

**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.**

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**ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2013-14**

**TRACK-ID: JKCOTE-14133**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year (*for example 2013-14*)

2013-14

### I. 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](mailto: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](mailto: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](http://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	1 <sup>st</sup> Cycle	B	2.56	2010	2015
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

22.03.2013

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

i. AQAR (23/09/2014)

(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

2

2.11 No. of meetings with various stakeholders:

No.

4

Faculty

1

Non-Teaching Staff

1

Students

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.  International  National  State  Institution Level

(ii) Themes

Save Water, Save Life, When on the Road always say 'Pahle Aap'

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
<p><b>1.Strengthening English Fluency Skill.</b></p> <p><b>2. Workshop Preparation and improvisation of teaching aid for B.Ed. students.</b></p> <p><b>3. workshop for improving teaching skills for B.Ed. students.</b></p>	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

Provide the details of the action taken

1. Quami Ekta Week 19<sup>th</sup> to 25<sup>th</sup> Nov. 2013.
2. World Aids Day on 1<sup>st</sup> Dec, 2013.
3. World Human Rights Day on 10<sup>th</sup> Dec. 2013.
4. Advocacy Workshop by National Development Foundation 'Save Water, Save Life'on 15<sup>th</sup> March 2014
5. Anti Terrorism Day on 21<sup>st</sup> May 2014.
6. Extension Lecture 'Tree Talk Travels, Interpretation of Natural Heritage' on 29<sup>th</sup> May 2014
7. World NoTobacco day on 31<sup>st</sup> May, 2014
8. World Environment Dav on 5<sup>th</sup> June 2014

## Part – B

### Criterion – I

#### I. 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				
<b>Total</b>	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
	19	-	-	-	

2.2 No. of permanent faculty with Ph.D.

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
							05		05	

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

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

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

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

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



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.	244		4.92	53.28	9.43	67.6

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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.	01
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	05			

## Criterion – III

### 3. Research, Consultancy and Extension

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

Nil
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#### 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 <i>(other than compulsory by the University)</i>				
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

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   
NCC  NSS  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		Self	26.05 acres
Class rooms	10		Self	10
Laboratories	08		Self	08
Seminar Halls	01		Self	01
No. of important equipments purchased ( $\geq$ 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	4149		81	19069.00		
Reference Books	372		23			
e-Books						
Journals	500		35			
e-Journals						
Digital Database						
CD & Video						
Others (specify)			23	10088.00		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	17	1	1	1				
Added	03							
Total	20	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
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4.6 Amount spent on maintenance in lakhs :

i) ICT	30000.00
ii) Campus Infrastructure and facilities	757000.00
iii) Equipments	15700.00
iv) Others	550000.00
<b>Total :</b>	<b>1352700.0</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Advocacy working by NDF.
- Visit to old age home
- Experimental teaching cum administration by students
- Extension Lecture on 'Tree Talk Travels'
- Quiz competition, drawing, sketching & painting competition
- Poem Recitation competition

#### 5.2 Efforts made by the institution for tracking the progression

By conducting internal assessment, Through staff meeting & feedback from students. Parents and experts.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
264			

#### (b) No. of students outside the state

222

#### (c) No. of international students

-

Men	No	%	Women	No	%
	71	26.89		193	73.94

Last Year						This Year 2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						188	24	05	46		264

Demand ratio -nil

Dropout % Nil

#### 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	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

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No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
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	02	15,000
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

----

#### 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 of 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 programmes are organised by students and staff

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

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 Organise National Seminar
- More computer will be purchased.
- To organise workshops

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