MARUDHARA SHIKSHAK PRASHIKSHAN MAHAVIDYALAYA

Mukundgarh Road, Basni, Laxmangarh, Sikar(Rajasthan) – 332311

(Approved by Govt. of Rajasthan, NCTE and Affiliated to University of Rajasthan, Jaipur)
(Accredited by NAAC with "B" Grade)

Email : marudharapc@gmail.com

ANNUAL QUALITY ASSURANCE REPORT

2014-2015

SUBMITTED TO NAAC

PREPARED BY:

DR. SUMAN DHAKA(CHAIRPERSON, IQAC)

MR. PREM SINGH (COORDINATOR, IQAC)

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2014-15

1. Details of the Institution

1.1 Name of the Institution

Marudhara Shikshak Prashikshan Mahavidyalaya

1.2 Address Line 1

Mukundgarh Raod

Address Line 2

Basni, Lachhmangarh

City/Town

Sikar

State

Rajasthan

Pin Code

332311

Institution e-mail address

marudharapc@gmail.com

Contact Nos.

9413308815

Name of the Head of the Institution:

Dr. Suman Dhaka

Tel. No. with STD Code:

09672940750

Mobile:

8094020462

Name of the IQAC Co-ordinator:

Mr. Prem Singh

Mobile: | **8875015768**

IQAC e-mail address: | **marudharattciqac@gmail.com**

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

1.4 **NAAC Executive Committee No. & Date:** | **EC/62/A&A/076 dated 05-01-2013**
*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

1.5 Website address: | **http://www.marudharattcollege.org**

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.63	2013	Jan-2018
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY | **16/06/2013**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and
Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. **AQAR2013-14 (25/05/2016)**
  ii. **AQAR2014-15 (25/05/2016)**
 iii. AQAR_____ _____ (DD/MM/YYYY)
  iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✓ No ☐

Constituent College   Yes ☐ No ✓

Autonomous college of UGC   Yes ☐ No ✓

Regulatory Agency approved Institution   Yes ✓ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)   **NCTE, New Delhi**

Type of Institution   Co-education ✓ Men ☐ Women ☐

Urban ☐ Rural ✓ Tribal ☐

Financial Status   Grant-in-aid ☐ UGC 2(f) ☐ UGC 12B ☐

Grant-in-aid + Self Financing ☐ Totally Self-financing ✓

1.10 Type of Faculty/Programme

Arts ☐   Science ☐ Commerce ☐ Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ✓ Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   .

1.11 Name of the Affiliating University *(for the Colleges)*   **University of Rajasthan, Jaipur**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence   -   UGC-CPE   -

DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers

4

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2. 6 No. of any other stakeholder and

   community representatives

2

2.7 No. of Employers/ Industrialists

0

2.8   No. of other External Experts

2

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

7

2.11 No. of meetings with various stakeholders: No. [7]   Faculty [2]

    Non-Teaching Staff Students [2]   Alumni [1]   Others [2]

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

    If yes, mention the amount [ ]

2.13 Seminars and Conferences (only quality related)

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

    Total Nos. [0]   International [0]   National [0]   State [0]   Institution Level [1]

    (ii) Themes [How to organized festivals in Educational Institution]

2.14 Significant Activities and contributions made by IQAC

Conduct various programmes towards quality enhancement of the institution.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
• Orientation Program	Five day Orientation program conducted by the Subject Experts from the reputed Academicians as well faculty members of the Institution. (Implemented)
• Strengthening of Library Resources	Library Automation completed. E-journals subscribed. (Implemented)
• Workshop	Organized by the Institute(Implemented)
• Educational tour Organized	Organized(Implemented)

 *** Attach the Academic Calendar of the year as Annexure-1**

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> The AQAR was place at the management committee and discussed.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
UG(B.Ed.)	1	0	1	0
Total	1	0	1	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	1

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

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

*Please provide an analysis of the feedback in the Annexure

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

NO

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	14	0	0	0

2.2 No. of permanent faculty with Ph.D.

02

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
14	0	0	0	0	0	0	0	14	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0		0		0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented papers	0	0	0
Resource Persons	0	0	0

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

- Action Research, Case Studies, PPT Presentation, preparation of innovative learning resource materials were undertaken by pupil teachers as well as faculty members.
- Functional use of Art & Craft Workshop
- Use of SMART CLASS Room
- Optimum utilization of ICT cum Language Lab.
- Extension Lecture.
- Peer evaluation of practice teaching.

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

| 186 |

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

| None |

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

| 0 |

2.10 Average percentage of attendance of students

| 96% |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Ed.	193	20%	86%	5%	0	91%

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

- Student feedback on teachers and infrastructure obtained annually.
- Sharing of best practices among the staff.

2.13 Initiatives undertaken towards faculty development   0

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	0	0	0
Technical Staff	3	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

Extension Lectures were organized. Encourage faculty members to enhance and support their interest in Research. Encouraging and motivating faculty to participate in Workshops, Seminars & to publish Research article in reputed and referred journals.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects *(other than compulsory by the University)*	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published   i) With ISBN No.   `0`   Chapters in Edited Books   `0`

ii) Without ISBN No. `0`

3.8 No. of University Departments receiving funds from

UGC-SAP `0`   CAS `0`   DST-FIST `0`

DPE `0`   DBT Scheme/funds `0`

3.9 For colleges   Autonomy `0`   CPE `0`   DBT Star Scheme `0`

INSPIRE `0`   CE `0`   Any Other (specify) `0`

3.10 Revenue generated through consultancy   `0`

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	0	0	0	0	0

3.12 No. of faculty served as experts, chairpersons or resource persons   `0`

3.13 No. of collaborations   International `0`   National `0`   Any other `0`

3.14 No. of linkages created during this year   `1`

3.15 Total budget for research for current year in lakhs :

From Funding agency | 0 | From Management of University/College | 0.20 |

Total | 0.20 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
     who are Ph. D. Guides | 0 |
    and students registered under them | 0 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 0 |

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

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0 |

3.21 No. of students Participated in NSS events:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.23 No. of Awards won in NSS:

University level ☐ 0 State level ☐ 0

National level ☐ 0 International level ☐ 0

3.24 No. of Awards won in NCC:

University level ☐ 0 State level ☐ 0

National level ☐ 0 International level ☐ 0

3.25 No. of Extension activities organized

University forum ☐ 0 College forum ☐ 0

NCC ☐ 0 NSS ☐ 0 Any other ☐ 1

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

- Awareness program in adopted Vilage Basni on various social issues
- Plantation Drive in Campus
- AIDS Awareness campaign
- Polio Awareness campaign was organized
- Campaign for Ban on Polythene

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2500	600	Tuition fee	3100
Class rooms	8	1	Management	9
Laboratories	6	0	0	6
Seminar Halls	1	0	0	1
No. of important equipments purchased (1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0	0	0
Others	0	0	0	0

4.2 Computerization of administration and library

Fully Automated Library & Semi-computerized Office

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6900	1380000	0	0	6900	1380000
Reference Books	1400	462000	200	80000	1600	542000
e-Books	0	0	0	0	0	0
Journals	12	3890	2	1950	14	5840
e-Journals	1	1900	0	0	1	1900
Digital Database	0	0	0	0	0	0
CD & Video	40	2000	0	0	40	2000
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	40	1	Yes	0	0	3	0	0
Added	00	0	0	0	0	0	0	0
Total	40	1	Yes	0	0	3	0	0

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

SMART CLASS, Networking, Language Lab Software, Wi-Fi Connectivity

4.6 Amount spent on maintenance in lakhs :

  i) ICT   **40000.00**

  ii) Campus Infrastructure and facilities   **60000.00**

  iii) Equipments   **0**

  iv) Others   **30000.00**

                              Total :   **130000.00**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- A five day Orientation program to acclimatize the fresh entrants to the folds of teaching profession.
- Each class has class teacher apart from their course teachers, who has one-to-one interaction regularly and support the students in case of need.
- Students divided into Tutorial groups of 10-12 students in each group under a Tutorial group in-charge to guide them and to bring out the best in them to the fore.
- Extension lectures, poster making, slogan writing, poem writing and workshops were organized to strengthen them emotionally and morally.

5.2 Efforts made by the institution for tracking the progression

- Regular House tests were held to evaluate the academic achievements of students and provide feed- back to them.
- Proper Attendance Records were maintained and students and their parents were informed.
- The class teacher motivates the students to excel both in academic and extracurricular activities.
- Tutorial Group Meetings were conducted weekly to track the progression of each and every student of the college in academics and co-curricular activities. Mentors also guided students in case of any personal problem faced by them.

5.3 (a) Total Number of students

UG
200

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
150	75

Women

No	%
50	25

Last Year(2012-13)						This Year(2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
28	26	19	127	0	200	24	35	18	133	0	200

Demand ratio   1:3   Dropout % 0

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

None

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET $\boxed{0}$ SET/SLET $\boxed{0}$ GATE $\boxed{0}$ CAT $\boxed{0}$

IAS/IPS etc $\boxed{0}$ State PSC $\boxed{0}$ UPSC $\boxed{0}$ Others $\boxed{6}$

5.6 Details of student counselling and career guidance

> Students were counselled by the experts about the various opportunities available in Teaching profession at various levels.

No. of students benefitted $\boxed{\textbf{200}}$

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

> - The college conducts a number of programmes regularly on various issues related to gender problems regularly.
> - Women Cell is Functional

5.9 Students Activities

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

State/ University level $\boxed{0}$ National level $\boxed{0}$ International level $\boxed{0}$

No. of students participated in cultural events

State/ University level $\boxed{0}$ National level $\boxed{0}$ International level $\boxed{0}$

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

Sports : State/ University level | 0 | National level | 0 | International level | 0 |

Cultural: State/ University level | 0 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	71	1590400.00
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 0 |

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- ## Vision

  To develop a leading institute for research and development having courses producing professionally trained teacher with global teaching competencies as well as values.

- ## Mission

  To provide quality education of global standards with latest technology, inculcating values and patriotism and channelizing the energy of youth in the light path of service and scarifies for the nation and the society. To facilitated action research and research promoting higher standards of Teacher Education.

6.2 Does the Institution has a management Information System

> Yes, all major administrative functions are supported by semi-automated system in the institution.

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

6.3.1   Curriculum Development

> Being a affiliated college of University of Rajasthan, Jaipur; prescribed curricula by the university are followed.

6.3.2   Teaching and Learning

> Institution tries to incorporate the latest teaching learning approaches for training prospective teachers effectively. Lecture-demonstrations, discussions, assignments, projects, action research, power point presentations and panel discussions were regular features during the session. The highlight of our teacher training process is well organised and efficiently supervised school experience program in two phases.

6.3.3   Examination and Evaluation

> There was provision of continuous assessment of the students through internal exams, class participation/ presentation and attendance as per guidelines of University. Our faculty members also acted as examiners of other universities.

6.3.4   Research and Development

> Extension Lectures were organized. Encourage faculty members to enhance and support their interest in Research. Encouraging and motivating faculty to participate in Workshops, Seminars & to publish Research article in reputed and referred journals.

6.3.5   Library, ICT and physical infrastructure / instrumentation

- Well equipped Computer Lab, Language lab, Art & Craft room and Science lab are available in the college.
- ICT- enabled classrooms in the college facilitate the teaching learning through PPTs' and multi- media for the students and faculty.

6.3.6   Human Resource Management

- Teaching skills development by demonstration and discussion lessons
- Teacher's appraisal by students by using feedback Performa.

6.3.7   Faculty and Staff recruitment

Faculty and Staff is appointed as per State Government Rules and Regulation.

6.3.8   Industry Interaction / Collaboration

None

6.3.9   Admission of Students

Centralized Entrance Test(PTET) based admission by Rajasthan Govt. for B.Ed.

6.4 Welfare schemes for

Teaching	None
Non teaching	None
Students(SC/ ST/OBC)	Scholarship

6.5 Total corpus fund generated

0

6.6 Whether annual financial audit has been done   Yes √   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal
Administrative	Yes	CA	Yes	Management

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

For UG Programmes   Yes ☐   No ☑

For PG Programmes   Yes ☐   No ☑

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

Not Applicable

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

Students who have less than 75% attendance are not eligible to appear in the final exams.

6.11 Activities and support from the Alumni Association

Alumni meet is conducted once in a year.

6.12 Activities and support from the Parent – Teacher Association

Suggestions are offered by the PTA. The PTA supports all the activities.

6.13 Development programmes for support staff

Recreational activities are conducted

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

- The campus is green campus
- Plantation drive.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Computer, LCD and internet equipped classrooms
- Training of students as future smart teachers through the use of ICT
- Efforts to make college campus eco-friendly.
- Complaint box

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

- Orientation program- Five day orientation program addressed by reputed Academician from the education field.
- ICT enabled teaching- Training provided to the students for use of computer, Internet and Language lab.
- TLM Exhibition- Invited pupil teachers of nearby institution to show their work experience on teaching aids.
- All faculty members involved in use SMART Class.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Annexure-III

7.4 Contribution to environmental awareness / protection

- Various Awareness Programs are conducted
- Campus beautification
- Tree plantation
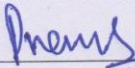
7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

None

8. **Plans of institution for next year**

- Introduction of Annual Teaching Plan.
- Preparation of Annual Calendar more effective.
- Organizing National level Seminar
- Constitution of Red Ribbon Club
- Constitution of Eco-Club
- Infrastructure development including new library.
- CCTV Camera setup
- Welfare scheme for Staff

Name : Mr. Prem Singh

_25/05/2016_

Signature of the Coordinator, IQAC

Name : Dr. Suman Dhaka

_25-05-2016_

Signature of the Chairperson, IQAC

Annual Calendar 2014-15

S.No.	Month/ Working day	Activities in Class room	Practical work/ Evaluation Work	Seminar/ Workshop/ Extension Lecture	Days of Celebration	Holidays
				Commencement of New Session 1st July 2014		
1	August 2014 25 Working day	-	Final Lesson (old Student) Reporting New Student	-	15 Aug. Independent Day	05 Sunday
2	September 2014 23 working day	Regular Class	Welcome to new student Books Distribution Micro Teaching I round 26/09/14-09/10/14 [Tentative Dates	Orientation and student Assembly Demonstration Lesson by Lecturer	05 Sep. Teacher's Day 08 Sep. World Literacy Day 14 Sep. Hindi Diwas 23 National Environment Day	04 Sunday 04 Ram Dev Jayanti 25 Navratra Sthapana
3	October 2014 16 Working day	Regular Class houses Tutorial groups and Nomination of house in charges	Micro Teaching I round 09/10/14 [Tentative Dates]	Orientation/ Work Shop Skill	02 Oct. Gandhi Jayanti 24 Oct. UNO Day	04 Sunday Durga ashtmee 03 Id-ual-Juha 06 Diwali-break 17-10-2014 to 26-10-2014
4	November 2014 23Working day	Regular Class		Workshop- How to organize Festivals in Educational Institution.	11 Nov. – National Education Diwas 14 Nov.-Bal Diwas 18Nov. Kalidas Jayanti	05 Sunday 04-Moharam 06-Gurunanak Jayanti

5	Decembe2 014 21 Working Day	Regular Class Providing I-Cards Talent-Search Competition		Extension Lecture, Inter House Competition	01 Dec. Vishav Ekta Diwas/ AID's Day 10 Dec. Manv. Adhaikar Diwas	04 Sunday 25 Dec. Christmas day Winter-Break 25-12-2014 to 31 Dec
6	January 2015 27 Working Day	Regular Class Checking Lesson Plan	Practice Teaching I and II round 05/01/15-18/02/15 [Tentative Dates]	-	13 Lohari 14 Jan.- Makar Sakranti 23 Jan.-Subhas Jayanti 24 Vasant Panchami 26 Jan. - Republic Day 30-Jan –Shahid diwas	04 Sunday
7	February 2015 23Working Day	Regular Class Lesson Plan Checking	Criticism Test 10-02-2015 to 15-02-2015	Extent ion Lecture	08 Swami Dayannd Jayanti 28 Feb.-National Science Day	04 Sunday 17 Feb. Mhashivrta tri
8	March2015 22Working Day	Regular Class Mid Term –Exam Preparation	Mid Term – Exam 09/03/15-25/03/15 [Tentative Dates]		28 Mahaveer Jayanti 30 March Rajasthan Diwas	05 Sunday 27 Mar-Khatu Shyam ji 05-06Mar. Holika Dhan 28 April-

						Ramnavanvi
9	April2015 26 Working Day	Regular Class	Block Practice 03/04/15- 17/04/15	-	14 Ap.- Ambedkar jaynti	04 Sunday
10	May 20145 26Working Day	Annual Get Together & Prize Distribution Functions Final Exam, Final Lesson Preparation	Sports Cultural Activity 01/05/2015 – 13/05/2015 Open Air Commencement 15/05/2015 – 22/05/2015		01 May World Lab our Day 26 may Ravindra Nath Tegore	05 Sunday
11	Jun2014 25Working Day	Regular Class	Prepration of Final Lession and Final Exam			04 Sunday

STUDENTS' FEEDBACK QUESTIONNAIRE

Student Details

Name of the student: (Optional)...

Telephone No (Optional)..

Academic session...

Class...

Department Details

Name of the teacher...Subject...

Please take a time to help your teacher to improve himself / herself by filling up the following feedback form as accurately as possible without any type of bias.

S. No.	Statements	Average	Good	Very Good	Out Standing
1	The teacher is punctual				
2	I am satisfied with style of presentation of the teacher				
3	Understanding of the subject a matter.				
4	The teacher is very much cooperative in class				
5	Teacher makes the subject/learning more interesting.				
6	The teacher encourages the students to ask question.				
7	Interest/ motivation is generated by the teacher.				
8	Overall rating about the teacher.				

Additional Comments: Any grievances/suggestions etc. Please feel free to express:

....
....
....

Signature of Student

ANALYSIS OF STUDENTS FEEDBACK FOR TEACHERS APPRAISAL (2013-14)

According to the students' feedback:

All the teachers were punctual and met their classes regularly.

Although students were satisfied with the presentation of teachers in classroom but they wanted that teachers should give some more examples, use technology and also make use of vernacular language,

Majority of the teachers were well versed in their subject and competent enough to deal with pupil teachers in the class room.

Most of the students felt that teachers tried to make their lessons interesting by the use of different methods and approaches of teaching.

Students felt that majority of the teachers provided democratic environment and freedom to ask questions in the classroom and also provided answers to their queries.

Students felt that the teachers motivated them to participate in teaching learning process.

Annexure-3(Best Practices)

A) Best Practice-I

1. **Title of the Best Practice- Peer Evaluation of Practice Teaching**

   We conduct peer evaluation of the Pupil Teacher at least two times during the practice teaching. The Pupil teacher is evaluated by two faculty members of neighbouring institute/ BEO/ Head of the Institution other than parent institute. All the Pupil teachers of the Institute are involved in the process.

2. **Goal(Objective):**

   The objective of the 'best practice' is to improve the quality of the Practice teaching and also to point out and rectify defects, if any, so as to make the teaching more effective

3. **The context that required initiation of the practice:**

   The young Pupil-Teacher gets good opportunity to share the experience of senior academicians in practice teaching. This will help them to develop good teaching skills. The weakness or defects, if any, can be rectified. The overall performance of the Pupil-Teacher can be improved. A cordial relation among the stakeholders can be developed.

4. **Practice:**

   Each Pupil Teacher at least two times during the practice teaching evaluated by the peer. The Pupil teacher is evaluated by two faculty members of neighbouring institute/ BEO/ Head of the Institution other than parent institute. All the Pupil teachers of the Institute are involved in the process. During the peer evaluation observations are noted in the Daily Lesson Plan dairy for improvement if necessary.

5. **Evidence of Success:**

   The regular improvement in teaching skill in most of the pupil-teachers is a clear evidence for the success of the practice.

6. **Obstacles faced strategies adopted to overcome them**

   No major obstacle faced to adopt this practice.

7. **Resources Required**

   For the implementation of the 'best practice' no special resources are required.

B) Best Practice-II

1. **Title of the Best Practice- Annual Teaching Plan**

2. **Goal(Objectives):**

   a. To generate action oriented teachers who will be committed to achieving desirable outcomes.

   b. To ensure the sustenance and enhancement of teaching skills in keeping with the curriculum.

   c. To enable teachers to frame flow charts for curriculum transaction.

   d. To enable the teachers to develop a deep insight into various needs of students.

   e. To develop management skills in the faculty members and timely execution of activities.

3. **The context that required initiation of the practice:**

   It is observed that the monitoring of curriculum transaction in different sections of class is necessary for the Head of the Institution. There is need of a mechanism to monitor the progress of curriculum transaction by the faculty is upto the mark or not. For this purpose Annual Teaching Plan mechanism is adopted by the Institution framed by the IQAC.

4. **The Practice:**

   Each faculty member prepares his/her tentative plan for the transaction of curricula and contribution in co-curricular activities. Execution of the Class and practical is mentioned in the execution table. On every Saturday it is put-up on the table of the Principal. Principal cross verified the details provided by the faculty randomly during the next week. Reference books, Question Papers, evaluation reports, co-curricular activities also recorded by the faculty members in his/her dairy.

5. **Evidence of Success:**

   All faculty members completed their syllabus on time and record is maintained by the institution.

6. **Problem encountered**

   No major obstacle faced to adopt this practice.

7. **Resources Required**

   Printed prescribed Dairy designed by the IQAC is provided by the Institute.

8. **Impact of The Practice**

   All the faculty members actively contributed their skills in transaction of syllabus as well as co-curricular activities. Regular feedback taken by the Principal on the basis of their execution report, hence syllabus completed on time.