



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution	M. K. COLLEGE OF EDUCATION, SHAHPUR, JALANDHAR
Name of the head of the Institution	Dr. Kuldip Grewal
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01815055124
Mobile no.	7888699953
Registered Email	principal.mkce@ctgroup.in
Alternate Email	mkcollegesahpur@rediffmai.com
Address	Village Shahpur PO Udhampur
City/Town	Jalandhar
State/UT	Punjab
Pincode	144020

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Rural																
Financial Status			Self financed																
Name of the IQAC co-ordinator/Director			Ms. Balwinder Nagpal																
Phone no/Alternate Phone no.			01815055124																
Mobile no.			9888318515																
Registered Email			principal.mkce@ctgroup.in																
Alternate Email			iqac2011@rediffmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			https://mkce.in/index.php																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			https://mkce.in/pdf/AQAR-2015-16.pdf																
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.64</td> <td>2013</td> <td>25-Oct-2013</td> <td>24-Oct-2018</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.64	2013	25-Oct-2013	24-Oct-2018
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				Period From	Period To														
1	B	2.64	2013	25-Oct-2013	24-Oct-2018														
6. Date of Establishment of IQAC			11-Jan-2010																
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>Visit to special school</td> <td>18-Jan-2017 5</td> <td>35</td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	Visit to special school	18-Jan-2017 5	35					
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L::asset('/','public').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status))}}

[View Uploaded File](#)

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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Action Research undertaken by would be teachers in practicing schools Group discussions on the topic RTE was organised Remedial teaching was organised for below average students Participation of teacher educators and would be teachers in various inter college competitions Encouragement to teachers to use constructionist teaching approach in classroom teaching

[View Uploaded File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Professional Development of Faculty	Initiatives were taken for professional development of teachers. Our faculty participated in various national seminars, workshops to get acquainted

	with recent trends in education.
Community outreach	Visits were undertaken to schools for special children
Women Empowerment	Women Cell of the College celebrated Women's day with great fervor, zest and zeal on March 8, 2017. Cooking competition was organized. Students showcased their cooking skills.
Remedial Teaching	On the basis of academic performance of students in the house tests, appropriate Remedial teaching was provided to students
Communication & Employability Skills	A workshop on professional development and communication skills was organised.
View Uploaded File	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	05-Apr-2017
17. Does the Institution have Management Information System ?	No

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

M. K. College of Education initiates the curriculum development process prior to the start of the session. In the first step an assessment of the needs and requirements for the curriculum updation was taken from various stakeholders such as parents, experts, resource persons etc. Faculty members gained experiences by attending various workshops, seminars, conferences etc. Guru Nanak Dev University curriculum is being followed by the college. The college undertakes numerous activities for excellent curriculum delivery through a well-planned and documented procedure in the following ways to ensure effective execution of the curriculum: • The Prospectus and orientation sessions are both used to inform students about the academic plans. • Prepared annual academic calendar. • Subject teachers, working under the direction of the principal, create unit plans at the start of each semester to ensure that the curriculum

will be completed on time and with the use of effective teaching techniques. • In-house meetings were organized where the head, IQAC coordinators, and other staff members had in-depth discussions. Program learning outcomes (PLOs) and course learning outcomes (CLOs) are being discussed and finalized. • The Timetable Committee headed by the Principal and a senior Faculty Member draws up a detailed timetable which efficiently deploys the units of time for academic and co-curricular purposes as for example, theory, practical, tutorial, ICT, life-skill, value education and add-on classes thereby ensuring a balance between the different types of engagement a student is expected to participate in. • Provision of computers with Internet and a well-furnished library also helps in quality improvement. • Extension lectures by eminent professors and heads of institutions are arranged. • Monthly review by the principal to see if the lecturers are following their time table, completing the syllabus, taking attendance regularly, etc. • Course related books, reference books and suggested readings are discussed in the classrooms by the respective subject incharges. • Teachers plan their lectures considering different needs and abilities of the students. • The assessment of the students is awarded on the basis of their performance in unit tests, house tests and practicals, attendance, assignments and Sessional works.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	Nil	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

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

	Certificate	Diploma Course
Number of Students	0	80

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
NA	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	School Internship and	72

subject specific
specialization

No file uploaded.

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Structured feedback on curriculum is received on feedback Performa developed by the college covering all the essential aspects related to curricular aspects from students at the end of the semester is gainfully deliberated upon employed to strengthen curriculum planning and development and new strategies and programmes are devised to address the issues flagged by students to make the delivery of curriculum effective. Regular formal and informal interactions were conducted with the class representatives to provide extensive feedback regarding the different aspects of curriculum and its transaction. An annual feedback -is done with the teachers. Feedback is also taken from alumni when they come to collect their degrees in convocations. The feedback collected from the different sources regarding changes to be brought about in the curriculum is analyzed and the areas of improvement are identified. The IQAC uses the feedback data as a critical input in designing plans for improvement of curriculum delivery under the guidance of principal of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	EDUCATION	100	110	72
No file uploaded.				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	106	Nil	Nil	Nil	Nil

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
13	5	3	1	0	5
View File of ICT Tools and resources					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of students is available in college in form of tutorial groups. Tutorial groups are formed having 10-12 students with one mentor teacher. Mentoring of students is based on the following objectives: • To strengthen pupil teacher relation with their mentors • To solve problems faced by learners. • To improve their public speaking and communication skills. • To guide and counsel the pupil teachers for the profession. • To guide pupil teachers regarding various government beneficial schemes. • To prepare students for the competitive exams. There is provision for students to listen to their problems and solve them. Small group interactions and personal care is provided in mentor groups. Different activities are organised to identify and polish the hidden talent of students in their respective tutorial groups. morning assembly is organised in a week. Important days and festivals are celebrated by students to develop leadership qualities and they learn how to handle different situations.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
191	18	1:11

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
14	13	1	Nill	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	nanA	Nill	Nill
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	B.Ed	4	31/05/2017	21/07/2017
BEd	B.ED	2	31/05/2017	20/07/2017
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Mentoring of students is available in college in form of tutorial groups.

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2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Guru Nanak Dev University creates the academic calendar and distributes it to all of the affiliated institutions. The college adheres to the same calendar. The University sets the parameters for an affiliated Colleges academic calendar, including deadlines for evaluations and course completion. However, the College has made an effort to include a number of other components of learning, such as commemorating major occasions and showcasing the diverse talents, skills, and abilities of the student populations. Our Academic Calendar makes certain that the Colleges dedication to holistic education and students experiences are realized through a carefully planned year.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://mkce.in/index.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BEd	EDUCATION	103	103	100
No file uploaded.					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://mkce.in/index.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Eduction	7
View Uploaded File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Presented papers	1	2	2	Nill
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

No Data Entered/Not Applicable !!!

No file uploaded.

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
10000	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
No file uploaded.	

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
Nil	Nil	Nil	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4161	157931	497	289245	4658	447176
Reference Books	275	Nil	15	Nil	290	Nil
Journals	28	12847	Nil	Nil	28	12847
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	44	32	36	2	1	1	5	36	1
Added	0	0	0	0	0	0	0	0	0
Total	44	32	36	2	1	1	5	36	1

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

36 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nil

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
10000	0	10000	0

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)

<p>College has various support facilities like laboratory, library, computers lab, ET room, Mathematics Laboratory, Language Lab, Art and Craft Room, Psychology Laboratory, Multipurpose hall, girls and Boys Common Rooms, Ground and classrooms. Labs and rooms are under the supervision of respective resource centre incharges. The lectures of pedagogies are generally taken in respective labs by the teachers. Resource centers are fully equipped with the required TLM, which is upgraded and maintained with the help of students and supporting staff. Labs are fully cleaned by supporting staff regularly. The College has a well equipped and furnished multipurpose hall for conducting the functions at grand level. The College has well-furnished airy and well ventilated classrooms. Psychology Laboratory fulfils the needs to perform a variety of Psychology experiments. There are different verbal as well as non-verbal tests in the laboratory. The College has rich, well stocked and furnished fully computerised library. College library provides book bank facility to the student to help the needy and meritorious students. Our college is equipped with Hi-tech Computer Lab consisting latest computers and broadband internet connection. There is facility of printer, scanner and other peripherals in the computer lab to enhance multimedia view of educational material. College has a well stocked ET Room having all the latest technologically advanced gadgets which are utilised to impart education and improve the process of teaching and learning.</p>
http://www.mkce.in

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	in house scholarship	5	25000
Financial Support from Other Sources			
a) National	PMS	28	Nill
b) International	NA	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	career guidance	35	Nill	Nill	Nill
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	3

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Items	Number of students selected/ qualifying
NET	15
Any Other	2
No file uploaded.	

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

Activity	Level	Number of Participants
cultural event	State/ University level	2
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council was constituted at the college level . The Class representative of the different classes B.Ed and D.El.Ed were selected as members of student council. A special representation was given to the students of various cultural, and sports attiivities.
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5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni meet was organised. Students shared their experiences and encouraged present students to work hard to achieve thie goals.
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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 functioning of the college is run through different Committees, Cells and Clubs. All the Faculty members are engaged to mentoring the student teachers through the different Cells, Clubs, and Committees. The faculty members decentralizes its power and authority to the student council members. There is a well-structured Student Council in the college.. The prime objective of the Student Council is to act as a Bridge among the Principal, Faculty and Students. The student representatives are elected on the basis of the democratic election system to choose members for executive positions. The student council takes or suggests decisions based on the collective participation of the students. The Student Council Meetings are organized at regular intervals to discuss issues and grievances of the students. The student council also take lead in approaching the Principal and faculty with suggestions or issues or problems. They are the mediating link between the students and the leadership. They are actively involved in the decision-making process of the institution. The management provides financial assistance for academic, human resources, technological, infrastructure, and physical facilities to the college. The management has regular meetings with the head of the institution for preparing the annual budget for the academic year. The management and Principal meetngs are held to monitor the requisition of academic, human resources, technological, infrastructure, and physical facilities. The faculty members are given the freedom to put forth their innovative ideas and valuable suggestions .Meetings are held once in month to discuss quality initiatives for the college and procure feedback on the functioning of the college. The institution works on the mission, vision and objectives of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	As MK College of Education is affiliated to GNDU, Amritsar. the college follows prescribed syllabus for B.Ed given by GNDU and for D.El.Ed by SCERT(Punjab).Within College, meetings of faculty members teaching the same subjects are conducted on regular basis. The teachers share their approaches and innovative practices adopted towards delivery of the curriculum. The quality improvement strategies further focus on making the curriculum more applied, innovative and synchronous to the developments in the field of Education.
Examination and Evaluation	In order to fulfil the eligibility requirements of the students to appear for the GNDU and SCERT. Exams as prescribed by GNDU, Amritsar and SCER (Punjab), the house tests for B.Ed., D.El.Ed were held . Internal Evaluation

is an important aspect of the Evaluation Process, Internal Practical Examinations were conducted by respective Teacher-in-charges to make internal assessment transparent and effective

Teaching and Learning

Orientation programme for B.Ed. and D.El.Ed students was organized to acquaint the new entrants with their respective curriculum . Need based teaching groups were formed on the basis of the academic performance of students in the Unit and House Tests. Need based teaching was provided . Pre-Internship Programme for the B.Ed. students of Semester III was organised in order to prepare the would be teachers to face the challenges during the forthcoming 'Internship Programme' scheduled , an interactive session on Internship Programme was organised by the college.

Research and Development

The college has established research cell in college library. Faculty members are encouraged for research work. Three faculty members are enrolled for Ph.D program. Special leave is given for review work and data collection

Library, ICT and Physical Infrastructure / Instrumentation

The College Library employs the latest software. The quality improvement strategies for physical and ICT infrastructure focus on their regular maintenance and timely up-gradation while ensuring its utility in the education process. The College provides Wi-Fi system to students, and staff. The library is updated with the latest books , magazines, periodicals and journals. Timely renewal of the Subscription of the journals and magazines is the regular feature of library functioning. Book bank facility is available for the needy students

Admission of Students

College follows the admission process for all the courses i.e. B. Ed and D.El.Ed as per the guidelines and eligibility conditions prescribed by NCTE, Punjab Govt. and the affiliating body GNDU, Amritsar. College establishes a help desk in the college campus for Online registration for the B. Ed. admission as per the guidelines . Admission in D.El.Ed course is done through counselling and admission procedure as provided by SCERT

(Punjab). The students belonging to reserved categories are made to apply online for the scholarship.

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

E-governance area	Details
Planning and Development	The college plans the delivery of courses and programmes through its Academic Calendar and Time-Table. Similarly, plans are prepared well in advance for the smooth conduct of the examinations. The College takes feedback from students to assess the various aspects of the functioning of the college
Administration	To better streamline the administrative work, database and records are maintained in electronic form. Notices and other correspondence pertaining to administration are proactively communicated via electronic channels to respective stakeholders. The administrative wing of the College has already started digitization of its records for easy retrieval and storage
Finance and Accounts	The Accounts Department of the College processes payments of all types as well as receipts electronically. The Department employs softwares for maintenance of records as well as preparation of salaries and Financial Statements. Further, compliance to regulatory authorities is done on a timely basis as and when required.
Student Admission and Support	College follows the admission process for all the courses i.e. B. Ed and D.El.Ed as per the guidelines and eligibility conditions prescribed by NCTE, Punjab Govt., SCERT and GNDU, Amritsar. College establishes a help desk in the college campus for Online registration for the B. Ed. and D.El.Ed admission as per the guidelines of concerned body. Students can apply for scholarships schemes available.
Examination	In order to fulfill the eligibility requirements of the students to appear for the final University and SCERT Exams, the house tests for B.Ed and D.El.Ed were held. Internal Evaluation is an important aspect of the Evaluation Process, Internal Practical Examinations were conducted by respective Teacher-in-charges to make internal assessment transparent and

effective.

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	5	3	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Duty Leaves 2. Casual Leaves 3. Honouring on Teacher's day	1. Duty Leaves 2. Casual Leaves 3.ESI	In house scholarships, book bank facility, remedial teaching facility

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

College has transparent financial procedures. Every purchase or repair order is placed after obtaining vendor quotations. The procurement committee suggests the most competitive quotation. Vouchers are duly signed by the Accountant, Principal, Secretary and Advisor. At the end of each fiscal year, Income and Expenditure Account, Balance Sheet, and Depreciation Chart are duly signed by

the Trustees, Secretary, Principal and Chartered Accountant. Budget is reviewed twice a year in College Management Committee Meetings. Salaries for teaching, non-teaching and support staff are credited into their accounts through bank

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

00

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	No	Nill	Yes	CT Group of Institutions
Administrative	No	Nill	Yes	CT Group of Institutions

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Organinsing PTM on regular basis after house exams. 2. Networking with parents to guide for best suitable Practices for students. 3. Seeking support from parents to organize and conduct community work.
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6.5.3 – Development programmes for support staff (at least three)

1.They are given training in organization skills like organizing files in the office and providing support to the office staff. 2. They are trained in the hospitality area on the serving aspect to guests who visit the college. 3.Diwali gifts are given to supporting staff to recognize their commitment to college.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Remedial Teaching for academically weak students. 2. Booster group teaching for meritorious students. 3. Communication Skill and personality development sessions
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	1 visit to special	18/01/2017	18/01/2017	18/01/2017	35

school

No file uploaded.

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar and discussion	23/01/2017	23/01/2017	20	5

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institution is located in open and pollution free area. The students enjoy eco-friendly environment with lush green lawns and play grounds. The institution has well-furnished, airy and well ventilated rooms. Students are encouraged to save energy by switching off lights and fans when not in use.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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No Data Entered/Not Applicable !!!

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

MK college of Education takes various initiatives to make the campus eco-friendly. Students participate actively as they contribute by planting trees, organising Rallies, participate in various competitions sensitizing towards sustainability, to make people also aware about Green and Clean surroundings. The institution is Eco-friendly and is located in a pollution free area in a peaceful atmosphere away from the city's hustle and bustle. • Tree plantation and up gradation of plants is the regular feature of the institution, Trees and plants are planted in the college campus, teaching practice schools and surrounding areas. Rough papers are used for office work and notes. • Garbage burning is prohibited and pits are made to collect and decompose the garbage. The use of plastic straws and cups in the college canteen has been banned.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Students visited Deaf and Dumb School and School for mental retarded (Prayas) to get acquainted about needs and teaching strategies. Students were shown electronic equipments used to teach special children

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

<https://mkce.in/index.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

A Need-Based Teaching involves a comprehensive evaluation of the holistic needs of individual students, the identification of concerns and priorities, and the coordination of appropriate supports through an efficient use of resources. M.K.College of Education has a distinctive feature of using this approach at the end of Semester before the Guru Nanak Dev University Final Examination. The students are divided into three groups on the basis of the evaluation of Unit and House Tests conducted during the semester. The time table is modified for these groups and teacher in- charge of each group prepared timetable accordingly to cater the individual needs of the students. • Remedial Group 1. Group 1: In this teaching starts with identifying the High Achievers on the basis of the performance of students in Unit House Tests. Once identified, the teacher in charges need to administer the booster teaching while being aware of how efficiently they can present their subject matter in terms of using Graphic Organizers, Quotations, Definitions, Pictorial Presentations and above all introducing and concluding their answers. Students are encouraged to consult Foreign Authors' Books, maximizing the use of internet, preparing their notes and get feedback from the concerned teachers .The rest of the students go through the regular teaching in their respective sections with the regular time table. Every student aspires to learn at the same pace as everyone else in the classroom, but normally this is not really the case. There are students who lag behind and it is here that remedial teaching comes into the picture. Students who have difficulty grasping lessons in a classroom are provided with different educational strategies like more or refined practice, clarification, repetition of content, and in some cases, individual attention is given so that the concept gets picked up by the student. Remedial teachers deploy requisite teaching activities and strategies to ensure the students perform to their full

potential by overcoming any learning barriers Need Based Teaching aims to improve skills and abilities in the students through the Educational Process as follow: • Identification of Need Based learner • Teaching preparation. • Make various teaching learning strategies and activities. • Design meaningful learning situations. • Relevant Teaching approaches. Show concern for the performances of individual pupils • Providing feedback Special techniques and strategies are put to use by the teacher educators depending on the level at which the child is functioning. The students of the institution are shinning by securing university merit positions in the courses run by the institution

Provide the weblink of the institution

<https://mkce.in/index.php>

8.Future Plans of Actions for Next Academic Year

Up gradation of the library to promote research activities of the students and the faculties. Organization of workshop and seminars. Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects. Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies. Promoting activities such as Yoga, physical exercise