Yearly Status Report - 2017-2018

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	**mkcollegeshahpur@rediffmail.com**
Alternate Email	**principle.mkce@ctgroup.in**
Address	**village Shahpur PO Udhopur**
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@rediffmail.com**
Alternate Email	**iqac2011@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://mkce.in/pdf/AQAR%202016-17.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://mkce.in

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.64**	**2013**	**25-Oct-2013**	**24-Oct-2018**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**11-Jan-2010**

7. Internal Quality Assurance System

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
celebration of matribhasa diwas	**21-Feb-2018** **3**	**10**

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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 practising schools. Action research in education helps the teacher educators to adopt or craft the most appropriate strategies within teachinglearning environments. Would be teachers of M K College of Education employ action research in their classrooms and schools, as part of their teacher training program and research . IQAC cell of the college conducted an internal academic audit to assess the curricular and other related academic activities of the college. M K College of Education initiated remedial teaching classes for below average students in order to increase their learning proficiencies. remedial teaching was designed to help students who are falling behind in their studies or having difficulty learning the subject matter. Teacher educators and would be teachers participated in various inter college competitions held during the year. Like, Art and Craft competitions, declamations, Poster Making, Flower Making etc. Our College Instruct educators for adopting ICT based teaching methology in their classroom teaching.

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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	Achivements/Outcomes
Professional Development of Faculty	Initiatives were taken for professional development of teachers. Our faculty participated in various national seminars, refresher courses, FDP's, workshops to get acquainted with recent trends in education.
Community outreach	Visits were undertaken to schools for special children. "Save environment" campaign was organised.
Women Empowerment	Women Cell of the College celebrated Women's day with great fervour, zest and zeal on March 8, 2018. Yoga camp was organized for mental peace and well-being of women.
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 personality development and communication skills was organised.
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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	2018
Date of Submission	03-Mar-2018
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 students, teachers, 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. Meetings for curriculum design are held at regular intervals for the up gradation of curriculum. 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. • The annual academic calendar is prepared before the commencement of the session as per GNDU guidelines. • Subject teachers, working under the direction of the principal, create Instructional plans (IP's) 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, and value education 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, taking attendance regularly, etc. SCR (Syllabus Coverage Report) is taken by the principal before end of each semester. • Course related books, reference books and suggested readings are discussed in the classrooms by the respective subject in-charges. • 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 practical's, 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/entreprene urship	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 !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course

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
No Data Entered/Not Applicable !!!		

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	**School Internship in specific teaching Subject**	**41**

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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, teachers, alumni, at the end of the semester and it is gainfully deliberated upon and employed to strengthen curriculum planning and development and new strategies and programs 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**	**80**	**62**

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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
2017	90	Nill	13	Nill	Nill

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	Numberof smart classrooms	E-resources and techniques used
13	5	5	1	0	2
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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 like CTET and PSTET There is provision of one lecture every week in the timetable for tutorial class in which the tutorial in charges meet their students to listen to their problems and solve them. Small group interactions and personal care is provided in mentor groups. Different activities are organized to identify and polish the hidden talent of students in their respective tutorial groups. Important days and festivals are celebrated by different tutorial groups 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
175	19	1:9

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
15	14	1	0	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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal assessment is based on continuous evaluation of the student's progress which is monitored by keeping the records of the performance of each student in the each activity. It is entirely based on the Guru Nanak Dev University curriculum. In addition to this, students are assessed on the basis of Class attendance, Participation of the student in class discussion, Written assignments , General behavior, Preparation of practical files, evaluation of assignments submitted by students, regular class tests, House examinations etc. Teaching skills of students of semester 3 are assessed on Simulated teaching sessions, teaching aids preparation is assessed and discussion lessons after Internship are observed. Peer observation – The fellow student teachers also observe the lessons of one another and give constructive suggestions. Teaching practice files for each pedagogy are maintained by students during his/ her internship program. Grades are allotted to the students by the faculty members visiting the particular school. The students are observed for their delivery of the lessons, scholastic achievement test record, activities organized in schools and teaching practice files. Students submit a record of all the activities they conduct and are evaluated for the same. Students' areas of weakness are filtered from the evaluation of their series of internal assessment and Remedial classes are conducted for the slow learners to help them to update their subject knowledge and to improve their performances in final exams.

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

Guru Nanak Dev University prepares and circulates the academic calendar to all affiliated institutions. The college adheres to the same calendar. The Universitys Almanac 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. The Universitys prepared Almanac is rigorously followed by the College. Our Academic Calendar, on the other hand, goes well beyond the Almanac and 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	Number of students passed in final year	Pass Percentage

			final year examination	examination	
Nill	BEd	Education	93	93	100

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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 !!!				
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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 !!!				
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 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 !!!			

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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
Education	6

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional 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	3	8	0	0
Resource persons	0	0	1	0

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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/Agency/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
Campus Area	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
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 patially)	Version	Year of automation
Nill	Nill	Nill	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4621	447176	37	6610	4658	453786
Reference Books	290	0	0	0	290	0
Journals	28	12847	0	0	28	12847
CD & Video	50	Nill	Nill	Nill	50	Nill

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
No Data Entered/Not Applicable !!!			

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	0	2	1	1	5	40	1
Added	0	0	0	0	0	0	0	0	0
Total	44	32	0	2	1	1	5	40	1

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

40 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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites

| 160000 | 157979 | 20000 | 18298 |

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)

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 in charges. The lectures of pedagogies are generally taken in respective labs by the teachers. Resource centres 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 of 250 people gathering for conducting the functions at grand level. The College has well-furnished airy and well ventilated class rooms. Psychology Laboratory fulfils the needs to perform a variety of Psychology experiments. There is rich stock of 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.

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	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	PMS	114	Nill
b)International	Nill	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 !!!			

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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	Number of benefited students by career	Number of students who have passedin the comp. exam	Number of studentsp placed

		examination	counseling activities		
2018	CTET	2	1	2	1
2018	PSTET	5	3	2	2
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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
3	3	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
2	20	5	5	15	3
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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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	2
Any Other	4
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
yoga camp	institutional	65
trip to sri Anandpur Sahib	institutional	35
farewell party	institutional	72
intercollege competition	intercollege	6
gndu youth festival	university	4
morning assembly	instituional	80
[View File](#)		

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

The College has a Students Representative body and it has been aptly called "Student Council". The student council gives the students a voice - to be heard. Through it, they involve themselves in multifarious duties college demands of them. The Student Council of the college has an unbiased and democratic election system in order to choose members of the executive committee. Every year elections are conducted in a democratic way in respective tutorial groups. Meetings of the Student Council are conducted from time to time to discuss issues and grievances of the students. The student council is monitored by Ms. Rupinder Kaur and Ms. Kuldeep Kaur. The student Council helps in coordinating all the events related to academics and other co-curricular and extra-curricular activities, as per the directives of teaching faculty. They do a lot of academic and administrative work by taking the help of other students. They also motivate other Students to take part in the activities conducted by the institute. They work as a medium between faculty and students. Contribution of the Student Council in Administration is as follows – • To promote an environment which is conducive for intellectual and personal development of the student teachers and bridge the gap between students and administration. • To facilitate smooth functioning of the teacher education system. • To promote Human Relationships, Leadership and cultural values. • To provide opportunities to students for self expression, interaction active participation. • To initiate, implement and complete projects and activities which will help students, faculty administration. • To provide a living workshop of democratic processes through activities like elections etc. • To promote respect for law and general welfare of the institution. • To improve understanding between and within groups through interaction and communications.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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 Association of MK College of Education plays crucial role in its functioning by student mentoring, student support, financial support, and recognizing talent early and then nurturing it to become efficient human resource to the country. Institute has a dynamic alumni association which works coherently with faculty in devising methods to improve teaching methods,

organize events to inculcate confidence in students to take responsibility and successfully meet the challenges posed to them during course curriculum. Alumni members via Alumni association meetings are sought directives as well as advice on curriculum development, students' support for admission, placement, guidance as well as mentoring.

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 decentralize 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 meetings 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
Teaching and Learning	Orientation programme for B.Ed. and D.El.Ed students (2018-20) 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. In order to prepare the would be teachers to face the challenges an interactive session on Internship Programme was

	organised by the college and teaching practice was held in various schools.
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 SCERT (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.
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 facility 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's functioning. Book bank facility is available for the needy students.
Curriculum Development	As MK College of Education is affiliated to GNDU, Amritsar. the college follows prescribed syllabus for B.Ed. 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.

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

E-governace 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 software's 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 fulfil 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	Name of the professional body for	Amount of support

for which financial support provided	which membership fee is provided	

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">**No file uploaded.**</div>

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)

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">**No file uploaded.**</div>

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

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">**No file uploaded.**</div>

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	7	2	5

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. Statutory auditors are chosen by management for external audits. 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	Funds/ Grnats received in Rs.	Purpose

funding agencies /individuals		
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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**	**Nill**
Administrative	**No**	**Nill**	**Yes**	**Nill**

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

1. Organizing 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.

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

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
2018	**Celebration of Matribhasha Diwas**	**21/02/2018**	**21/02/2018**	**21/02/2018**	**15**
[View File](#)					

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
yoga camp	29/03/2018	30/03/2018	55	10
discussion on marginalization	11/09/2017	11/09/2017	45	3

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
Percentage of power requirement of the College 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	Nill
Provision for lift	Yes	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	Yes	Nill

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
2018	Nill	Nill	Nill	Nill	Nill	Nill	Nill
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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Our college takes various initiatives to make the campus eco-friendly. Student's participation is also appreciable as they contribute by planting trees, organising Rallies, participate in various competitions sensitizing

towards sustainability, Dramatizing Nukad Natak 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

Career Guidance and Training :To keep the students' career-focused and make them aware of the schools and social needs, career guidance is the most essential. The need of the hour is also to induce a habit among the students for lifelong learning to progress in the career. The challenge is changing the mindset of students to become skilled at how to learn new things and adapt themselves to the latest knowledge and techniques. Content beyond Curriculum:Since the needs and demands are continuously evolving and technology is ever emerging, mere learning the curriculum is insufficient. There is often a mismatch between what is learnt in the institution and the actual school expectations from the teachers. To bridge this gap and make students job-ready, much emphasis is given for teaching content beyond the regular curriculum.

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

http://www.mkce.in

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

MK College of Education follows the practice of needed-based Teaching that 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. 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 . 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.

Provide the weblink of the institution
http://www.mkce.in

8.Future Plans of Actions for Next Academic Year

Organizing National Level Seminar for Professional Development of Faculty and to organize lectures by experts. Environment Awareness by participating in various rallies on concerned environmental issues .Talent Development programmes for Holistic development of Future Teachers Community Promotional and participation Services and outreach activities to inculcate democratic values. Programmes for Enhancing Communication Employability Skills among pupil teachers Providing need based Teaching to the students . to Organize Extension Services like Students Parents Guidance Counselling in the practicing schools.