Number of students participated in such activities |
| 123 | Rajasthan Govt. OrderHealth and Family Welfare Department, Rajasthan(NHM-PCPNDT)SAPNA(NGO) | Beti-Bachao Beti-Padhao RallyDaughters are Precious ProgrammeLegal Awareness Programme related to Women | 222 | 125122222 |
|  |
| **3.5 Collaborations** |
| 3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year |
| Nature of Activity | Participant | Source of financial support | Duration |
| - | **-** | - | **-** |
|  |
| 3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year |
| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration**(From-To)** | participant |
| - | - | - | - | - |
|  |
| 3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year |
| Organisation | Date of MoU signed | Purpose and Activities | Number of students/teachers participated under MoUs  |
| - | - | - | - |
| **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES** |
| **4.1 Physical Facilities** |
| **4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year** |
| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
| - | **605390.00/-** |
|  |
| **4.1.2 Details of augmentation in infrastructure facilities during the year** |
| Facilities | Existing | Newly added |
| Campus area | 4955.71 Sqr Mtr | - |
| Class rooms | 09 | 08 |
| Laboratories | 8 | 0 |
| Seminar Halls | 1 | 0 |
| Classrooms with LCD facilities | 1 | 0 |
| Classrooms with Wi-Fi/ LAN | 09 | 08 |
| Seminar halls with ICT facilities | 1 | 0 |
| Video Centre | 0 | 0 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | 0 | 0 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 0 | 0 |
| Others | 0 | 0 |
|  |
| **4.2 Library as a Learning Resource** |
| **4.2.1 Library is automated {Integrated Library Management System -ILMS}** |
| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
| **Koha Software** | **Fully** | **Koha-16.05.12.000****OS version Linux Library** | **2017** |
| **4.2.1 Library Services:** |
|  | Existing | Newly added | Total |
|  | No. | Value | No. | Value | No. |  Value  |
| Text Books | 6616 | - | 25 | 3610/- | 6641 |  |
| Reference Books | 2211 |  | 140 | 18541/- | 2351 |  |
| e-Books | - | - | - | - | - | - |
| Journals | 14 | 8602/- | - | - | 14 | 8602/- |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | - | - | - | - | - | - |
| Library automation |  | - | - | - | - | - |
| Weeding (Hard & Soft) |  |  |  |  | - |  |
| Others (specify) | - | - | - | - | - | - |
|  |

|  |
| --- |
| **4.3 IT Infrastructure** |
| **4.3.1 Technology Upgradation (overall)** |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available band width (MGBPS) | Others |
| Existing | **27** | **1** | **BSNL** | **BSNL** | **-** | **1** | **-** | **2MBPS** | **-** |
| Added | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |
| Total | **27** | **1** | **BSNL** | **BSNL** | **-** | **1** | **-** | **2MBPS** | **-** |
|  |
| 4.3.2 Bandwidth available of internet connection in the Institution (Leased line) |
| **2 MBPS(Yes)** /GBPS(No) |
| 4.3.3 Facility for e-content |
| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
| - | - |
| - |
| 4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc |
| Name of the teacher | Name of the module | Platform on which module is developed | Date of launching e - content |
| - | - | - | - |

|  |
| --- |
| **4.4 Maintenance of Campus Infrastructure** |
| **4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year** |
| Assigned budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
| **-** | **925673.00/-** | **-** | **719015.00/-** |
| **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)** [**http://aryakanya.com/uploads/-1-Procedures%20and%20Policies%20forMaintaining%20Utilizing%20Physical.pdf**](http://aryakanya.com/uploads/-1-Procedures%20and%20Policies%20forMaintaining%20Utilizing%20Physical.pdf) |
| **CRITERION V - STUDENT SUPPORT AND PROGRESSION** |
| **5.1 Student Support** |
| **5.1.1 Scholarships and Financial Support** |
|  | Name /Title of the scheme | Number of students | Amount in Rupees |
| **Financial support from institution** | **Post Matric Scholarship Scheme****Widow/Divorce CM(B.Ed.) Sambal Yojna** | **68****01** | **27000 Rs. Per Student****27000 Rs. Per Student** |
| Financial support from other sources |
| a) National | - | - | - |
| b) International | - | - | - |
|  |
| 5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc., |
| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
| - | - | - | - |
|  |
| 5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year |
| Year | Name of the scheme | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
| 2017-2018 | - | - | - | - | - |
|  |
| 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year  |
| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal  |
| - | - | - |
| - |
| **5.2 Student Progression** |
| 5.2.1 Details of campus placement during the year |
| **On campus** | **Off Campus** |
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
| - | - | - | - | - | - |
|  |
| 5.2.2 Student progression to higher education in percentage during the year **-** |
| Year  | Number of students enrolling into higher education | Programme graduated from  | Department graduated from  | Name of institution joined | Name of Programme admitted to |
| - | - | - | - | - | - |
| 5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) |
| Items | No. of Students selected/ qualifying | Registration number/roll number for the exam |
| NET | - | - |
| SET | - | - |
| SLET | - | - |
| GATE | - | - |
| GMAT | - | - |
| CAT | - | - |
| GRE | - | - |
| TOFEL | - | - |
| Civil Services | - | - |
| State Government Services | - | - |
| Any Other (CTET/REET) | - | - |
|  |
| **5.2.4 Sports and cultural activities / competitions organised at the institution level during the year**  |
| **Activity** | **Level** | **Participants** |
| 1. Yoga Day | College Level | All Students |
| 2. Award / Prize Distribution and Farewell | College Level | All Students |
| 3. Mehandi and Rangoli | College Level | Participated Students |
| 4. Independence Day | College Level | All Students |
| 5. Plantation | College Level | Participated Students |
| 6. Teachers Day | College Level | All Students |
| 7. Hindi Day | College Level | All Students |
| 8. Gandhi and Shastri Jayanti | College Level | All Students |
| 9. Open-Air Session | College Level | All Students |
| 10. National Girls Day | College Level | All Students |
| 11. Republic Day | College Level | All Students |
| 12. Swami Dayanand Saraswati Procession | College Level | All Students |
| 13. Kavi Sammelan | College Level | All Students |
| 14. Debate Competition | College Level | Participated Students |
| 15. G.K. Competition | College Level | Participated Students |
| 16. Essay Writing Competition | College Level | Participated Students |
| 17. Poster Making | College Level | Participated Students |
| 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) |
| Year | Name of the award/ medal | National/ International | Sports  | Cultural | Student ID number | Name of the student |
| - | - | - | - | - | - | - |
| 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words) |
|  - |
| **5.3 Alumni Engagement** |
| 5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): |
| NO |
| 5.3.2 No. of ~~registered~~ enrolled Alumni:  |
| - |
| 5.3.3 Alumni contribution during the year (in Rupees) **:**  |
| - |
| 5.3.4 Meetings/activities organized by Alumni Association **:**  |
| - |
| **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT** |
| **6.1 Institutional Vision and Leadership** |
| **6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)** |
| The Institution conducts many practices for decentralization and participative management during the last year but here only two practices are mentioned – Curricular Activities-Orientation is given about use of teaching aids, methods and techniques of teaching, classroom problems, traits of a good teacher, preparation of micro and macro lesson plans, etc. by the teaching subject teachers in their respective classes. The subject teachers give demonstration lessons on use of various skills and methods. Micro-teaching sessions are conducted. Preparatory files are prepared by the students for each of the two teaching subjects, which include 5 micro lesson plans. 5 macro lesson plans and observation of two demonstration lessons by the teacher. During the teaching practice in the schools, continuous monitoring is done and feedback is provided by peers, Teacher Educators, School teachers and peers for improvement. **Co-curricular-*** Assembly Programs- The Institution organized many programmes during morning assembly according to classified Houses in the supervision of House In charge and those activities help the students for participate and decentralizing management system. Some important activities organize in daily routine such as- Special Day Celebration, Inspired Quotes, News, Yoga Practice etc.
 |
| 6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: |
| Yes |
| **6.2 Strategy Development and Deployment** |
| **6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):**  |
| * Curriculum Development- Feedback is gathered through various sources such as Alumni Association Meetings, Interactions with experts & educationists, Parent- Teachers Meetings and meetings with prospective employers like Principals of schools during Teaching Practice schedules and forwarded to Curriculum Development Committee as suggestions.
 |
| * Teaching and Learning- Changes have been made in TLP (Teaching Learning Process) and additions have been made in Models of Teaching and micro skills by the University, according to the emerging needs and trends of Teaching Learning Process for quality improvement. Such changes in the syllabus make the students aware of recent advancements in Educational Technology and thus result in student satisfaction. The institution engages students in active learning by providing them various resources of learning like library, internet, giving individual projects simulation, peer teaching, role playing, practice teaching, group discussion etc.
 |
| * Examination and Evaluation- The students are assessed/evaluated through various ways like class test, House tests, external University Exam, Assignment based lessons, seminars etc. In nutshell we follow continuous comprehensive internal evaluation system along the lines of affiliating University.
 |
| * Research and Development- The institution tries its best to motivate the teachers to take up research in education to keep abreast of the current knowledge and development in the field of Teacher Education. The library is equipped with vast variety of books and surveys. Various National and International Journals are also subscribed for the library. Broadband internet assessment is available to the Teacher Educators. The main area of research prioritized by the institution-
* \* Action Research
* \* Case Study
 |
| * Library, ICT and Physical Infrastructure / Instrumentation- Different kinds of the dictionaries, encyclopedias, journals/periodicals, and atlas are also available in the library. A variety of news papers of both in Hindi and English are regularly noticed in the library including employment newspapers. Major research surveys on education are also available to use for the staff and students for maintaining the quality education. The institution tries to utilize its infrastructure and Learning resources in the best possible way. The institution also provides the best of infrastructure and learning resources to its faculty and students to keep pace with the recent developmental trends in education and technology. The institution has a well equipped computer lab with facilities like internet connectivity and printer which is available to all students and staff. A separate provision has been made in the time table for students to access the computer lab.
 |
| * Human Resource Management- The faculty development needs are identified by the Principal of the institution by evaluating self appraisal reports of the needs of the changing scenario. Self appraisal is done by the faculty at the end of every academic session. Apart from this, evaluation is done by students through feedback mechanism and staff members help each other to identify and solve problem if any.
 |
| * Industry Interaction / Collaboration - NA
 |
| * Admission of Students - As per the policy of the State Government, the College admits students through a Common Entrance Test (PTET) conducted by MDSU, AJMER. The students have a choice to opt for any B. Ed college, depending upon their merit score. Pre-Teacher Education Test consists of four sections, namely, Mental ability, Teaching attitude and Aptitude test, General Awareness, and Language Proficiency.
 |
| **6.2.2 : Implementation of e-governance in areas of operations:**  |
| * Planning and Development - NO
 |
| * Administration - NO
 |
| * Finance and Accounts - NO
 |
| * Student Admission and Support - NO
 |
| * Examination - NO
 |
| **6.3 Faculty Empowerment Strategies**  |
| 6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year  |
| Year | Name of teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
| - | - | - | - | - |
| 6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year |
| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non-teaching staff) |
| - | - | - | - | - |
| 6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year |
| Title of the professional development programme  | Number of teachers who attended | Date and Duration (from – to) |
| - | - | - |
|  |
| **6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):**  |
| **Teaching** | **Non-teaching** |
| Permanent | Fulltime | Permanent | Fulltime/temporary |
| **18** | **18** | **07** | **03** |
| 6.3.5 Welfare schemes for |
| Teaching | - |
| Non teaching | - |
| Students | - |
| **6.4 Financial Management and Resource Mobilization** |
| **6.4.1 Institution conducts internal and external financial audits regularly** **(with in 100 words each)**The Institution conducts audit regularly. The internal audit is done at college level for all the income and expenditure. All the records belonging to audit are maintained by the accountant while external audit is done by authorised charted accountant once in financial year regularly.  |
| **6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)**  |
| Name of the non government funding agencies/ individuals | Funds/ Grants received in Rs. | Purpose |
| **Arya Kanya Vidyalaya Samiti** | **7645825.00/-** | **Educational** |
| 6.4.2 Total corpus fund generated - **By Fees** |
| **6.5 Internal Quality Assurance System** |
| 6.5.1 Whether Academic and Administrative Audit (AAA) has been done?  |
| Audit Type | External | Internal |
|  | Yes/No | Agency | Yes/No | Authority |
| Academic | - | - | - | - |
| Administrative | - | - | - | - |
| - |
| 6.5.2 Activities and support from the Parent – Teacher Association (at least three) |
| - |
| 6.5.3 Development programmes for support staff (at least three) |
| - |
| **6.5.4 Post Accreditation initiative(s) (mention at least three)-** 1. Donated money is used for the welfare of students (Akshay Patra) 2. Staff members are promoted for research 3. Emphasis is given to use ICT for teaching-learning process. |
| **6.5.5**a. Submission of Data for AISHE portal : (**Yes** ) b. Participation in NIRF : (No)c. ISO Certification : (No)d. NBA or any other quality audit : (No) |
| **6.5.6 Number of Quality Initiatives undertaken during the year**  |
| Year | Name of quality initiative by IQAC | Date of conducting activity | Duration (from-----to------) | Number of participants |
| 201720172017201720182018201820182018 2018 201820182018 | Orientation Programme on MicroteachingExtension LectureExtension LectureExtension LectureExtension Lecture Science Paper ReadingArt and Craft ExhibitionScience ExhibitionWorkshop College LevelSeminar State LevelDebateG K. CompetitionEssay Writing Competition | 04 Sept07 Sept12 Sept19 Sept21 April 24 March06 April20 April05 April20 April08 January07 April11 April | 04 to 23 Sept07 Sept12 Sept19 Sept21 April 24 March06 April20 April05 April20 April08 January07 April11 April | All StudentsAll StudentsAll StudentsAll StudentsAll StudentsParticipated StudentsAll StudentsAll StudentsAll StudentsAll StudentsAll StudentsAll Students All Students |

|  |
| --- |
| **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES** |
| **7.1 - Institutional Values and Social Responsibilities**  |
| **7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)** |
| Title of the programme | Period **(from-to)** | Participants |
|  |  | Female | Male |
| 1. National Girls Day
2. Chuppi Todo- Sayani Bano
3. Survey on Women Education
4. Female Foeticide
5. Nukkad Natak
 | 24 January 201824 March 201819 January 201819 January 201819 January 2018 | AllAllAllAllAll | ----- |
| \*Including all male and female staff |
| 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:Percentage of power requirement of the College met by the renewable energy sources  **NO**  |
|  |
| **7.1.3 Differently abled (Divyangjan) friendliness**  |
| Items Facilities | Yes/No | No. of Beneficiaries  |
| Physical facilities | Yes | All Differently Abled  |
| Provision for lift  | No | No |
| Ramp/ Rails  | Yes | All Differently Abled |
| Braille Software/facilities  | No | No |
| Rest Rooms | Yes | All |
| Scribes for examination | Yes | If Required |
| Special skill development for differently abled students | No | No |
| Any other similar facility | No | No |
|  |
| 7.1.4 Inclusion and Situatedness  |
| Enlist most important initiatives taken to address locational advantages and disadvantages during the year  |
| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
| - | - | - | - | - | - | - |
|  |
| 7.1.5 Human Values and Professional Ethics  |
| Code of conduct (handbooks) for various stakeholders  |
| Title | Date of Publication | Follow up (maximum 100 words each) |
| - | - | - |

|  |
| --- |
| **7.1.6 Activities conducted for promotion of universal Values and Ethics** |
| Activity | Duration (from-------to-------) | Number of participants |
| 1. Hawan
2. Yoga
3. Communal Harmony Day
4. Non-Violence Day
5. Kavi Sammelan(Patriotric)
6. Voters Awareness Rally
 | Once in a Week(Wednesday)Daily in Prayer Assembly19 August 201702 October 201706 April 201820 January 2018 | AllAllAllAllAllAll |
| **7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)** |
| 1. Hawan for Environment cleanness.
 |
| 1. Energy conservation program on water harvesting.
 |
| 1. Plantation in rainy season.
 |
| 1. Paper reading on water management.
 |
| 1. Campus cleanness.
 |
| **7.2 Best Practices** |
| Describe at least two institutional best practices Upload details of two best practices successfully implemented by theinstitution as per NAAC format in your institution website, provide the link |
| [**http://aryakanya.com/uploads/-1-Best%20Practices.pdf**](http://aryakanya.com/uploads/-1-Best%20Practices.pdf) |
| **7.3 Institutional Distinctiveness** |
| **Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words** |
| [**http://aryakanya.com/uploads/-1-Institutional%20Distinctiveness.pdf**](http://aryakanya.com/uploads/-1-Institutional%20Distinctiveness.pdf) |

8. **Future Plans of action for next academic year (500 words)**

The Future Plans of Institution for next academic year are following-

**The Plan of action is** to promote all round development of the students various cultural, literary, social and sport yoga ensuring the activities of the exercise rewarding the best performers.

**For Technical Education:** Introduce the certificate course of the three months RS-CIT, is related to Vardhaman Mahavir Open University Kota.

**Academic Excellence**: Linking them to the research area by giving them the action research, Research project work related to the educational process related to the student.

**Seminars & Workshops** will be organized in the coming year.

**Promoting participation of the students in various Co-curricular events** : Students participated in quiz competition in “Prasnottri” at college level. Model & Poster Competition in science & Women Empowerment Organized by Women cell.

**Publication**: The College has published a college magazine “Vedagrani” mainly based on students creative writing and work.

*Name* ***DR. CHANDRA PRAKASH PALIWAL*** *Name* ***DR. ANURADHA PALIWAL***

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*Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC*

*\_\_\_\_\_\_\_\*\*\*\_\_\_\_\_\_*

**Annexure I**

**Abbreviations:**

CAS - Career Advancement Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

TEI - Teacher Education Institution

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

For Communication with NAAC

**The Director**

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