Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**AKLIA COLLEGE OF EDUCATION FOR WOMEN**
Name of the head of the Institution	**Dr.Roli Tiwari**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01642262631**
Mobile no.	**9501108142**
Registered Email	**edu@akliainstitute.org**
Alternate Email	**document@akliainstitute.org**
Address	**Vill-Akliakalan Postoffice:-Goniana Mandi**
City/Town	**Akliakalan**
State/UT	**Punjab**
Pincode	**151201**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Gurpreet Kaur**
Phone no/Alternate Phone no.	**01642262631**
Mobile no.	**9501108144**
Registered Email	**edu@akliainstitute.org**
Alternate Email	**document@akliainstitute.org**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.akliainstitute.org/iqac149.html

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.akliainstitute.org/downloads/files/n655d881e119d8.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.60**	**2011**	**27-Mar-2011**	**26-Mar-2016**

6. Date of Establishment of IQAC	**17-Jul-2007**

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
Internal Audit for better	**22-May-2019**	**14**

use of facilities	1	
Planning for the new Session	29-May-2019 1	17
Feedback from Teachers for facilities	22-Apr-2019 1	21
Feedback from Students regarding curriculum	15-Oct-2019 1	81
Parents feedback on Infrastructure	12-Mar-2019 1	35
Parent Teacher Meet	12-Mar-2019 1	35
Discussion on Co-curricular activities done by the college	06-Mar-2019 1	17
Implementation of the academic calendar for the odd semester	05-Dec-2018 1	16
Feedback from Employer on Internship	26-Nov-2018 1	14
Seminar on new rules and regulations on NCTE on practice of Micro-teaching	17-Jul-2018 1	18

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

No Files Uploaded !!!

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 :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	[View Uploaded File](#)

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)

IQAC had been taken initiative for the review of previous session and planning for upcoming session. For the same Academic Calendar and Activity Planner was maintained and was proper implemented.

IQAC had been suggested various academic as well as cultural activities to enhance the quality among students. college through its IQAC organized lecture series, quality enhancement inter and intra institutional competitions, weekly seminars (meeting) on quality related themes like moral and extension lectures for facilitating interaction with experts in respective fields. Special emphasis is given to develop rural area through social welfare programmes and quality related activities organized by students with the help of teachers.

IQAC directed to training and placement department to organize training and placement activities for employability enhancement, values, and professional ethics various activities like MOCK interviews, interview session and resume writing workshop etc. conducted to build confidence among students. IQAC has been emphasized on research activities for teachers. IQAC has organized workshops, Seminars, Faculty Induction Programme and sessions for the professional development so they can act as resource persons in guiding and motivating young aspirants.

For resolving the various issues of the students, IQAC suggested for online mechanism of grievance redressal. Now students can easily launch their grievances by dis online mechanism which saves lot of energy and time of students and concerned authorities.

IQAC had collected the feedback from students, parents and all other stakeholders on quality related institutional processes. It has a significant effect on professionalizing teaching and improvement in the working of the institution.

No Files Uploaded !!!

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
Regular seminar in each subject	Submitted successfully
Research Activities for Faculty and Students	All learned a lot
Face to face Skill-in-teaching programme in schools.	Successfully organised

Organization Various Workshops & Interview sessions	Professional skill development
Faculty development programme for Teaching Staff & Professional development programme for Non-Teaching Staff	Updation of knowledge and skills
More New Value Added Courses introduced	Personality grooming
Academic & Administrative Audit (AAA) Review	Quality improvement
MHRD-AISHE 2018-19 Data submission	Submitted successfully
Planning of IQAC meetings	Proper planning and execution
Ensure implementation of academic Activity Planner	Planned and executed properly
No Files Uploaded !!!	

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	2019
Date of Submission	22-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	anagement Information System (MIS) is the use of information technology, people and institution processes to record, store and process to produce information that decision makers can use to make day to day decisions. To extract t from varied sources and derive insights MIS of Aklia College of Education is working in following forms: A) Enterprise Resource Planning (ERP) system: In the present scenario of ICT, college ERP system provides a simple interface for maintenance of different students, departments, faculties, library and other information. Managing all these departments and other modules manually is a very difficult and hard, in effective and expensive task. The

system allows the admin to add students, faculties and any other events. • Online Course Choice • Online Admission Process • Online Student ID card generation. 2) Attendance management system: • Online attendance marking • Class In charge panel • AMS reports. Full reports, monthly reports, cutoff wise reports, online attendance register, teacher wise attendance, class in charge counselling and student council reports etc. 3) Mentor Mentee system 4) Fees (Academic/Hostel/Transport) management system 5) Record management system 6) Examination management system: • MST wise marks entries • EMS reports Program/subject/teacher wise results, program wise average results, top 10 students, MST wise full reports etc. 7) Feedback system 8) Approval management system: • E approval • E Notice • E Communication • Online assignment of tasks with deadlines etc. Once the details are entered into the system by the authorized person than there is no need for other users to deal with separate section. Only a person that is having an administrative authorization is enough to maintain all the reports and records of the system. The college ERP provides appropriate information to users based on their profiles and role in the system as per requirements. B) Automated Library System: A physical site of an e library is provided for the clock online access to digitized audio, video and written material. Collage library is using DELNET software for the library operation that is developed by National Informatics Center Govt. of India. Online access of E Books and E Journals through EBSCO and Sci. direct. etc. available to the users(students as well as faculties). C) Learning Management System (LMS) at acew: LMS is a form of software applications for the administration, documentation, reporting and delivery of educational courses, training programs or learning and development programs. Following applications are being used for LMS: Microsoft Teams: Microsoft Teams is enriching with all essential features such as. • Chat capabilities • Online assignments • Video conferencing • Record storage • Various Schedules • Integration with

| | many other Office 365 apps. ii. Student App: An application is also developed for students on Google Play store. By the Login ID's students can access: • Attendance Reports • Fees (Academic/Hostel/Transport) • Evaluation • Timetable • Grievances of students are taken by grievance module through online/offline mode and redressed the students grievances. |

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

At the beginning of each academic session, college prepares it's tentative academic calendar (which includes all the educational & Co-curricular activities and events), which is uploaded on the college website. The proposed academic calendar is prepared according to the notice and circulars received from the affiliating university/UGC/NCTE. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, curricula, extension related and all other co-curricular activities. 2. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism of curriculum delivery and implementation. 3. Based on the departmental routine, department conducts meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment/projects of each teacher at the beginning of a session by the department. 4. Based on the teaching assignments/projects allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic. 5. Along with the traditional chalk and talk method, teachers often use ICT, group discussions, student seminars and many more methods and techniques to demonstrate the topics. 6. Class test/surprise test and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. 7. Tutorial classes are held in all courses with in routine class hours. 8. Field tours are organized by the college to insure the learning excellence. 9. Post-graduate students are specially trained to handle assignments, open-house seminars and teaching learning resources to prepare themselves for quality enhancement and research oriented learning. 10. Interactive sessions with students and sometimes with guardians are held to identify problem areas. Special care is taken to address the problems of slow learners, advanced learners and first generation learners. Social networking sites are also used in some programme for interaction between faculty and students beyond the class hours. 11. Feedback is collected from the all stakeholders (Students, Parents, Alumni, Employers and Teachers) for curriculum and suggestions are placed in IQAC meetings. 12. Regular Activities like workshops on Teaching-Learning Process, Inter-College Competitions, Inter-House Competitions, Skill based competitions, Skill enhancement based workshops & seminars etc. Are organized to ensure the quality of curriculum. 13. Extension and guest lecturers (by eminent personalities and educationists) are conducted at regular intervals for value based education.

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
Certificate course on pe rsonaltdevel opment	Yes	20/01/2019	40	Yes	Yes
Certificate course in OFFICE AUTOMATION	yes	20/01/2019	40	Yes	Yes

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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	82	0

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
Value Added Course on Personality development	22/01/2019	41
Value Added Course on Office automation	22/01/2019	41
View Uploaded File		

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	Teacher Education	82
View Uploaded File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
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

Feedback is being collected from all stakeholders such as Students, Teachers, Employers, Alumni and Parents on annual basis. A consolidated Analysis Report is being prepared. All the feedback analysis report is placed in IQAC. The action on the feedback is being taken accordingly Annual feedback is obtained during the final week of the Session. The student's feedback is considered as a valuable source of information to measure their level of satisfaction. The feedback collected from the students and alumni for curriculum and suggestions are placed in IQAC meetings. Departments receive feedback from parents through parent teacher meetings and discuss different issues related to the overall development of their ward. Parents can also visit and meet the staff any time in working hours and they can also mail their queries and worries through college website and principal mail. Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. Feedback is also taken from schools regarding training session of prospective teachers and adjustments for teaching skills. Employer's feedback is taken during the campus recruitment to enrich the curriculum and to cover content beyond syllabus for better employment opportunities. Feedback collected from the stakeholders is presented from time to time at various levels during the syllabus setting and detailing workshops organized by the College. One of the Missions of the organization is to continuously upgrade knowledge base of our manpower, improve infrastructure and use of latest technology/pedagogical tools, and update curriculum on the basis of periodic feedback from stake holders to enable students to meet professional requirements and their expectations. A feedback to evaluate the facilities provided by the institution and the ambience provided for student centric learning is obtained at the end of the program every year from the outgoing final year students. The results are analysed, corrective and preventive actions are initiated to overcome any flaw/s indicated by the said feedback. Also feedbacks are obtained from alumni towards their possible contribution to curriculum development/curriculum enlargement/enrichment and to support our students in employment. Institution organizes various enrichment programs which focus on the human values, employability and life skills, creating competency in the technology and quest for excellence. IQAC monitor and evaluate the performance of the enrichment program. Paper presentations, project competitions, alumni talk and other such activities are organized.

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	Teacher Education	100	130	100

View Uploaded File

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
2018	182	0	16	0	16

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
21	20	30	7	1	6
No file uploaded.					
No file uploaded.					

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

The mentor system bridges the gap between the teachers and students. In the beginning of the session a ten days orientation programme is organized for the new students. During this Induction programme information is provided regarding the mentor -mentee scheme of the college, proper office order is circulated regarding the mentor-mentee list. Total students of the College have been divided into groups for monitoring their academic activities.10-15 students are allotted to each mentor. Each group is headed by a teacher who works as a mentor, supervisor and counsellor to the students. The teacher also maintains communication link with the parents for making up the deficiencies of the wards in order to ensure healthy educational atmosphere It was observed that in order to improve performance of the students with respect to their attendance, results and participation in various activities, there is a close association between teachers and students. In addition, some of the students need personal guidance and counselling. The Institution follows a student mentoring system through teacher guardian scheme where the academic and personal issues of the students are looked after. The Mentor-Mentee scheme is developed to monitor every student's academic performance and ensure that his/her performance improves. The Mentor-Mentee scheme also ensures that parents are regularly updated about their ward's progress. The Institution has also appointed professional counsellors to address the personal, psycho-social and other problems of the students. The Guidance Counselling Cell of the Institution assists the students by conducting training, seminars and workshops for their overall grooming there by making them eligible for better placement opportunities. The Institution provides fee waiver facility to economically weaker students in order to support them to continue their education. Various committees are in place to motivate and encourage the students to participate in competitions at different levels. Every year, departments individually organize orientation sessions on the class commencement day for students of first semester and explain the designing and implementation of the mentoring system of the department. In the mentoring process, all necessary information related to the student such as contact number, email of the student, family income, category, gender etc are initially collected by the department through the student database format provided by the IQAC. Departments maintain the records of class tests/surprise tests, attendance records, records of student seminars etc related to the reviewing of the performance of the students. Departmental teachers maintain interaction with students through individual meetings, social networking sites and interaction boards of learning management system. Teachers discuss with parents during parent-teacher meetings and try to identify the problems faced by students and related issues. To overcome these constraints, teachers sometimes suggest students to provide the list of difficult questions and problems faced by them while preparing for competitive examinations and then the teachers provide solutions in written form to the students. In some departments, tutorial classes are also organized for students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
182	16	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
16	16	0	5	2

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 !!!			
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	EDUBED2PUP	I	22/12/2018	07/05/2019
BEd	EDUBED2PUP	II	18/06/2019	15/11/2019
BEd	EDUBED2PUP	III	22/12/2018	07/05/2019
BEd	EDUBED2PUP	IV	18/06/2019	15/11/2019
[View Uploaded File]()				

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

There are two levels at which the internal assessment is carried out at the college: Postgraduate and Graduate. Following the examination pattern prescribed by the affiliating University i.e. Punjabi University, Patiala. The students are well informed in advance about this system of evaluation. The continuous internal evaluation of the departments provide excellent opportunities to the students to not only to showcase their learning but also to develop their skills such as academic writing, research culture and public speaking etc. It also enhances their participation in classroom activities and improves the overall teaching learning process. After the internal evaluation, students' performance is discussed with the students and necessary suggestions are given for further improvement. For , the post graduate departments conduct Continuous Internal Evaluation for every paper in each semester. This system of evaluation includes attendance, performance in MSTs, assignments, book review, presentations, class seminars, class tests and surprise test etc. And for undergraduate students, internal evaluation comprises of percentage of marks as per the syllabus provided by the affiliating university which includes • Attendance, • MCQs • Viva is taken by staff on regular basis • Through regular Class Tests • Monthly test are also taken on regular basis • Assignments and PowerPoint Presentations are prepared and presented by the students • Debate competitions are organized in routine • Group discussions are organized regularly • Welcome discussions on topics from the syllabus • Course Seminars on burning topics are also organized • Projects on different topics related to the syllabus are given to the students for more qualitative and effective learning. • There s also a provision of oral presentations by students during the last 10 minutes of the class periods • Students deliver a short lecture on

the taught topic in the same class, subject to availability of time • Regular field survey in the neighbouring areas of Bathinda within the district • Short-term field tours are organized and on the basis of that, students prepared there reports and submitted to the concern teachers. • Encouraging students to attain e-lectures available in the web-sites of the international esteemed institutions and bodies and appear for group-discussion on their feedback. •Students asked to take classes of their fellow students in the presence of a faculty member • Micro teaching:-For making the pupil-Teachers properly-skilled, micro teaching is organized by college and all most all the skill are introduced to them. Every student practices 7 micro skills under the guidance and supervision of teacher educators. • Macro teaching:- Macro teaching is practiced in various schools and Writing of lesson plans for micro as well as macro teaching under the supervision of staff is mandatory • Evaluation of practical work in laboratories- • Evaluation of Projects: The students has to complete the projects in the given time. Students to augment the prescribed syllabus to meet the requirements of the programme outcomes. Hence, a continuous effort is being exercised to add value in students and prepare them to meet the current needs of society.

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

Planning, Implementation and Monitoring for Continuous Internal Evaluation (CIE) is done for ensuring its adherence to the Academic Calendar. The following points are included for the same: • Orientation programme • Mid Semester Tests • Tests, Assignments, Quiz, Presentations • Result Analysis • TAs meeting schedule • Mid Term Examinations dates • Discussion schedule of MST results by subject teachers with students • MST Marks Submission to Examination Coordinator • Tentative University Examination/Practical dates • Students Feedback dates • IQAC/ Academic committee meeting dates Planning: The Academic Calendar of Institution is prepared by Academic Committee in accordance with the University Academic Calendar. While planning, various types of evaluations throughout the semester are also kept in view. At the beginning of every semester, it is shared with students and faculty members and also displayed on College Notice boards and Institutional website. Implementation: • MSTs are conducted and answer sheets are checked well in time for uploading marks on online software. The result is automatically displayed in students' login ids. • Student projects are reviewed and evaluated as per the planned schedule. • Tests/Quiz: Evaluation is carried out as per schedule. Microsoft Teams is used for conducting online quiz based test. Monitoring: • The monitoring of Attendance of students is done fortnightly. • Marks of MSTs are analyzed in order to monitor performance. These marks are displayed to students on online software. • Before final examinations, final assessment marks are calculated and verified by HODs of concerned department. These assessment marks are also displayed for the students through student App.

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://www.akliainstitute.org/downloads/files/n655c4d106bee2.pdf

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

EDUBED2PUP	BEd	Teacher Education	82	82	100

<div align="center">

View Uploaded File

</div>

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)

<div align="center">

https://www.akliainstitute.org/downloads/files/n655efa526b25e.pdf

</div>

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
Workshop on Copy Right	Education	16/10/2018
Workshop on Trade Mark	Education	18/02/2019
Workshop on Patent Drafting	Education	28/03/2019
Seminar on How to prepare for Job Interviews	Education	12/11/2019
Workshop on Intellectual Property Rights	Education	11/09/2018

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
NA	NA	NA	Nill	NA
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	

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

Name of the Department	Number of PhD's Awarded

NA	0

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)
International	Education	2	7.75

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
NA	0

No file uploaded.

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
NA	NA	NA	Nill	0	NA	0

No file uploaded.

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
NA	NA	NA	Nill	0	0	NA

No file uploaded.

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	5	1	8
Presented papers	0	3	1	0
Resource persons	0	0	0	0

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
Swachh Bharat Abhiyan compaign	NSS Unit	18	65
Campaign on green	NSS UNIT	14	71

diwali			
Tree plantation	NSS-UNIT	16	80
NSS Camp	NSS UNIT	17	68
Activity on national voter day	NSS-UNIT	19	63
Awareness campaign world AIDS day	NSS UNIT	17	92
Awareness campaign on literacy day	NSS UNIT	15	90
Annual educational tour	NSS UNIT	5	48
Visit to Deaf and Dumb school	NSS UNIT	7	72
Visit to old age home	NSSUNIT	8	85
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
Parvasi Bhartiya Divas National Integration Camp	Recognition Participation Certificate	Department Of Youth Affairs Ministry of Youth	1
Safe Blood Starts with me	Certificate	Punjab State Blood Transfusion Council	1
Basic mountaineering course	Certificate	Atal bihari VajpayeeAllied sports Institute	1
Foundation course in Yoga Science for Wellness	Participation certificate	Morarji Desai National Institute of Yoga,New Delhi	1
World Soil Day Pledge	Certificate	Ministry of Agriculture Cooperation Farming Welfare Govt. Of India1	1
Seminar on Social Evils at Peori	Appreciation	Sarpanch Gram Panchayat, Village, Peori, Dist. Muktsar	45
Seminar on Social Issue at Nehia Wala	Appreciation	Sarpanch Gram Panchayat, Village,Nehia Wala. Dist. Bathinda	42
Tree Plantation in Aklia	Appreciation	Sarpanch Gram Panchayat, Village	40

		Aklia, Dist. Bathinda		
International Good will and Fraternity Camp,	Participation certificate	Sri Gurudwara Prabandhak Committee, Sri Amritsar Sahib		1

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
Swachh Bharat	Science Association	World Water Day	8	90
Gender Issues	Women Association	International Women Day	10	100
Swachh Bharat	Social studies Association	World Ozone Day	20	150
Swachh Bharat	NSS Unit Department of Social Welfare	Green Diwali (Slogan writing Poster making Competition)	15	75
Gender Issue	Women Association	Teez Fest	12	70
AIDS Awareness	Science Association	World AIDS Day	12	83

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
Expert Lecture	62	NA	1
Expert Lecture	75	NA	1
Expert Lecture	83	NA	1

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
Skill In Teaching	Internship	Dashmesh Public School	08/08/2018	30/11/2018	19

Skill In Teaching	Internship	Govt Sen School Jaitu	08/08/2018	30/11/2018	10
Skill In Teaching	Internship	Kanya sen school Rama mandi	08/08/2018	30/11/2018	08
Skill In Teaching	Internship	Gov Sen secondary School Jodhpur romana bathinda	08/08/2018	30/11/2018	05
Skill In Teaching	Internship	global discovery school rampura	08/08/2018	30/11/2018	10
Skill In Teaching	Internship	Govt.Sen Secondary School Boys Goniana Mandi	08/08/2018	30/11/2018	09
Skill In Teaching	Internship	Guru Nanak Dev Public Sr. Sec. School,Bathinda	08/08/2018	30/11/2018	05
Skill In Teaching	Internship	Prince Public High School Goniana Mandi	08/08/2018	30/11/2018	10
Skill In Teaching	Internship	Khalsa Sen Secondary School Bathinda	08/08/2018	30/11/2018	10
Skill In Teaching	Internship	Guru Nanak Public School Goniana Mandi	08/08/2018	30/11/2018	10
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
BABA FARID COLLEGE OF EDUCATION	19/08/2016	utilization of different rsources	15
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
0.8	0.3

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD 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
E-Granthalay	Fully	3.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9378	1286000	40	30055	9418	1316055
Reference Books	3010	141750	23	4298	3033	146048
Journals	7	19095	0	0	7	19095
e-Journals	2	3000	0	0	2	3000
CD & Video	24	0	6	550	30	550

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/	Others

							GBPS)	
Existing	28	1	1	1	2007	2	70	0
Added	0	0	0	0	0	0	0	0
Total	28	1	1	1	2007	2	70	0

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

70 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
0.5	**0.1**	**0.5**	**0.1**

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)

The Institute has well-defined policies and procedures to ensure the maintenance and utilization of various physical, academic and support facilities. The Institute is having Department of Facility Management (FM) with dedicated staff carpenters, masons, electricians, plumbers, welders and skilled workers to ensure the maintenance of the physical and support facilities in a planned and systematic manner as per the standard policies developed by the Institute to ensure salubrious environment. Whenever some other department is having a requirement for maintenance, the department forwards request to FM department through the Principal with proper justification. On receipt of request the FM department inspects the site and deputes a suitable person (Technical/Non-Technical) from the said department for necessary maintenance. If in-house maintenance is not possible, then said work is outsourced as the institute has empanelled genuine vendors for maintaining and up-keeping of physical, academic and support facilities. The request is then forwarded to appropriate vendor available in the list to send the estimate. After getting approval for the estimate, the work is assigned to the vendor through the purchase department. 1. Maintenance of Physical Infrastructure and Support Facilities The Institute has prepared a Calendar to ensure proper maintenance of physical and support facilities. Periodic check for maintenance is also done by the staff of FM department to keep all the facilities operational. For routine maintenance, the department of FM supervise cleaning, dusting, sweeping and mopping work by housekeeping staff. Minor repairs are also handled by the department. For preventive maintenance, the department deputes skilled staff and if required, work is outsourced. 2. Maintenance of Labs, Library and IT Infrastructure i) Laboratory Complete record of all the lab equipment is maintained in the Stock register and is verified by the respective Lab In charge (a faculty member) before the start of every semester. For proper maintenance and up gradation of labs, Administrative audit is also done by the concerned departments at the end of each academic session. ii Library The library having 16481 volumes is supported by the library software E-

Granthalaya. Every year ripped books are got bound and worn out books are replaced by new ones. Stock verification of the library is done at the end of each academic session. The Library has a suggestion box where the students can put there written suggestions regarding requirements of books, periodicals, etc. iii) Computers The Institute has a full-fledged hardware and networking department with a team of qualified hardware and networking engineers to ensure proper working of IT infrastructure (including hubs, L1/L2 Switches, Wi-Fi Routers etc and peripherals).The Institute has a policy of purchasing only branded computer and networking hardware from reputed companies like HP, HCL, Lenovo, Dell, Acer etc. The Institute also has an independent server room. Hardware and Networking department ensures the maintenance of the IT Infrastructure in a planned and systematic manner.

https://www.akliainstitute.org/downloads/files/n655c76fa61ad5.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Post-Metric Scholarship	28	330656
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
Workshop Teaching Learning Process (Theory and Practice)	25/01/2019	167	Alumni Association
Workshop on Career Guidance	18/01/2019	165	Guidance Counselling
Inter House Teaching Skill Competition	15/01/2019	155	In house Faculty
Group Discussion	12/11/2018	167	Training Placement Cell
Workshop on " Know Your Computer"	15/11/2018	168	In house Faculty
Workshop on Soft Skills	23/10/2018	168	In house Facult
Personal Counselling Sessions	17/10/2018	158	Guidance Counselling
Yoga and	24/09/2018	158	NSS

| Meditation | | | |
| One day workshop on Basics of Communication lab | 27/08/2018 | 159 | Literary Club |

<div align="center">View File</div>

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 passedin the comp. exam	Number of studentsp placed
2018	Competitive Examination	71	18	22	5

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

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
23	23	3

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
00	0	0	Various private schools	30	14

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

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
2019	14	B.Ed	Education	Punjabi University patiala,DAV College Abohar,Punjabi University Regional Centre Bathinda,Aklia Degree College Bathinda	M.Sc Math,MA Education,

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
Any Other	7

No file uploaded.

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

Activity	Level	Number of Participants
Diya Thali, slogan writing competition on Diwali	Institutional level	30
Visit for Education Movie and Art Gallery at Bathinda	Institutional level	100
Mehndi competition on Karva Chauth	Inter-College Leve	50
Hindi Diwas celebration	Institutional level	90
Birthday celebration of Literary Figures	Institutional level	70
Youth festival	Zonal Level	50
Teacher day celebration	Institutional level	90
Janmashtami celebration	Institutional level	78
Talent Hunt	Institutional level	60
Teej Fest	Institutional level	87

[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 !!!						

No file uploaded.

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

Institute has as a very systematic and well-structured plan as far as student associations clubs are concerned. There are various clubs as per student's interests and capabilities. Besides this, we have student representatives in various sectors which help in their overall development in academic as well as administrative growth. Presence of an Active Student council: An active Student Council comprises Cultural, Academic, Sports, Literary having president, vice-president, secretary and other student members to run the council smoothly. Sports Club: Students organize numerous tournaments like volleyball, football, cricket, chess, basketball and handball. The club organize Annual Athletic meet every year. Clubs: •Red Ribbon Club •Techno Club •Literary Club •Eco Club •Theatre Club •Fine Arts Club •Dance Club Activities- These clubs spread

awareness about AIDS, Environment etc. organize Anniversaries of famous personalities. Writers, social activists and the days like science day, ozone day many more. Cells: 1. Guidance and Counselling Cell 2. Placement Cell 3. SC/ST Cell 4. Women Cell Activities- these cells organize a variety of events to enhance the quality of skills, to sort the problems of students, legal awareness among the students etc. Associations: 1. Social Welfare Association 2. Academic Associations- • Hindi Association • Punjabi Association • English Association • Maths Science Association •Planning Forum/ S.St. Association Activities- These associations organize various types of activities, events and competitions for the students. NSS camp, social awareness rallies, student seminars, quizzes, debates, elocutions, writing competitions etc. 3. Alumni Association Activities- this association organizes Alumni Meets and Alumni interaction programs etc. 1) Representation on Academic Councils Teaching Assistants (TAs): Aklia College of Education for women has adopted an innovative system of teaching in which some brilliant students are selected as Teaching Assistant to help their mentors. These teaching assistants are short listed on the basis of various parameters such as Communication, General behaviour, Class participation, Academic records and confidence level. This system helps to inculcate the various skills for instance Team work, Leadership skills, Time Management and many other skills for their future endeavours. 3) Representation on Administrative Committees •Grievances Redressal Committee •Anti-Ragging Committee •Anti-Sexual Harassment Committee •Examination Committee •Youth Welfare Committee •Discipline Committee •Press Media Committee •Hostel Committee •Library Committee •Sports Committee •Magazine Committee •College Bus Representative.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

85

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

3000

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting 10 July,2018 Alumni Meet 19 july,2018 Meeting 14 January, 2019 workshop on teaching learning process (theory and practice) 25 January,2019. workshop on teaching learning process 5th March,2019

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 institute believes in and promotes decentralization and participative management. The Institute has a mechanism for delegating authority and autonomy at different levels for successful implementation of various policies and guidelines. The principal and head of departments are responsible for the academic and administrative activities in the institution. Faculty-members from all departments actively participate in all the related activities. Students also participate in organizing different activities under the guidance of faculty-members. Case Study: Organizing Activities All the activities in the institution are organized with the participation of all the stakeholders

including students and management. Organizing Committees for both the events are formed comprising of Deans, Head of Departments and faculty members under the directions of Principal. These committees also involve students starting from planning to execution. The students are asked to prepare the list of tentative events to be organized in the Talent Hunt Competitions based on the past experience of previous events and new trends, well in time before the festival. Students prepare the list of events under the guidance of faculty members. The students prepare the list of events and discusses with the committee comprising of Dean Students Welfare and HODs. The committee shortlists the events and asked the students to prepare the final proposal along with all requirements and tentative budget for the same. The proposal is finally made and submitted to the committee. Budget and events are further discussed with Principal and Vice Principal by the Committee including the prize money for different events. Principal reviews all the planned activities and the complete proposal is finally sent to the Chairman, ACEW for approval. After the final approval by the Chairman, team of Deans, HODs and faculty members under the directions of Principal start the work for the execution of events with the involvement of students. The various committees are formed with student representatives for all necessary arrangements. Invitations are sent to all reputed institutes for participation in the events by the students. Teams from different institutes participate in these events., suggestions are taken from all the stakeholders for improvement in the next year events. A final report is prepared and submitted to Principal for record purpose. 2. Decentralization of Examination process -HoD are appointing 4-5 examination committee members ,who look after all the criteria's related to the smooth conduct of the term exam including internal. Examination committee prepares the timetable for exams. They also keep the record of stock of papers , answer sheets and also maintain the supervision chart for all staff. Examination committee handover the answer paper to the subject teacher. The examination committee prepare the final printed result copy for MSTs after proper evaluation and assessment and presented to the Principal of ACEW

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	•The institute is affiliated to Punjabi University, Patiala and it has to abide by the syllabus prescribed by affiliating university which revises the syllabus from time to time. •The college has very liberally promoted the adoption of certificate courses. •The college has followed the semester system of examination for more effective organization of teaching and evaluation. Includes the introduction of internal assessment on the criteria of attendance, testing and classroom performance etc. •Seminars, workshops and talk with experts from civil society are organized in order to keep abreast of recent developments and emerging trends.

Teaching and Learning	•Constitution of Academic Committees like: Time Table committee, Attendance Committee, Tutorials etc. •To improve the analytical thinking, creativity and practical learning, the elements like Assignments, case studies, power point presentations and projects has been included. •Advanced knowledge of subject through special lectures, seminars and workshops. •Use of e-recourses like CONNECT, INFLIBNET, e-pathshala, etc. •Bridge and Remedial classes for new and slow learners respectively. •Book Bank •Mentoring, tutoring, counselling, remedial classes, and sponsorships are provided to students from disadvantaged sections, differently-abled and special needs. •Modern educational technologies in teaching, such as multimedia teaching has been strengthened.
Examination and Evaluation	Following the guidelines of the affiliated University, the college conducts twice Mid Semester Exams in one semester. On the basis of performance in Mid Semester exams, internal assessment is awarded to students. Continuous Comprehensive evaluation system is adopted by the college for the transparency of assessment. The university has also provided criteria for internal assessment as below: For B.Ed. : •Class Test 20 •Attendance 20 •Assignment/Live Projects 20 •Attitude/Behaviour 20 •. Students •Class test 25 •Attendance 25 •Assignment/Live Projects 25 •Attitude/Behaviour 25
Research and Development	he IQAC cell is promoted and assist various research related activities in the institute. It conducts seminars and workshops to promote research aptitude in teachers and students and also motivates the students to attend and participate in seminars and conferences organized by other institutes. •The institute increases participation of faculty in FDPs by providing financial assistance. •Surveys and research projects are carried out by some departments to improve analytical thinking in students. •Provision of facility of internet and e-journals for carrying out research work
Library, ICT and Physical Infrastructure / Instrumentation	•E-Journal, E-Book is made available in the library. •Learning Management System-MOODLE is used to manage the

	courses. •4 ICT enabled rooms •6 Laboratories •One Seminar hall •40 Computers •The institution is completely Wi-Fi campus. •Hostel for girls and boys •350 Mbps dedicated leased line Internet facility is available to cater the academic research needs of the Campus. •Grid connected solar plant is in used in campus.
Human Resource Management	There are Staff Associations for the teaching and non-teaching staff, under the aegis of which cultural programmes, celebration of festivals, valedictory functions, annual staff picnic, etc., were conducted to build a family/community feeling and foster love for and loyalty to the institution. •Two separate Orientation programs for students and teachers. •Internship programs for students. •Personality development programs. •Overall development of students through SDS, NSS etc. •Career guidance and coaching cells for students. •Financial aid to financially weak, meritorious and brilliant students in sports cultural and co curricular activities. •Blood Donation free General Medical check-up and Awareness camps were organized. •Professional development of staff is promoted by providing duty leave and financial assistance. •The college has created healthy work environment in the campus.
Industry Interaction / Collaboration	Visiting schools and having interaction with students. Visiting School of special need child under study tour programme. The department has its own extension activities like giving awareness programmes to the students of special schools.
Admission of Students	•Admission of the students is done according to the norms of the affiliating university Punjabi university, Patiala. •To make the admission process smoother, the following committees were formed: •In its efforts to train, motivate and reward faculty, the institution encouraged members to attend courses/conferences/workshops/seminars/training programmes, etc, and to be research-oriented.

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

E-governace area	Details

Planning and Development	•Implemented ERP approval system for dissemination of information including regular notice to all stakeholders. •Setting up virtual learning system through Skype from distant corners of the world Implementation of college Mobile apps. •Institute has its own LAN connection to communicate it with internal stakeholders. Institute maintains its website to communicate its philosophy and updates to external stakeholders
Administration	•Implemented ERP approval system for dissemination of information including regular notice to all stakeholders •Setting up virtual learning system through Skype from distant corners of the world Implementation of college Mobile apps. •Institute has its own LAN connection to communicate it with internal stakeholders. Institute maintains its website https://www.akliainstitute.org/ to communicate its philosophy and updates to external stakeholders •Online leave requisition system. •Notice display system for students and other stakeholder. Regular exercises of e-tendering process through Govt. portal. •Initiative taken towards installation of e-granthayla system in the Library •Notices and circulars are uploaded in the college website and communicated to different departments through ERP from the office of the Principal. • Collage has proposed complete office automation. • Each and every IQAC notice is circulated by the coordinator himself through ERP. •Receipt of admission fees is completely online. •Salary of faculty members and staff is transferred directly to the bank account. Salary statement has sent to the faculty by SMS.
Finance and Accounts	Fully computerized office and accounts section. •Maintenance the college accounts through Tally
Student Admission and Support	•Online admission including online payment gateway. •Applications are submitted for admission to different courses through the online admission portal. •Merit list is prepared and uploaded by fully computerized system. • Online counselling is scheduled based on the merit list of candidates
Examination	•Initiated online portal - Entry in

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
2019	Mr. Jagsir Singh	Guru Nanak Dev ji-Bani Te Vichardhara	Institution	300
2019	Mr. Jagsir Singh	Significance of Jalliawala Bagh Massacre : Past and Present Context	Institution	250
2019	Ms. Sukhdeep Kaur	Gadgets vs Teacher a Question of Educational Empowerment and Teachers Sustainability	Institution	300
2019	Ms. Harpreet Kaur	Role of Protection of Human Rights Act 2005	Institution	300
2019	Mr.Gurkirat singh	Institutions of Democracy: Challenges and Prospects in present scenario	Institution	300
2018	Ms. Manpreet kaur	Intellectual Property Right and Thesis Writings	Institution	300
2018	Ms. Gurpreet Kaur	Significance of Jallianwala Bagh Massacre : Past and Present Context	Institution	250
2018	Mr. Gurkirat Singh	The Art of Self Management	Institution	300
2018	Ms. Kirandeep kaur	Guru Nanak Dev ji -Bani Te Vichar-Dhara	Institution	300
2019	Mr.Gurkirat singh	Food Security, Nutrition and Sustainable Agr	Institution	1250

iculture- Emerging Technology	

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)
2018	Workshop on Role of literature in effective teaching	Effective team building	02/07/2018	13/07/2018	20	4
2018	Teaching skills for effective teaching	Stress management	Nill	21/12/2018	21	4
2018	E-Content development	Soft skills for professional effectivenes	Nill	07/06/2019	20	5

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
Workshop E-Technology	1	08/01/2019	15/01/2019	8
Faculty Induction Programme	2	21/11/2019	20/12/2019	30
Workshop on Content development and curriculum Design	1	21/06/2019	05/07/2019	15

No file uploaded.

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	16	4	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The Institute always strives to motivate and empower the faculty to create positive awareness in the department. In order to keep the teaching and non-teaching staff members motivated, the Institute has a list of effective welfare measures for their benefit as mentioned below: 1. Various Faculty development programmes are organized to make them aware about the latest technologies and skills. 2. Academic-Leaves, summer and winter vacation are granted as per the defined policies of the Institution. 3. Maternity-Leave Policy. 5. Ph.D. Increments to the Teaching staff. 6. Free transport facility is provided to the staff. 7. Free facility of Wi-Fi is available 24X7 within the campus. 8. Special scholarship in fee is given to the children of employees if they are interested to take admission in B.Ed. 9. Financial support in case of accidental death of the staff member by	Casual leaves • Medical and Maternity leaves • Duty leave • PF and gratuity Facility • Accommodation Facility For outstation staff • Fund of Rs. In Employee welfare scheme	Scholarships to SC students • Financial aid to poor students • Single girl child scholarship • Free ships for sports students • Differently able student friendly campus • First aid room and dispensary • Personality development camps • Free books are given to needy students from the book bank maintained by the Department. • 25 fee concession to Military, Teacher and ACEW Teacher's Child

6.4 – Financial Management and Resource Mobilization

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

The daily transactions are monitored amp posted with internal control system in the accounts department. The work of one person regularly checked by the other person, after the posting is finalized. The institution has appointed one Chartered Accountant as external Auditor. External Auditor completes statutory Audit of the society at the end of financial year. The last audit done is for the year ended 31.03.2019. No objections are raised by the statutory auditor.

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
No Data Entered/Not Applicable !!!		

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	na	Yes	IQAC
Administrative	No	na	Yes	IQAC

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

1.PTM 2. Financial assistance 3. Workshop on Stubble burning • Providing valuable suggestion for development of the institution • Guidelines of IQAC and submission of AQAR for Affiliated/Constituent Colleges Page 32 • Pointing out the weaknesses of the college related Departments and suggesting rectification. • Communicating views which the students feel shy to communicate directly to the teachers

6.5.3 – Development programmes for support staff (at least three)

• Training / workshops/seminars are conducted. • Academic / study leaves are granted to encourage higher education. • Financial support is given for acquiring higher qualification.

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

The distinctive mark of Aklia College of Education for women (ACEW) has been quality sustenance and enhancement since its inception in 2005. ACEW takes, therefore, legitimate pride in its great achievements over the years in the field of teacher education. Since its second cycle of accreditation in 2017, Aklia college of Education has been deeply committed to upholding the quality of education it provides. It has explored new avenues to cater to the needs of the society and the student-teachers and to make the transaction of teaching and learning processes technology-enabled and reflective practice. It has taken all Worth while means to create an ambience for the staff and student-teachers to seek and acquire knowledge and skills in the service of humanity to enable them to live in a shared and global community and to strive for excellence in all spheres of life. Thus ACEW is making great strides in augmenting infrastructure facilities, by paying undivided attention to the professional development of the staff and student-teachers and introducing new elements in curriculum transaction. Some of the Post Accreditation Initiatives that have been undertaken are listed below: 1. Starting new programmes: In view of the emerging trends 2. Collaborative linkages with industry and institutes of research may be undertaken: Linkages have been established with an intention to place our students for internship, where they get on the job training and / or conduct short term research projects. Linkages are in place Government Organizations like with Central University Punjab and Nongovernment organizations like WINDOWIT and TCIL-IT etc. for students training and Future times, NIIT, etc. for career guidance and placement. Experts from industry and institutes are invited for delivering guest lectures for our students on relevant topics. 3. Students to be coached for UGC-NET, CTET, PSTET and competitive examination and regular teaching hours may be increased: Our institution has started coaching students for competitive examinations such as UGC-NET, CTET, and PSTET etc. Experts are invited to orient and guide students about types, nature and preparation required for various competitive

examinations. An aptitude test is conducted for interested students and short listed students are given coaching by professionals in the relevant subjects. Students are also trained for entrance tests, group discussions, appearing for an interview and personal grooming. Reading materials are provided for the students in the library. A total of 150 students have been trained during the period 2012 to 2019. A one day workshop on UGC-NET was organized for post graduate students of Education.

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	IQAC Meeting	04/06/2018	04/06/2018	04/06/2018	11
2018	IQAC Meeting	09/07/2018	09/07/2018	09/07/2018	11
2019	IQAC Meeting	30/04/2019	30/04/2019	30/04/2019	11
2018	Alumni Meet	13/05/2019	13/05/2019	13/05/2019	85
2019	Parent Teacher Mee	12/03/2019	12/03/2019	12/03/2019	35
2019	Feedback From Alumni	19/07/2019	19/07/2019	19/07/2019	10
2019	Feedback From Parents	12/03/2019	12/03/2019	12/03/2019	60
2019	Feedback From Students	15/04/2019	15/04/2019	15/04/2019	60
2019	Feedback from Teachers	22/04/2019	22/04/2019	22/04/2019	19
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
Awareness programme on women rights	18/09/2018	18/09/2018	70	0

International women day	08/03/2019	08/03/2019	155	0
Mehndi Competition on karwa Chauth	27/10/2018	27/10/2018	18	0
Diya Thali, Slogan Writing and Poster Making	05/11/2018	05/11/2018	35	0

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
Aklia college of education uses LED Bulbs lights to reduce the consumption of electricity and to reduce emission of green housegases

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0

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	1	1	01/11/2018	1	Awareness on Save Water	Resource saving	85
2019	1	1	03/12/2018	1	Career development programme	Rural area illiteracy	110
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)
Academic Diary 2018-19 for all students	02/07/2018	A code of conduct for students is illustrated in the academic diary

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Human Rights day	10/12/2018	10/12/2018	150
National voter	25/01/2019	25/01/2019	150

day			
Moral Lecture	08/02/2019	08/02/2019	140
Celebration of Independence Day	15/08/2018	15/08/2018	80
Celebration of republic Day	26/01/2019	26/01/2019	160
World literacy Day	10/09/2018	10/09/2018	155
Moral Lecture	15/10/2018	15/10/2018	145
Visit to M.G,D. Deaf. and Dumb. School	26/10/2018	26/10/2018	140
Visit to Art Gallery educational movie	01/11/2018	01/11/2018	145

No file uploaded.

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

Initiatives taken by the institution to make the campus Eco-friendly (at least five) • About 50 trees were planted in the college campus which included fruit trees, shady trees and ornamental plants. • Celebration of 'World Green Consumer Day' on 28 September 2018 in the college campus for creating awareness among students and general public regarding least use of non recyclable things in their daily life. Various competitions were organized for students to mark the occasion and tips were given for being a green consumer. • Pledge Taking ceremony and Rally was organized by the students for Celebrating 'Green Diwali' on a day before Diwali festival in 2019. •Celebration of 'Environment Awareness Day' on 15-03-2019 in college campus. On this occasion tree plantation was done and Rally was taken out by students to create awareness among people regarding environmental Protection. • Polythene free Campus awareness camp was organiz

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I Title of the Practice: ICT as an essential mechanism in Teaching -Learning Objectives of the Practice One of the best practices primarily followed by Aklia College of Education for women has been teaching-learning through ICT. The aim is to increase efficiency in the effective use of ICT in teaching through initial training of teachers and professional development of existing teachers and facilitators in order to provide a holistic teaching-learning environment to the students. This Objective is to be achieved by effectively utilizing and completely infusing ICT in all the aspects of the educational process, thereby affecting a paradigm shift from teacher-centered teaching to ICT-enabled student-centered interactive and independent learning. Context of the Practice ACEW believes that the aim of education is to integrate technology in to the curriculum that has a significant and positive impact on students' achievements. The students who are continuously exposed to technology through education have better knowledge, presentation skills, innovative capabilities and are ready to do more efforts into learning as compared to their counterparts. The College takes pride in using blended technologies and innovative methods in order to impart effective learning to its students. The practice was designed to upgrade the traditional white board class room teaching to ICT enabled interactive class room teaching. Moreover, the interests of students have also shifted from traditional

classroom teaching to interactive digital classroom teaching as they have an easy access to smart-phones or other devices for learning and even watching lectures at home. Practice BFCE always believe in imparting core values of ICT and skills by focusing on bridging the gap between knowledge based education and competency based education. Some of the initiatives undertaken in this context are as follows: • ICT Enabled Smart Classrooms: In order to ensure effective functioning of the practice, the classrooms of the college are well equipped with properly functioning projectors. • LMS: In this epoch making process of digital transformation, we are making every endeavour to prepare our students with latest technology. a) Presentations: The students prepare ahead for a topic before it is discussed in the class by going through various tutorials and videos provided by the teacher on Microsoft teams. The teachers also share the relevant PPTs for the benefit of the students. b) Lecture Capturing System: The Lectures delivered by the teachers are duly recorded for the future reference of the students. This helps the students to gain in depth .The knowledge of the lecture even if the student could not attend any of the lectures. c) Video Lectures: The Lectures delivered by the teachers are captured on the mobile phones for the future reference of the students. The videos can easily be re-accessed for better understanding of the topic. • E-Governance: The College believes in complete transparency regarding to any information related to the students. a) Student App : An effective student app functions for the college students which helps them to check regularly the following concerns- i. AMS: Teachers mark student's attendance of their on AMS daily concerned subjects. With the help of tagging module in AMS- subjects, sections, faculty advisors are assigned as per time table. AMS helps subject teachers, faculty advisors as well as students to access the attendance report. ii. EMS: Teachers upload marks scored by the students, on EMS in their concerned subjects in MSTs. Students performance in MSTs is analyzed by generating reports. iii. Evaluation System: Teachers evaluate students' presentation delivered in the class by uploading marks on this system that student can access online. Moreover, teachers give remarks/suggestion as per students performance iv. Grievance: Any issue can be brought into the notice of the authorities via the student app. v. Fee: The students can regularly check their fee status so that they can be paid on time without any late fee. vi. Library: The students can check the record of the books issued by them along with proper dates. vii. Mentor-Mentee: The information of the concerned Mentor of the Mentee is given on app, so that the Mentee can contact him/her in case of any emergency/issue. b) E-Approval System: In this system, tasks are assigned by the Principal, HOD to concerned faculty with deadline. Rules and regulations, college policies, list of holidays, admission policy for staff and students has been mentioned in this system. c) Admission: The information about admission process is available on the website for the reference of the students. d) Microsoft Teams: The College is using Microsoft teams platform for day to day conversations between teachers and students where they can communicate one-on-one or in groups: i. Teachers send messages and announcements to individual student or whole class at once. ii. With the Channel feature and One Note Class notebook, teachers can create sub-categories within each team of their concerned subjects for sending study material. iii. Teachers give online assignments/quiz to students with a deadline, assess their work and give feedback. iv. Various Alumni Meets and Seminars are organized via Microsoft Teams which connects the students with the alumni and experts across the international borders. • E-Resources: a) OPAC: The library is equipped with OPAC (Online Public Access Catalog) which can be used to located book in the library. b) Online Journals and Books: INFLIBNET is an intuitive online research platform used by teachers and students of the College to access e-books e-journals. Students and teachers have access to 6094 e-journals and 139309 e-books. The teachers and students search e-books online with the help of E-Granthalaya Web OPAC (Ver.3.0) inside as well as outside the college

premises. c) Scholarly Database: Ebscohost can be accessed by the students and the teachers for research purpose. • Wi-Fi Campus: The entire college campus is Wi-Fi enabled with high bandwidth streaming range for effective and smooth surfing of the internet. • Well equipped staff members: All the staff members of the college possess and utilize laptop for work related to students, teaching and the department. Evidence of Success The Practice has helped the students to ask through provoking questions and thus helping students to have a better understanding about the subjects they learn. This also improve their reading and analytical skills. There is significant increase in queries raised by the students which ensure better interactive sessions in the class further improving their scores in the final university examinations. The presentation method has improved presentation skills of the students enhancing their confidence. The concept of flipped learning approach is a unique and creative teaching methodology through which better outcomes can be drawn as it has switched the learning mode from teacher centered to learner centered approach. Problems Encountered and Resources Required It is not easy to completely adapt to new system in a short span of time. The students were reluctant to adapt to Microsoft Teams instead they insisted on continuation of WhatsApp as a mode of communication between the teacher and the student. They were thoroughly sensitized by the Mentors and subject teachers and the issue was gradually resolved. Practice - II 1. TITLE OF THE PRACTICE: 360 degree Feedback of College from Students, Parents and Society. 2. GOAL: The objective of 360 Feedback is: 1. To create environment of democratic setup, development of self-potentialities and contribution in the internal quality enhancement for delivery of curriculum. 2. To enable the teachers to cope with society, develop creative thinking, group living, group behaviour and mutual understanding. It has the vision of self respect for each one working in the institution and to develop team spirit of doing organizational activities for better products and better results of teaching learning process. It would enable everyone to share ones' experience for facilitating teaching learning process. 3. THE CONTEXT: The 360 degree feedback for betterment of existing system having many challenging issues like the tendency of shirking work, working half-heartedly, irresponsible behaviour, shifting of the responsibility, counter allegations etc. among the staff and the students. The promotion of progressive behaviour and removal of non seriousness towards learning is one of the major problems in practicing this practice. The negligence among the stake holders is a serious challenge for developing coordinated efforts in facilitating the teaching learning process. The personality traits of students and teachers play important role for better feedback to enhance the internal quality parameters of the institution. The fast changes in technology of teaching and learning cannot be focused upon without internal and external coordination for enriching the spirit of individuals. The 360 degree feedback of students, parents and society enables us to no the week points of Institution. The spirit of cooperation is based on spiritual values, heredity and environment, social background etc. for which analysis and evaluation of all the stake holders is to be made for deciding progressive path of the institution and the product.

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

https://www.akliainstitute.org/structure.html

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

Writing is a skill and it can only be developed by hard work, practice and by having passion for it, and it is the utmost need today. Student can express his/her feelings only with the help of a good writing skill. So in order to

develop creativity in students ACEW organizes practice sessions on every Thursday. Increasing their working vocabulary and enhance expression skill is also the, motive of these sessions. Knowledge can only store by keeping a record of their writings. Their grammar is also improved and as a result they are able to use words effectively. During the academic year activities related to writing skills are also organized by the college and students express their views through their writings. This also develops their ability interest in content writing. These writings sent to newspapers where these are published weekly keeping in mind content, thought and outlook of students. This venture undertaken by the college has proved to be beneficial to improve student's writing skills as well as expression because written expression is more significant than oral one.

Provide the weblink of the institution
https://www.akliainstitute.org/

8.Future Plans of Actions for Next Academic Year

Aklia College of Education for women was established in 2005 in the lap of Aklia Group of Institutions, which is managed by Aklia educational research Society.The Institute is situated 20km away from the municipal limits of Bathinda city on Bathinda-jaitu road and is spread over a lush green campus of 12 acres. The institute offers a host of hi-tech ultra-modern facilities to ensure smooth and well planned education for its students. Our vision is to develop human minds to ensure the development of best attitude and techniques of handling the problems of contemporary world. The college is determined to prepare a team of young scholars who are enthusiastic to rise to the needs of the times and are skilled professionals with moral-ethical values. We believe in imparting an education which inculcates the ideas of humanism, modesty and spirituality. It aims at spreading quality education at affordable fee along with preparing the young minds to face the competitive world on all fronts. Thus, College believes in creating new frontiers of knowledge in quest for development of a Humane Society moves on with the following future plan of action for the next academic session to reach the target: - 1. To upgrade the examination evaluation system of the college through regular MCQ's exam pattern, and assignments. 2. To increase the number of MoU's by each academic department for student and faculty exchange. 3. To ensure a plastic free, Junk food free Tobacco free campus make the campus eco-friendly. 4. Strengthening the Alumni database their contribution at the departmental level. 5. Implementation of better Laboratory Safety Guidelines in all the laboratories. 6. Implementation of online attendance mechanism both for students faculty 7. To strengthen the liaison among the stakeholders like, students, teachers, parents, employers etc. 8. Implementation of soft skills for the students 9. Implementation of more value added courses for the students 10. Introduce certificate courses for the students 11. To make feedback system more efficient