Annual Quality Assurance Report

(AQAR)
2014-15

INTERNAL QUALITY ASSURANCE CELL

College of Education, Kharod

Ta: Ankleshwar -394115

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

College Of Education, Kharod

1.2 Address Line 1

At & Po. Kharod

Address Line 2

Near NH-8, Ta.Ankleshwar

City/Town

Kharod, , Dist.Bharuch

State

Gujarat

Pin Code

394115

Institution e-mail address

kharoe17@gmail.com

Contact Nos.

02646-276176

Name of the Head of the Institution:

Dr.Prafulsinh J Raj

Tel. No. with STD Code:

02646-276176

Mobile:

9426871049

Name of the IQAC Co-ordinator: Dr. Jayant Shah

Mobile: 9427876341

IQAC e-mail address: kharode17@gmail.com

1.3 NAAC Track ID
(For ex. MHCOGN18879)

GJCOTE14038

1.4 NAAC Executive Committee No. &Date:
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner-bottom of your institution's Accreditation Certificate)

EC/52/A&A/09 dated 28-03-2010

1.5 Website address: **https://www.coekharod.org**

Web-link of the AQAR: **https://www.coekharod.org/media/files/aqar.pdf**

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.28	2010	From:28-03-2010 to: 27-03-2015
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC:DD/MM/YYYY

14/07/2014

1.8 AQAR for the year *(for example2010-11)*

2014-15

1.9 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 on12-10-2011)*

1.10 Institutional Status

University   State | √ | Central | | Deemed | | Private | |

Affiliated College   Yes | √ | No | |

Constituent College   Yes | | No | √ |

Autonomous college of UGC   Yes | | No | √ |

Regulatory Agency approved Institution   Yes | √ | No | |

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution : Co-education | √ | Men | | Women | |

Urban | √ | Rural | | Tribal | |

Financial Status: Grant-in-aid | √ | UGC 2(f) | √ | UGC 12B | √ |

Grant-in-aid +Self Financing | | Totally Self-financing | |

1.11 Type of Faculty/Programme

Arts | | Science | | Commerce | | Law | | PEI (Phys.Edu) | |

TEI (Edu) | √ | Engineering | | HealthSciene | | Management | |

Others (Specify)

| - |

1.12 **Name of the Affiliating University** *(for the Colleges)*

| Veer Narmad South Gujarat University, SURAT |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMRetc

| - |

Autonomy by State/Central Govt. / University

University with Potential for Excellence | -- | UGC-CPE | -- |

DST Star Scheme | -- | UGC-CE | -- |

UGC-Special Assistance Programme | -- | DST-FIST | -- |

UGC-Innovative PG programmes | -- | Any other(*Specify*) | **B.Ed.** |

UGC-COP Programmes | -- |

2. IQAC Composition and Activities

2.1 No. of Teachers | 02

2.2 No. of Administrative/Technical staff | 00

2.3 No. of students | 00

2.4 No. of Management representatives | 01

2.5 No. of Alumni | 00

2. 6 No. of any other stakeholder and community representatives | 00

2.7 No. of Employers/ Industrialists | 00

2.8 No. of other External Experts | 01

2.9 Total No. of members | 04

2.10 No. of IQAC meetings held 2

2.11 No. of meetings with various stake holders: No. | - | Faculty | 2

Non-Teaching Staff Students | - | Alumni | - | Others | 2

2.12 Has IQAC received any funding from UGC during the year?

Yes [ ]   No [√]

If yes, mention the amount [-]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. [00] International [00] National [00] State [00] Institution Level [00]

2.14 Significant Activities and contributions made by IQAC

- Book Reviews
- story writing shibir
- utakarsh-opening ceremony
- College Establishment day and Teacher's day
- Debate on academic issues
- Celebration of Narmad Jayanti
- Quiz On General Knowledge
- Cultural Programme
- World Ozon Day

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

Plan of Action	Achievements
- Quality training of Teacher Trainees - Overall development of teacher trainees - Arrange many social, academic and curricular activities - Academic Planning of Whole Year	- Almost students secure distinction marks in university exam - Trainees are well developed and can easily survive in any circumstances - Teacher Trainees have developed various inner art and skills - Do everything as a planning and maximum use of time

2.16 Whether the AQAR was placed in statutory body?

Yes ☐   No ☑

Management ☐   Syndicate ☐   Any other body ☐

Provide the Details of the Action Taken:

- Academic Planning and Activities

<div align="center">

Part – B

</div>

Criterion – I

1. CurricularAspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG B.Ed.	1	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	1	--	--	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ☑
   (On all aspects)

   Mode of feedback: Online ☐   Manual ☑   Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure III-A to III-D

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No revision /update of Regulation or syllabi during the Year .

1.5 Any new Department/Centre introduced during the year. If yes, give details.

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
05	02	03	00	01

2.2 No. of permanent faculty with Ph.D.

04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	04	03	00	00	00	00	00	05	04

2.4 No. of Guest and Visiting faculty and Temporary faculty   -   -   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	01	01
Presented papers	01	01	00
Resource Persons	00	00	05

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Individual guidance before and after Micro lesson and Macro lesson.
- Guidence of Minimum cost of TLM
- Individual guidance for students for examination

2.7 Total No. of actual teaching days during this academic year 234

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Transparent Evaluation
- Showing checked answer sheets to the students

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development 03
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students 93

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III%	Pass %
B.Ed.	58	93	7	00	00	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Prepare academic planning
- Feedback by the students

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-

Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	02
Others	-

2.14 Details of Administrative and Technical staff

Category	No. of permanent employees	No. of vacant position	No. of permanent position filled during the year	No. of temporary position filled during the year
Administrative Staff	03	01	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> To encourage presenting and publishing research papers.
>
> To encourage student for field work, project work.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	2	10
e-Journals	--	2	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range ☐ - Average ☐ - h-index ☐ - Nos. in SCOPUS ☐ -

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published i) With ISBN No. ☐ - Chapters in Edited Books ☐ -

ii) Without ISBN No. ☐

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy   [-]

3.11 No. of conferences Organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   [02]

3.13 No. of collaborations   International [-]   National [-]   Any other [--]

3.14 No. of linkages created during this year   [10]

3.15 Total budget for research for current year in lakhs:

From funding Agency [--]   From Management of University/ [--]

Total [--]   College

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research

fellows Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution   03

who are Ph. D. Guide and

students registered under them   05

3.19 No. of Ph.D. awarded by faculty from the Institution   -

3.20 No. of Research scholars receiving the Fellowships(Newly enrolled + existing ones)

JRF   -   SRF   -   Project Fellows   -   Any other   -

3.21 No. of students Participated in NSS events: University level [-] State level [-]

National level [-] International level [-]

3.22 No. of students participated in NCC events: University level [-] State level [-]

National level [-] International level [-]

3.23 No. of Awards won in NSS: University level [-] State level [-]

National level [-] International level [-]

3.24 No. of Awards won in NCC: University level [-] State level [-]

National level [-] International level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [1]

NCC [-]   NSS [-]   Any other [ ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Cloths Distribution to poor people

- Cleanliness Campaign

- Tree Plantation

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	√	--	--	--
Class rooms	√	--	--	--
Laboratories	√	--	--	--
Seminar Halls	√	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

NIL

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Total	-	-	95	27740	2899	258332
Text Books	-	-	25	-	372	--
Reference Books	-	--	20	-	1780	--
others	-	-	50	-	792	--
e-Books	-	-				
Journals	-	-	35	17110	-	-
CD & Video	-	-	--	-	-	-

4.4 Technology up gradation(overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	26	1	√	-	-	-	-	-
Added	-	-	-	-	-	-	-	-
Replaced	-	-	-	-	-	-	-	-
Total	26	1	√	-	-	-	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e- Governance etc.)

- Training to the Student

- MS Word,MS Excel and PPT Making

4.6 Amount spent on maintenance in lakhs: -

i) ICT   -

ii) Campus Infrastructure and facilities   -

iii) Equipments   -

iv) Others   -

Total:

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- To give information and motivation about academic planning and social and curricular activities to the student
- Motivate them to take part in activities.
- To solve the academic problems of students.

5.2 Efforts made by the institution for tracking the progression

- Regular meetings are held to discuss the students progress
- Supervision and evaluation are done throughout the year.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
58	00	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
07	11

Women

No	%
53	89

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
20	10	08	22	0	60	16	4	15	24	1	60

Demand ratio   100%   Dropout % 0

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

- Books are made available for NET/SLET exams and guidance is provided when it is needed
- Our staff members give guidance for TET/TAT exams
- G.K.question-answer session is held in assembly throughout the year.

No. of students beneficiaries $\boxed{58}$

5.5 No. of students qualified in these examinations

NET $\boxed{-}$ SET/SLET $\boxed{-}$ GATE $\boxed{-}$ CAT $\boxed{-}$

IAS/IPS etc $\boxed{-}$ State PSC $\boxed{-}$ UPSC $\boxed{-}$ Others $\boxed{-}$

5.6 Details Of Students Council and Career Guidance

- To Inspire the Students for further Study.
- Announcement in the assembly for the information of the vacant posts.
- Details of the Trainees in the College Magazine „UTKARSH " to facilitate the Schools to select the better candidates.
- Individual guidance for Micro lessons, Macro Lessons, study as well as for their personal problems.

No. of students benefitted $\boxed{60}$

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
--	--	--	--

5.8 Details of gender sensitization programmes

- Lecture on Woman Empowerment.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level $\boxed{-}$ National level $\boxed{-}$ International level $\boxed{-}$

No. of students participated in cultural events

State/ University level `--`   National level `-`   International level `-`

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level `-`   National level `-`   International level `-`

Cultural: State/ University level `--`   National level `-`   International level `-`

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	23	197750
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organized /initiatives

Fairs : State/ University level `-`   National level `-`   International level `-`

Exhibition: State/ University level `-`   National level `-`   International level `-`

5.12 No. of social initiatives undertaken by the students `1`

5.13 Major grievances of students (if any) redressed: `--`

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION
To aspire for our country and the globe that will become a harmonious community, and to use the education a vehicle of higher education to mould men and women for others who will realize the dream of equality, liberty and fraternity that will ultimately lead to the country and the globe that is socially and ecologically sustainable

MISSION
Our mission is to provide access to excellence in academics, research and service learning to all strata of society with special attention to marginalised groups, discriminated people, and victims of social and economic disparity

OBJECTIVES

To prepare teachers who can uplift the society through school education
To prepare the teachers who can minimize the gap between the have and
   have-nots
To constitute a society which can realize its potentials

6.2 Does the Institution has a management Information System?

Yes Partially
- Meetings
- Assembly
- Display Board

6.3 Quality improvement strategies adopted by the institution for each of the following:
   6.3.1 Curriculum Development

The designed B.Ed. Syllabus by the University is implemented at the College and the teaching faculties try to achieve the aims and objectives of the syllabus using different teaching modalities.

6.3.2 Teaching and Learning

Teaching and Learning process is the most important part of B.Ed. college.
Faculty used various teaching methods and Techniques like Project Method, Demonstration method , Inductive deductive method, Group Discussion , Team teaching , Brain storming, Play way Method, assignment method etc. Staff Used ICT in delivery of Content. - A book exhibition was organised by students on the Rashtriya Yuva Din and on Gandhi Jayanti - Student and teachers participation in Seminars and Conferences was promoted with offering various facilities - Essay Writing, Varsha Geet Spardha, Desh Bhakti Geet Spardha, Kavya Pathan, Mehandi Spardha, vangi Sprdha, shrut lekhan, Salad Making events etc.

6.3.3 Examination and Evaluation

Even though the institution is to follow the affiliating university pattern of examination and evaluation, teachers are at liberty to adopt innovative techniques of evaluation. Accordingly, variety of evaluation techniques used not only to enhance quality of examination system but also to ease out examination stress of students and make examination as an enjoyable task by having conducted various techniques such as Term Paper, Terminal Examination, assignments, individual projects, group discussions, etc were conducted.

6.3.4 Research and Development

The Teaching Faculty is keeping itself busy in Paper Presentation, Paper Writing, Seminar Participation, Paper Publication etc. research relatedactivities. Students are encouraged to use data collection, research tools, etc. for practical work and field work. Research Supervisors are engaged in giving guidance to 08 Ph.D. Students for their Ph.D. Research work.

6.3.5 Library, ICT and physical infrastructure /instrumentation

Library has Open Access System. Well equipped with adequate number of books and journals for the B.Ed. programme. Every year to update the knowledge of teachers and students by aquirring New books and journals and reference book. Internet Facility available in library for e-resources and e-book and other reference tool. Library organized Book exhibition on particular day. Used ICT Teaching Learning Process. College has a computer lab, a language lab, a seminar hall and environment friendly learning campus The College is equipped with necessary Method rooms.

6.3.6 Human Resource Management

The college is always experiencing shortage of staff. At present there are 1 principal and 4 lecturers but with help teaching planning and co operation of the staff the students never feel short for faculty.

6.3.7 Faculty and Staff recruitment

As per UGC Norms by the CHE &VNSGU Ad hock Staff is provided by The Ankleshwar Progrssive Education Trust(Subject Teacher, Librarian, Peon)

6.3.8 Industry Interaction /Collaboration

The College looks after the placement of the students and visits the schools and send the students to the respective schools as their requirements. The college magazine plays a role of ready reckoner and the student's information available in the magazine are used by the schools for the placement purpose. Lesson delivery, Practical Work, etc. are arranged with the help of the surrounding schools where the students get the first hand experience.

6.3.9 Admission of Students

Centralized Admission Process By the Veer Narmad South Gujarat University,Surat . It is an online, transparent and merit based.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	-

6.5 Total corpus fund generated -

6.6 Whether annual financial audit has been done Yes √ No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	-	-
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declare results within 30days?

For UG Programmes   Yes √   No ☐

For PG Programmes   Yes ☐   No ☐

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

- Showing the checked answer sheets to the students.
- Various parameters are take in consider for internal valuation.

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

- Selection of school for practice teaching and annual lesson
- Selection of elective papers
- Change in Lesson Planning Format
- Selection of co-curricular activities as well as academic activity
- Selection of practical work/project/TLM etc.

6.11 Activities and support from the Alumni Association

- Annual meeting
- Social Activity

6.12 Activities and support from the Parent – TeacherAssociation

Nil

6.13 Development programmes for support staff

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree Plantation
- Environment Awareness Programme
- Cleanliness is Maintained Well.

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.

- Field visit
- Social Activity
- Theme based Annual Magazine

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Almost students secure distinction marks in university exam
- Trainees are well developed and can easily survive in any circumstances
- Teacher Trainees have developed various inner art and skills
- Do everything as a planning and maximum use of time

7.3 Give two Best Practices of the institution

- Saptdhara Activities
- Theme based magazine

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness /protection

- Tree Plantation in college campus
- Switch off the electric devices when they are not in use campaign
- Save the Water campaign

7.5 Whether environmental audit was conducted? Yes [ ] No [√]

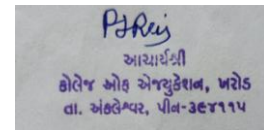**7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)**

<div align="center">SWOT Analysis</div>
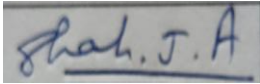
- **Strength:**
  - Clean and green area
  - Reputed college in area
  - Value based education
  - Dynamic leadership
  - Well qualified staff
  - Prayer Assembly
  - **Weakness:**
- Staff is less according to norms
- **Opportunities:**
  - Healthy Environment
  - Supports from students
  - Healthy relations with surrounding schools in area
  - Students having good academic career
- **Threats / Challenges:**
  - Job opportunities to the students
  - To deal with Technology based teaching-learning

8. Plans of institution for next year

- Encourage students for higher studies and competitive exams
- Encourage faculty members to attend more number of seminars and workshops
- Encourage faculty members to publish books.
- Academic Calendar of Next Year.

Name : Dr. Jayant A. Shah   Name : Dr. Prafulsinh J.   Raj

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

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