



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		AKLIA COLLEGE OF EDUCATION FOR WOMEN
Name of the head of the Institution		Dr.Tara Singh Gill
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		Village:-Aklia kalan Post office Goniana Mandi
City/Town		Aklia Kalan
State/UT		Punjab
Pincode		151201

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Women</b>
Location	<b>Rural</b>
Financial Status	<b>Self financed</b>
Name of the IQAC co-ordinator/Director	<b>Gurpreet Kaur</b>
Phone no/Alternate Phone no.	<b>01642262631</b>
Mobile no.	<b>9501108144</b>
Registered Email	<b>edu@akliainstitute.org</b>
Alternate Email	<b>document@akliainstitute.org</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.akliainstitute.org/igac149.html">_https://www.akliainstitute.org/igac149.html</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.akliainstitute.org/downloads/files/n656184cd744fd.pdf">https://www.akliainstitute.org/downloads/files/n656184cd744fd.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>2.60</b>	<b>2011</b>	<b>27-Mar-2011</b>	<b>26-Mar-2016</b>

<b>6. Date of Establishment of IQAC</b>	<b>17-Jul-2007</b>
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<b>7. Internal Quality Assurance System</b>
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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
<b>Planning for the new</b>	<b>25-May-2021</b>	<b>11</b>

session	1	
Feedback from Students regarding curriculum	29-Apr-2020 1	100

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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
NIL	00	NIL	2020 00	0
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**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 :**

4

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 suggested various academic as well as cultural activities to enhance the quality among students. IQAC has organized online as well as offline guest lectures, extension lectures and FDPs. IQAC reviewed time to time online teaching methodologies and process. 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 Training and Placement department organize online training and placement activities for quality enhancement, promoting values, and professional ethics. Various activities like online interview session and resume writing workshops etc. were conducted to build confidence among students. IQAC has emphasized on research activities for teachers and has organized workshops, Seminars, Faculty Induction Programmes and sessions for the professional development so they can act as resource persons in guiding and motivating young aspirants.

IQAC had analysed the online feedback taken from students, and all other stakeholders on quality related institutional processes during the pandemic situation Covid19. It created a significant effect on professionalizing teaching and improvement in the working of the institution. As suggested by experts the inputs received were send to affiliating university which were considered.

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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
Extension and Guest Lectures	Quality Enhancement
Research Activities for Faculty and Students	All learned a lot
Face to face Skill-in-teaching programme in schools.	All Student participated
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
MHRD-AISHE Data submission	Submitted successfully
Planning of IQAC meetings	Proper planning and execution
Ensure implementation of academic calendar Activity Planner	Planned and executed properly
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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	2020
Date of Submission	28-Feb-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Through Management Information System (MIS) institution processes to record, store and process data to facilitate information and decision takers to take day to day decisions. In the pandemic situation Covid19 ACEW manage effective teaching learning process through MIS.so that academics should not get hampered. ACEW faculty prepare and extract data from varied sources and derive insights MIS of Aklia College of Education is working in following forms: A) BUSY SOFTWARE system: In the present scenario of ICT, college ERP system (cloud based) 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 tedious task. The system allows the admin to add students, faculties and any other events. ACEW's BUSY software is loaded with rich features like 1) Admission system • Online Course Choice • Online Admission Process • Online Student ID card generation. 2) Online 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 counseling and student council reports etc. 3) Mentor Mentee system 4) online Fees (Academic) management system 5) Record management system 6) Examination management system: • MST wise marks entries • EMS reportsProgram/subject/teacher wise results, program wise average results, top 10 students, MST wise full reports etc. 7) online 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</p>

for other users to deal with separate section. Only a person 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. College library is using EGranthalaya software for the library operation 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).

## 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

AKLIA COLLEGE OF EDUCATION FOR WOMEN is an affiliating institution of Punjabi University Patiala. Hence curriculum planning is done by Punjabi University Patiala with consultation of experts sought from different institutions as Board of Studies members. But implementation of the curriculum is done purely at the college level as per the advice of the University. In the beginning of each academic session, college prepares its 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. 1. As ACEW does not have the autonomy on curriculum but to give extra and advanced knowledge college had introduced some new value added courses and certificate course These courses are approved from IQAC. 2. 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 every teacher in the beginning of the session. 3. 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. 4. 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. 5. 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. 6. Tutorial classes are held along with routine class hours. 7. 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. 8. 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 programmes for interaction between faculty and students beyond the class hours. 9. Feedback is collected from the all stakeholders (Students, and Teachers) for curriculum and suggestions received from them are placed in IQAC meetings. 10. Regular Activities like workshops on Teaching-Learning Process, Inter-College Competitions, Inter-House Competitions, and Skill based competitions, Skill enhancement workshops & seminars etc. are organized to ensure the quality of curriculum. 11. Extension and guest lecturers (by eminent personalities and educationists) are conducted at regular intervals for value based education. 12. ACEW conducted online classes so that students' education would not suffered during the pandemic situation of Covid-19. And various academic and cultural activities also organized for the students and staff. 13. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism of curriculum delivery and implementation.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Communication skills	Nil	20/01/2020	40	Yes	Yes
Personality Development	Nil	20/01/2020	40	Yes	Yes
Digital Literacy	Nil	20/01/2020	40	Yes	Yes
Physical fitness and Yoga	Nil	20/01/2020	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
Nil	NIL	Nil
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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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	100	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
Communication Skills	20/01/2020	25

Personality Development	20/01/2020	25
digital literacy	20/01/2020	25
physical fitness and yoga	20/01/2020	25
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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	Teacher education	100
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## 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
<p>Feedback Obtained AKLIA COLLEGE OF EDUCATION FOR WOMEN believes that the performance of the college is fundamentally dependent on effective teaching learning outcomes. Feedback Mechanism is an essential and effective tool to know whether the college is delivering or imparting quality education. Hence, in the pandemic situation of Covid-19 ACEW collected feedback mostly through online mode through the Microsoft Teams by Microsoft forms/Google Forms etc. Hence, made a policy decision to get feedback from different stakeholders to analyse the institutional performance on different aspect of curriculum such as Employability enhancement Skill Based Content Development of student's personality Balance between theory and practical Teaching learning and assessment process during lockdown period. The IQAC developed a feedback mechanism and framework for its analysis. Feedback forms are circulated to all the stakeholders i.e students, faculty, Alumni, Employer, teaching practice school at the end of each semester through online mode. Feedback form collected through online from all stakeholders forward to the IQAC for analysis. The feedback analysis report is forwarded to the Principal for further process and action. Teachers provide informal as well as formal (online) feedback to the head of institution on different academic, administrative and other affairs to the college during lockdown. Feedback is taken from student regarding skill based curriculum, employability enhancement, relation with theory and practical, institutional efforts to impart quality education and evaluation procedure during lockdown. Feedback is taken via online mode at the end of the session. Feedback is taken from Alumni, Employer and Teaching Practice school regarding curriculum effectiveness to enhance employability, skill based content etc. Feedback collected from stakeholders is represented time to time at various levels during the syllabus setting and detailing workshops organized by the College. One Missions of the organization is to continuously upgrade knowledge based on manpower, improve infrastructure and use of latest technology/pedagogy tools, and update curriculum through periodic feedback from</p>



stakeholder to enable students to meet professional requirements and their expectation. The results analysed, corrective and preventive actions are initiated to overcome flaw/s indicated by the said feedback. Also feedback is obtained from them towards their possible contribution to curriculum development/curriculum enlargement/enrichment and to support our students in getting placed. Institution organizes various enrichment programs which focus on the human values, employability and life skills creating competency in the technology and for excellence. IQAC monitor and evaluate the performance of the enrichment program. Paper presentations, project competitions, alumni talk and other such activities are organized. From feedback analysis grievances (If any) and necessary suggestions are registered with to the Grievance Redressal cell 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
BEEd	Teacher education	100	120	100
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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
2019	100	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	15	30	7	1	50
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#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student mentoring system is available in the College academic, personal and psycho-social support, professional and career counseling and other services are provided. Notwithstanding the Covid-19 Pandemic and the Lockdown since March 2020, student mentoring system was facilitated and continued online quite remarkably and successfully. Academic counseling is available for all students. In the beginning of the session ten days orientation programme is organized for the new students, during this programme information is given to the new students regarding the mentor –mentee scheme of the college. Proper office order was given 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 counselor to the students and also maintains communication link with the parents

for making up the deficiencies of the wards in order to have 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 counseling. The Institution follows a student mentoring system through teacher guardian scheme where the academic and personal issues of the students are addressed. 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 counselors to address the personal, psychosocial and other problems of the students. The Guidance Counseling 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, ACEW individually organizes orientation sessions on the class commencement day for students of first semester and explain the designing and implementation of the mentoring system of the College. 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 ACEW through the student database format provided by the IQAC. ACEW 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. ACEW teachers maintain interaction with students through individual meetings, social networking sites and interaction boards of learning management system. Due to the Pandemic situation of Covid-19 PTM was not possible so, the teachers discussed with the students online meetings through Microsoft Teams and tried to identify the problems of students and related issues. To overcome these constraints, teachers ask students to give a list of problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
200	16	1:13

## 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	0	3

### 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
<b>No Data Entered/Not Applicable !!!</b>			
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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
Bed	EDUBED2PUP	1	30/05/2020	16/12/2020
Bed	EDUBED2PUP2	2	19/12/2020	25/05/2021
Bed	EDUBED2PUP2	3	30/05/2020	16/12/2020
Bed	EDUBED2PUP2	4	19/12/2020	25/05/2021

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

There is one level at which the internal assessment is done at the college: Graduate. Following the examination pattern prescribed by the affiliating University i.e. Punjabi University, Patiala, all departments conduct Continuous Internal Evaluation for each paper in each semester. The students are well informed in induction programme about this system of evaluation. The schedule of internal evaluation varies from department to department and is spread out across the semester. The student areas of weakness are filtered from the evaluation of their series of internal assessment. This system of evaluation includes attendance, performance in MSTs, MCQs, assignments, presentations, class seminar, Debate competitions, class tests and surprise test etc. • Assignment on different topics related to the syllabus are given to the students for more qualitative and effective learning. • There is also a provision of oral presentations by students during the last 10 minutes of the class lecture. • Students deliver a short lecture on the taught topic in the same class, subject to availability of time • Students asked to take classes of their fellow students in the presence of any one faculty member • Micro teaching:-For making the pupil-Teachers properly-skilled, microteaching is organized by college and almost all skills are introduced with them. Each student practices 7 micro skills under the guidance and supervision of subject teacher educators. • Internship:- Macro teaching is practiced in various schools and Writing of lesson plans for micro as well as macro teaching under the supervision of subject teachers. • Evaluation of practical work in laboratories- The continuous comprehension evaluation conducted by post graduate department provides 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 co-curricular 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. All prescribed practical's are conducted and the students are given sufficient training in carrying these out. In the the pandemic situation of Covid-19 ACEW has started taking attendance, MSTs, MCQ based assignments, students presentations, class tests and surprise test by online mode through Microsoft Teams to enhance the students participation interaction. So, a continuous effort is being exercised to add value to our 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)

The Academic Calendar of Institution is prepared by Academic Committee in accordance with the University Academic Calendar. Then Academic Calendar is approved by IQAC and suggested changes are incorporated. 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. 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 • TAs meeting schedule • Mid Term Examinations dates • MST Marks Submission to Examination Coordinator • Tentative University Examination/Practical dates • IQAC/ Academic committee meeting dates Planning: Implementation: • MSTs are conducted and answer sheets are checked well in time • 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 ERP/MIS. Since the College is affiliated by Punjabi University Patiala the Academic Calendar prepared by the University for the Conduct of Final Examinations are strictly adhered to by the College and followed in letter and spirit. Following the Covid-19 Pandemic and Lockdown, the University announced Online Examination for the students of Semesters 4th. The College carried out the instructions of the University related to online examinations smoothly and efficiently. In accordance with the directives of the University Online Practical Exams were conducted for both 'intermediate' and terminal' students •

## 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/n65656d791dc63.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
EDUBED2PUP2	BEd	Tecaher Education	100	100	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://www.akliainstitute.org/downloads/files/n656571c1d9b68.pdf>

## 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
One Day National Seminar on Guru Nanak Dev jis Philosophy teaching in the present context	Education	22/11/2019

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
<b>No Data Entered/Not Applicable !!!</b>				
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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
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

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

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)
National	Education	2	6.00
International	Education	1	5.32
International	Education	1	7.87
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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	4
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
<b>No Data Entered/Not Applicable !!!</b>						
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
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	6	0	0
Presented papers	3	2	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
World Environment Day-Live Green	Science Association NSS department	17	110
Visit to Book Fair at Punjabi University, Patiala	Literary Club	4	50
Visit to old age home	NSS UNIT	17	95
Visit to Deaf and Dumb school	NSS UNIT	4	72
Awareness campaign world AIDS day	NSS UNIT	18	72
Activity on National voter day	NSS UNIT	17	70
Tree plantation	NSS UNIT	1	150
Participated in Youth Festival Zonal	Youth Social Service	6	150
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
Two Days Online National Conference on Environment: An Intelligent Recycling System	Second Position	Govt. College For Girls, Gurugram	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	Name of the activity	Number of teachers participated in such	Number of students participated in such
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	agency		activites	activites
Swachh Bharat	NSS Unit Department of Social Welfare	Green Diwali (Slogan writing Poster making Competation)	25	119
Swachh Bharat	Science Association	World Ozone Day	22	125
Swachh Bharat	Science Association	World Water Day	21	123
AIDS Awareness	Science Association	World AIDS Day	19	125
Gender Issues	Women Association	International Women Day	21	110
Gender Issues	Women Association	Teez Fest	14	82
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### 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
00	00	00	00
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	Aklia Public Sen.Sec. School, Bathinda	01/08/2019	30/11/2019	05
Skill in Teaching	Internship	Little Flower Public High School, Bathinda	01/08/2019	30/11/2019	10
Skill in Teaching	Internship	Bhoj Raj Lajwanti Jain Public High School, Bathinda	01/08/2019	30/11/2019	09
Skill in Teaching	Internship	Police Public School, Bathinda	01/08/2019	30/11/2019	02



Skill in Teaching	Internship	Khalsa Sen. Sec. School, Bathinda	01/08/2019	30/11/2019	03
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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 EDUCATIO	26/08/2016	Faculty development	10
mata sundri college dhadhe	18/08/2016	utilization of library resources	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	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Seminar Halls	Existing
Laboratories	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 partially)	Version	Year of automation
DELNET	Fully	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3200	132355	200	4000	3400	136355
Journals	12	2500	2	600	14	3100
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
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NO	NO	NO	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	20	1	2	1	0	5	9	50	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>20</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>9</b>	<b>50</b>	<b>0</b>

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

50 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
YOUTUBE	<a href="https://www.youtube.com/@Gurkiratdhaliwalscienceclasses">https://www.youtube.com/@Gurkiratdhaliwalscienceclasses</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	0

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

To ensure the maintenance and utilization of various physical, academic and support facilities the Institute has well-defined policies and procedures. Dedicated department of Facility Management (FM) ensure the maintenance of the physical and support facilities with the help of carpenters, masons, electricians, plumbers, welders and skilled workers in a planned and systematic manners. As per requirement, request is raised to FM department through proper channel. The FM department inspects the site and deputed a suitable person (Technical/Non-Technical) from the said department for necessary maintenance. In case in-house maintenance is not possible then required work is outsourced through empaneled vendors for an estimated expenditure. After getting approval of the estimate, the work is assigned to the vendor through the procurement 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 FM department to keep all the facilities operational. For routine maintenance, the department of FM supervises cleaning, dusting, sweeping and mopping work by housekeeping staff. Minor repairs are also handled by the department. For preventive maintenance, the department deputed skilled staff and if required,

work is outsourced. 2. Maintenance of Labs, Library and IT Infrastructure (i) Laboratory: Complete record of the lab equipments 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 get 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 proper purchasing policy. Procure dept. call the quotations and securitizing them (Rate and Product wise) before any purchase. 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/>

## 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	NIL	0	0
Financial Support from Other Sources			
a) National	POST MATRIC SCHOLARSHIP	20	800000
b) International	NIL	0	0
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
Career Counseling Drive in Education	27/02/2020	180	Training and Placement Cell
Life skills (Yoga, physical fitness, health and hygiene)	22/06/2020	177	NSS
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

2020	Competitive Examination	102	102	20	4
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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
20	20	1

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	Nil	VARIOUS SCHOOLS	35	3
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	28	B.ED	EDUCATION	AKLIA DEGREE COLLEGE, Punjabi University, Patiala, Dav College Abohar, Punjabi University Regional Centre, Bathinda, Baba Farid College, Bathinda, Baba Farid College of education,	.A EDUCATION, M.A PUNJABI, M.Sc. Math, M.sc. Chemistry, MA Education, M.Ed., M.Sc. Zoology, M.Sc. Botany, PGDCA, MA(hindi)
2020	20	B.ED	EDUCATION	AKLIA DEGREE COLLEGE, Punjabi University, Patiala, Dav College Abohar, Punjabi	.A EDUCATION, M.A PUNJABI, M.Sc. Math, M.sc. Chemistry, MA Education, M.Ed., M.Sc.

University Regional Centre , Bathinda, Baba Farid College, Bathinda, Baba Farid College of education,	Zoology, M.Sc. Botany . ,PGDCA, MA(hindi)
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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
Any Other	10

No file uploaded.

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

Activity	Level	Number of Participants
Teej Fest	Institutional level	153
Talent Hunt	Institutional level	170
Janmashtami celebration	Institutional level	166
Teacher day celebration	Institutional level	180
Mehndi Rangoli competition on Karva Chauth	Institutional level	155
Diya Thali, slogan writing competition on Diwali	Institutional level	160

No file uploaded.

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	0	0	00	00
2019	NIL	Internat ional	0	0	00	00

No file uploaded.

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

College of Education believes in overall development of students. Apart from good teaching facilities and infrastructure, students active participation in co-curricular activities and local administration provides them ample opportunities of real time learning and build their confidence. Covid-19 pandemic has mostly hit the academic areas. Academic session 2019-20 was partially conducted through online platform. Although at ACEW, during Lockdown

the academic session was conducted through online mode at Microsoft Teams, yet the Student Council remained active and several online activities were organized with great enthusiasm and success. Institute implemented a very systematic and well-structured activities with active participation of students through various clubs, Cells and Associations. ACEW appointed TAs from every section, these TAs not only worked as a bridge between faculty and students for academic problems, but also helped in conducting day to day other activities. 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, Literary having president, vice-president, secretary and other student members to run the work of the council smoothly. Clubs: ACEW has formed some clubs as per caliber, capability and interest of students. As per previous years College had established undermentioned clubs during session 2019-20. These clubs have organized a plethora of activities throughout the session, in which a lot of students have participated. Following are the clubs which are established at ACEW •Red Ribbon Club •Techno Club •Literary Club •Eco Club •Theater Club •Fine Arts Club •Dance Club Activities: These clubs spread awareness about AIDS, Environment issues etc. organize Anniversaries of famous personalities. Writers, social activists and the days like science day, ozone day many more. Cells: 1. Guidance and Counseling Cell 2. Placement Cell 3. SC/ST Cell 4. Women Cell These cells organize a variety of events to enhance the students skills and sort the problems of students and provide them legal awareness. 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 such as Social awareness seminars, quizzes, debates, elocutions, writing competitions etc. 3. Alumni Association: Activities- Alumni association organizes alumni talk and alumni interaction programs etc. 1) Representatives of Academic Councils are Teaching Assistants (TAs): College of Education 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 Skill, General behavior, 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 endeavors. Representation on Administrative Committees:- •Grievances Redressal Committee •Anti-Ragging Committee • Sexual Harassment Committee •Examination Committee •Youth Welfare Committee •Discipline Committee •Press Media Committee •Hostel Committee •Library

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

75

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

3000

5.4.4 – Meetings/activities organized by Alumni Association :

Webinar on Teaching Learning process 3 June, 2020

## 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)

Aklia College of Education believes in promoting decentralization and participative management. The Institute has a mechanism for delegating authority and autonomy at different levels for successful implementation of various policies. The principal and HoD are responsible for the academic and administrative activities. 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.

1. Case Study: Organizing Activities All the activities in the institution are organized with the participation of all the stakeholders including students and management. As a case study, Talent Hunt Competition are organized every year in the month of August. Organizing Committees for the events are formed comprise of Dean, Head of Departments and faculty members (according to interest and experience) 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 Competition based on the past experience of previous events and new trends, well in time before the Competition. Students prepare the list of events under the guidance of faculty members and discusse 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 final proposal is submitted to the committee. Budget and events are further discussed with Principal and Vice Principal by the Committee including the prizes 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 of the Chairman, team of Dean, 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. Open notice is circulated among students in the classes and displayed on student notice board. Students from different programs participate in activities of talent hunt. After the completion of the Talent Hunt Competition, feedback/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 – Comprising 4 to 5 faculty members and all Head TAs an examination committee is constituted under headship of In charge Examination, who look all the criteria's related to planning and smooth conduct of the term-exam and internal examination. Examination committee prepares the schedule for exams. Examination Committee demand the question papers through HOD, keep the record of stock of answer sheets and 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 of MSTs after proper evaluation and assessment and present to the Principal of ACEW. Examination committee keeps the all records of examination with it as a soft copy also.

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
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<p>Admission of Students</p>	<p>The procedure for admission of students annually is laid down by the college. Admission of the students is done according to the norms of the affiliating university Punjabi university, Patiala. •To make the admission process smoother, committees were formed. •Admission of students to B.Ed based on on Entrance Examination, conducted by the concerned University at state level. The qualifying examinations were delayed due to the countrywide lockdown and resultant problems associated with it. so the admission in B.Ed was done on the basis of merit by the concerned university. inspite of this during the Covid-19 ACEW constitute help desk to facilitates the students for smooth admission process.</p>
<p>Curriculum Development</p>	<p>•The institute is affiliating 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 and For the enriching the knowledge of the students ACEW has introduced some Value Added Courses •The college has introduced and upgraded the value added courses like Communication Skills, Personality development, Online net banking and office automation etc and some certificate course like Recent Trends in English Literature and Career Guidance •Seminars, workshops and experts talk from society are organized in order to keep aware the students and staff about recent developments and emerging trends. With the sudden lockdown due to coronavirus pandemic made us realize that all training in implementation of prescribed curriculum needs to be done immediately. Teachers record their lectures on Microsoft Teams and send to the students on same platforms.</p>
<p>Teaching and Learning</p>	<p>Our Institution has always practiced a student centered approach. The learners are taught in a manner that it becomes enjoyable. COVID 19 has also changed the dynamics of the teacher and the learner. The teacher is a lifelong learner and learns many new things from the students. Pre Pandemic chalk and talk supplemented by experiential</p>



learning. Brought changes in the sense that a total dependency on technology based teaching is must. All teachers adopted quickly in view of the fact that they wanted to communicate with their learners. What looked like a difficult task was quickly bridged by both teacher and student communicating effectively with each other by technological intervention i.e. Microsoft Teams.

**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. Education: •Class Test 20 •Attendance 20 •Assignment/Live Projects 20 •Attitude/Behaviour 20 •Class test 25 •Attendance 25 •Assignment/Live Projects 25 •Attitude/Behaviour 25 The qualifying examinations were delayed due to the countrywide lockdown and resultant problems associated with it.

**Research and Development**

Research is an integral part of holistic development of facility One Day National Seminar on Guru Nanak Dev ji s Philosophy teaching in the present context as well as to analyse how far these are relevant in the present century were conducted so that Faculty realise the importance of research. Due to sudden pandemic situation of Covid-19 situation ACEW were conducted online Workshop on Creative Punjabi Literature and online workshop on Resume Writing so that students realise the importance of research in their academic development. During the pandemic situation of Covid-19 The IQAC cell is promoted and assist various online 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



	<p>assistance. .•Provision of facility of internet and e-journals for carrying out research work</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>E-Journal, E-Book is made available in the library. •Learning Management System - MOODLE is used to manage the courses. •24 ICT enabled rooms •8 Laboratories •One Seminar hall •40 Computers •The institution is completely Wi-Fi campus. •155 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.</p>
<p>Human Resource Management</p>	<p>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 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.</p>
<p>Industry Interaction / Collaboration</p>	<p>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.</p>

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

E-governance area	Details
<p>Planning and Development</p>	<p>•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</p>

	<p>Mobile apps. •Institute has its own LAN connection to communicate it with internal stakeholders. Institute maintains its website <a href="http://www.akliainstitute.org">www.akliainstitute.org</a> to communicate its philosophy and updates to external stakeholders.</p>
Administration	<p>•Implemented ERP approval system for dissemination of information including regular notice to all stakeholders</p> <p>•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 <a href="http://www.akliainstitute.org">www.akliainstitute.org</a> to communicate its philosophy and updates to external stakeholders</p> <p>•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.</p>
Finance and Accounts	<p>•Fully computerized office and accounts section. •Maintenance the college accounts through BUSY</p>
Student Admission and Support	<p>•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.</p> <p>• Online counselling is scheduled based on the merit list of candidates.</p>
Examination	<p>•Initiated online portal - Entry in service facility for Competitive Exams for UG PG students. -Seating Arrangement for University Exams. -To generate class wise roll call list for all classes, student fees Records.</p>

### 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	Gurkirat Singh	One Day National Seminar Guru Nanak Dev jis Philosophy teaching in the present context	Institution	300
2019	Jagseer Singh	One Day National Seminar Guru Nanak Dev jis Philosophy teaching in the present context	Institution	300
2019	Gagandeep Kaur	One Day National Seminar Guru Nanak Dev jis Philosophy teaching in the present context	Institution	300
2019	Veerpal Kaur	One Day National Seminar Guru Nanak Dev jis Philosophy teaching in the present context	Institution	300
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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)
2020	A Birds Eye View of the Intellectual Property Rights Law	Examination Training (Online and Offline)	12/05/2020	12/05/2020	10	2
2020	Recent innovations	Documentation and	04/02/2020	04/02/2020	12	1

in Education	Record Mai ntenance
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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
One-Day Online Workshop on Teaching-Learning through Moodle	1	23/05/2020	23/05/2020	1
Research Methodology in Social Sciences	1	04/05/2020	09/05/2020	6

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
21	21	4	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>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.</p>	<p>Casual leaves • Medical and Maternity leaves • Duty leave • PF and gratuity Facility • Accommodation Facility For outstation staff • Fund of Rs. In Employee welfare scheme</p>	<p>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</p>

7. Free facility of Wi-Fi is available 24X7 within the campus.

#### 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 and 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 31.03.2020. 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/ Grants received in Rs.	Purpose
NA	0	NA
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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	Yes	NIL	Yes	IQAC
Administrative	Yes	NIL	Yes	IQAC

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

1. Online Alumni Cum-Expert talk on July 1, 2020 2. Online Alumni Cum-Expert talk on 3 June, 2020 3. Financial assistance Pointing out the weaknesses of the Online teaching learning process of the college related Departments and suggesting rectification.

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 for Women 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 worthwhile 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. Curricular Aspect:
  - The college arranges for specific classes for imparting basic computer training to the freshers.
  - Remedial classes are taken for the back learners. For advanced learners, web resources are suggested and book bank facilities are provided.
  - The college obtains feedback from stakeholders (students, parent, alumni, employers) seeking suggestions of how to improve the performance and quality of the institutional provisions curriculum through online as well as offline mode.
2. Teaching Learning Evaluating:
  - The college prepares Academic and Administrative calendars at the onset of the session with the objective of bringing an integration of the academic and administrative activities. The Academic calendar helps in making the students, parents and faculty members aware of the evaluation processes, seminars, excursions and other academic and co-curricular activities in the college.
  - Teachers make use of ICT tools like PowerPoint presentations and smart board for teaching in a number of departments.
  - Teachers prepare online Question Bank for internal assessments, and keep a record of students attendance and students monthly test results using the teaching aid software, Microsoft Teams.
  - Results of Mid-Term and Test Examinations are discussed in the IQAC meetings.
  - Counseling provided to students to create awareness regarding jobs, entrepreneurship and innovations
3. Infrastructure and Resource Use:
  - Arrangements for four new classrooms have been made since new subjects have been introduced.
  - Classrooms have been updated with green boards and modern desk-cum-benches
  - College provides separate space for IQAC and NAAC committee.
  - Presently, the college has 40 desktops, 5 Printers, 1 Scanners and 5 LCD projectors, and CCTV facility.

#### 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
2019	One Day National Seminar	22/11/2019	22/11/2019	22/11/2019	46
2020	Workshop on Creative Punjabi Literature	27/01/2020	27/01/2020	27/01/2020	178
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### 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
<b>No Data Entered/Not Applicable !!!</b>				

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
NA

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0
Physical facilities	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
2019	1	1	01/08/2019	1	Awareness on Save Environment	Resource saving	175
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Policies and Procedures	05/08/2019	A code of conduct for students and Faculty are illustrated in booklets.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebrated Independence Day	16/08/2019	16/08/2019	170
Celebrated National Sports Day	29/08/2019	29/08/2019	175
Celebrated Republic Day	27/01/2020	27/01/2020	173
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

**Energy Conservation:** • All the compact fluorescent lamps (CFLs), mercury and sodium vapour street lights have been changed to energy efficient Light Emitting Diodes (LEDs) bulbs and tube sets in the campus. • The faculty members, administrative staff and students are sensitized to use electric power judiciously. • Provisions of master switch to all the classrooms to enable to



switch off all fans/lights at the end of class work have been made in the College. 2. Use of Renewable Energy. Clean and Green Campus: The college campus is located amidst serene natural environment and all members of teaching and non-teaching staff along with students are dedicated towards maintaining its greenery and cleanliness. • The campus is covered with a mix of old and young trees, ornamental shrubs and herbs. All roadside trees are properly marked with common and botanical names. Planting of trees is a regular feature of the college and every year sites are identified for plantation. Priority is given to the fast growing indigenous varieties for plantation that suits the natural landscape and ensuring carbon neutrality. • Burning of fallen leaves is strictly prohibited instead recycling of organic matter (plant leaves etc.) is done through decomposition pits, to be use as manure later. • Proper waste disposal measures are taken particularly in the hostels and campus with the help housekeeping team. Dustbins are placed at appropriate places. Use of plastic bags is banned in the campuses. 4. Restricted Entry of Automobiles

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five) Energy Conservation: • All the compact fluorescent lamps (CFLs), mercury and sodium vapour street lights have been changed to energy efficient Light Emitting Diodes (LEDs) bulbs and tube sets in the campus. • The faculty members, administrative staff and students are sensitized to use electric power judiciously. • Provisions of master switch to all the classrooms to enable to switch off all fans/lights at the end of class work have been made in the College. 2. Use of Renewable Energy: • Major initiative has already been taken by the college for installing solar water heating systems in most of the hostels in the year 2018. A total of 72 solar panels (size 1.5m×2.5m) fitted with photovoltaic cells have been installed. 3. Clean and Green Campus: The college campus is located amidst serene natural environment and all members of teaching and non-teaching staff along with students are dedicated towards maintaining its greenery and cleanliness. • The campus is covered with a mix of old and young trees, ornamental shrubs and herbs. All roadside trees are properly marked with common and botanical names. Planting of trees is a regular feature of the college and every year sites are identified for plantation. Priority is given to the fast growing indigenous varieties for plantation that suits the natural landscape and ensuring carbon neutrality. • Burning of fallen leaves is strictly prohibited instead recycling of organic matter (plant leaves etc.) is done through decomposition pits, to be use as manure later. • Proper waste disposal measures are taken particularly in the hostels and campus with the help housekeeping team. Dustbins are placed at appropriate places. Use of plastic bags is banned in the campuses. 4. Restricted Entry of Automobiles: The college operates a fleet of 200 buses covering 60Km distance around the college to facilitate the students and staff. The institute encourages the staff and students to use the college transport instead of their own vehicles for safety, security, fuel conservation and to reduce environmental pollution. The college buses are checked for pollution by the authorized agency. The vehicles owned by faculty or students with pollution check stickers are permitted into the campus. Random checks are made to check the validation and periodicity of this certificate. For two wheelers and four wheelers, security measures are mandatory. 5. Irrigation System: As college has most of area covered by greenery, irrigation to all the plants as well as Lawn is done by sprinklers. Due to this large amount of water is saved. 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 1. Objectives of the Practice One of the best practices primarily followed by Aklia College of Education has been teaching -learning through ICT. The aim is to increase



efficiency in the effective use of ICT in teaching which is must for 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.

2. 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, and innovative capabilities and are ready to do more efforts into learning as compared to their counterparts. The practice was designed to upgrade the traditional white board class room teaching to ICT enabled interactive class room teaching.

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:

I. To create environment of democratic setup, development of self- potentialities and contribution in the internal quality enhancement for delivery of curriculum.

II. 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

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 behavior, shifting of the responsibility, counter allegations etc. among the staff and the students. The promotion of progressive behavior and removal of non-seriousness towards learning is one of the major problems in encouraging 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 360 degree feedback of students, parents and society enables us to know the weak points of Institution.

4. THE PRACTICE: Observance of Self-discipline and punctuality: The time table execution is observed by the punctuality of the students and the teachers in delivery and attending the classes. In this context, sense of self-discipline and accountability is judged.

Organization and Management of co- curricular and extra-curricular activities: The organization of co-curricular activities, seminars, workshops and sports meet have the foundations of mutual cooperation and coordination. All the activities are organized in Coordination with students, teaching and non-teaching staff. The students are assigned various duties for making necessary arrangements under leadership of the faculty member.

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/>

### 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

Today, one of the most demanding skills is Writing Skills which can only be developed by hard work, persistence and practice. Students can give good expression to their feelings with effective writing skills. So, in order to develop creativity in the students, ACEW has developed a culture where the students write articles for various Newspapers. Undoubtedly, the practice has produced wonderful results wherein the students have got their writings

published in various renowned newspapers from last couple of years. BFCE is consistently working to further improve this practice, so that a greater number of students can be encouraged. Faculty of ACEW is also playing a pro-active role in publishing their views in various Magazines and Newspapers. Notably, Principal of the college has formulated a panel of language Teachers who guide and mentor the students for the same. These teachers, with the help of TAs organize practice sessions on every Thursday. The main motive of these sessions is to increase the working vocabulary and enhance expression skill of the students. Their grammar is also improved and as a result they are able to use vocabulary. Throughout the academic year, activities related to writing skills like Essay Writing, Story writing etc. are being organized by the college which facilitate the students to develop their ability and interest in content writing. Open discussion, debate or oral presentations among the students are organised. Students are made aware regarding the current topics of discussion. They share their views and the members of the panel provide feedback to the students.

Provide the weblink of the institution

<https://www.akliainstitute.org/>

### **8.Future Plans of Actions for Next Academic Year**

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 university through regular online - MCQ's exam pattern, Mock Test prepare the students for various competitive examination in a better way. 2. Strengthening the Alumni database their contribution at the departmental level. 3. Implementation of better Laboratory Safety Guidelines in all the laboratories 4. Usage of e-Resources in all the academic departments. 5. Implementation of online attendance mechanism both for students faculty members.