VIVEKANANDA COLLEGE OF EDUCATION

Accredited with "B" Grade by NAAC

(Affiliated to University of Jammu, Jammu)

Lakhanpur- Kathua

Jammu & Kashmir – 184152,

Kathua District, J&K.

Ph : 01922-285111

Email : vnclakhanpur@yahoo.in., Website : www.vivekanandacollege.co.in

ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2012-13

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)* | 2012-13

1. Details of the Institution

1.1 Name of the Institution | **Vivekananda College of Education**

1.2 Address Line 1 | Lakhanpur

Address Line 2 | Kathua

City/Town | Kathua

State | Jammu & Kashmir

Pin Code | 184152

Institution e-mail address | vnclakhanpur@yahoo.in

Contact Nos. | **94172-47675**

Name of the Head of the Institution: | **Dr. Anju Sharma**

Tel. No. with STD Code: | **01922-285111**

Mobile: | **94172-47675**

Name of the IQAC Co-ordinator:

| Mrs. Mala Sharma |

Mobile:

| 9906046165 |

IQAC e-mail address:

| **vnclakhanpur@yahoo.in** |

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

| JKCOTE14133 |

OR

1.4 **NAAC Executive Committee No. & Date:**
(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:

| **www.vivekanandacollege.co.in** |

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.56	2010	2015
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

| 21.02.2012 |

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. AQAR   (25/09/2013)   (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)

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) | .   Education |

1.11 Name of the Affiliating University *(for the Colleges)* | University of Jammu |

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 (*Specify*)   [--]

UGC-COP Programmes   [--]

2. IQAC Composition and Activities

2.1 No. of Teachers   [2]

2.2 No. of Administrative/Technical staff   [1]

2.3 No. of students   [0]

2.4 No. of Management representatives   [2]

2.5 No. of Alumni   [0]

2. 6 No. of any other stakeholder and

Community representatives   [3]

2.7 No. of Employers/ Industrialists   [1]

2.8 No. of other External Experts   [0]

2.9 Total No. of members   [9]

2.10 No. of IQAC meetings held   [1]

2.11 No. of meetings with various stakeholders: No.   [4]   Faculty   [1]

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

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. [1]   International [ ]   National [ ]   State [1]   Institution Level [ ]

   (ii) Themes | Save Fuel, Save Money |

2.14 Significant Activities and contributions made by IQAC

   | Orientation Programme for Teaching Skills, Innovation in curricular transaction |

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
1.Strengthening English Fluency Skill. 2. Workshop Preparation and improvisation of teaching aid for B.Ed. students. 3. workshop for improving teaching skills for B.Ed. students.	Annexure –I

   * *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

   Management [√]   Syndicate [ ]   Any other body [ ]

1. National Integration Day on 19th Nov., 2012.
2. Quami Ekta Week 19th to 25th Nov. 2012.
3. World Aids Day on 1st Dec, 2012.
4. World Human Rights Day on 10th Dec. 2012.
5. Anti Terrorism Day on 21st May 2013.
6. World Environment day on 5th June, 2013
7. International Literacy Week 8th to 14th July 2013.

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
PhD				
PG				
UG	B.Ed.		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01		01	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	01

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.

   Nil

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

   Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	-	-	-	

2.2 No. of permanent faculty with Ph.D.

01

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
						04		04	

2.4 No. of Guest and Visiting faculty and Temporary faculty

01		01		01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers			03
Resource Persons			

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

Use of projector, Internet, OHP

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

216 days

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

-

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

-	-	-

2.10 Average percentage of attendance of students

75%

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.	265		26.79	38.49	1.13	66.79

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

Organisation of experimental teaching cum administration by the pupil teachers , microteaching , macro teaching, Assessment test, class test etc. Regular feedback from students and teachers by socio-metric studies.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	01

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	24	-	-	-
Technical Staff	04			

Criterion – III

3. Research, Consultancy and Extension

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

Nil

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

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				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

[-]

3.7 No. of books published   i) With ISBN No. [-]   Chapters in Edited Books [-]

ii) Without ISBN No. [-]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy [-]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons [03]

3.13 No. of collaborations   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs :

From Funding agency [-]   From Management of University/College [-]

Total [-]

3.16 No. of patents received this year

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

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
--	-	-	-	-	-	-

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

-

-

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

-

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

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | - | State level | - |

National level | - | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | - |

National level | - | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | - |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level | - | State level | - |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum [　　] College forum [06]

NCC [　　] NSS [05] Any other [　　]

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

NSS programmes, Vivekananda Jayanti, Lohri Festival, Republic Day

Independence Day, Inter House Competition etc.

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	26.05 acres	Renovation office, Lord Shiva Park	Self	26.05 acres
Class rooms	10		Self	10
Laboratories	08		Self	08
Seminar Halls	01		Self	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	nil			
Value of the equipment purchased during the year (Rs. in Lakhs)	nil			
Others				

4.2 Computerization of administration and library

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4142		07	1638		
Reference Books	345		27	13215		
e-Books						
Journals	433		67			
e-Journals						
Digital Database						
CD & Video						
Others (specify)			128	29,407		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	17	1	1	1				
Added								
Total	17	1	1	1				

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

Yes

4.6 Amount spent on maintenance in lakhs :

i) ICT   15000.00

ii) Campus Infrastructure and facilities   154000.00

iii) Equipments   85750.00

iv) Others   19050

Total :   27380.00

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Seminar, Group Discussion, Brain storming, Extension lecture by expert, Workshop on Evaluation of Teaching Aids, Experimental teaching cum administration by students, Quiz competition, drawing, sketching & painting competition

5.2 Efforts made by the institution for tracking the progression

> Through staff meeting & feedback from students. Parents and experts

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
287			

(b) No. of students outside the state

236

(c) No. of international students

-

Men	No	%
	110	38.32

Women	No	%
	177	61.67

Last Year						This Year (2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						161	29	03	88	06	287

Demand ratio -nil   Dropout % 0.34

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

> Nil

No. of students beneficiaries   -

5.5 No. of students qualified in these examinations

NET [-]   SET/SLET [-]   GATE [-]   CAT [-]

IAS/IPS etc [-]   State PSC [-]   UPSC [-]   Others [-]

5.6 Details of student counselling and career guidance

> ---

No. of students benefitted [--]

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
-	-	-	

5.8 Details of gender sensitization programmes

- Activities of Grievance cell
- Enhancing self esteem and self confidence of women
- To develop critical thinking of women students etc.
- To foster decision making activity
- To enable women to make informer choice in area like educator

5.9 Students Activities

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

State/ University level [-]   National level [-]   International level [-]

No. of students participated in cultural events

State/ University level [-]   National level [-]   International level [-]

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

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

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	01	10,000
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

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

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

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

5.13 Major grievances of students (if any) redressed: **Except road no such problem**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision – In order to reinforce theoretical learning actual life experience need to provided to the teacher trainee so that he may verify and validate his theoretical knowledge

The vision of our college finds its origin in the noble ideals of our founder Swami Vivekananda… "Arise, awake and Stop not till the Goal is reached"

(i) To impart IT enabled education to our students.

(ii) To provide a conducive atmosphere for the intellectual, spiritual and academic growth of our blooming flowers.

(iii) To strengthen the quality of teaching as well as research in the college.

(iv) To stress on the growth of students by participating in co-curricular activities

(v) To sensitize our students towards environmental concerns, national and international issues. cy responsible citizens.

(vii) To nurture the lofty ideals of vedic culture and Swami Vivekananda. The institution has as its mission the upliftment of the society through education. We strive to inculcate moral values, social responsibilities and qualities of good citizenship, nurturing vedic culture and personal growth by co curricular activities keeping in mind the global needs and requirements of today's world. The vision of education is not to produce book worms but students who can adjust in the new changing society with sound moral values and cultural footing. As already stated, the following is the vision and mission of the college :-

Mission: The mission of the college is to spread quality education among all our students by focusing on their all round development. We strive to bestow our students with the essential doctrine of Fostering a healthy human resource blessed intellectually, morally, spiritually as well as physically. Our mission is based on the ideals of Swami Vivekananda who said, "you cannot teach a child any more than you can grow a plant, the plant develops its own nature", The task of education is to see that there are no obstacles in the childs path of self-development.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

The University prepares the curriculum. Suggestion for improvement are offered by the University.

6.3.2 Teaching and Learning

> New strategies and modern methods of teaching are used in teaching learning process.

6.3.3 Examination and Evaluation

> Periodical and comprehensive evaluation comprising tests, assignments & seminars.

6.3.4 Research and Development

> Evidence provided to students for competitions of project work as mentioned in their syllabus

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Library is computerised infrastructure is upgraded

6.3.6 Human Resource Management

> Attending workshops and seminars offering suggestions for improvement in education.

6.3.7 Faculty and Staff recruitment

> Qualified & Dedicated faculty are employed when vacancy arises

6.3.8 Industry Interaction / Collaboration

> -

6.3.9 Admission of Students

> On Merit basis

6.4 Welfare schemes for

Teaching	P.F
Non teaching	P.F.
Students	Fee Concession

6.5 Total corpus fund generated [-]

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			Yes	Auditor
Administrative			Yes	IQAC

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?

The University frame the question paper pattern considering students mental level to face the modern challenges

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

Nil

6.11 Activities and support from the Alumni Association

The alumni association cooperate with the management for successful running of college

6.12 Activities and support from the Parent – Teacher Association

> PTA meetings are held in suggestions aforesaid by the parents and helping to run the college

6.13 Development programmes for support staff

> The supporting staff members are allowed to pursue their higher education

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

> Botanical Garden is maintained, trees are planted

Criterion – VII

7. Innovations and Best Practices

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

> Under the guidance for the preparation o teaching aid & project work

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

> Orientation programme taken for 3 days regarding the B.Ed course, teaching skills evaluation technique

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

> Feedback mechanism has been strengthened
>
> More extension programme are organised by students and staff

7.4 Contribution to environmental awareness / protection

> Planting trees & medicinal sampling, fencing for protection of plants, periodic watering weeding

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

> - The strength of the institution lies in the support of management
>
> - It is decided by the administration open up ample opportunities & awareness by exploring new possibilities in the field of learning.

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

> - To frame board policy of the college for the new session.
> - To finalize academic and co-curricular activities calendars for the new session.
> - Moreover construction of pucca road, magnificent entry gate & Full size statue of Swami Vivekananda

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

1.3 Annexure
1. Development of holistic personality
2. Time management skills
3. Exposure to relevant co-curricular and extra curricular activities