

The Annual Quality Assurance Report (AQAR) of the IQAC

❖ Name of the Institution : PRAKASH COLLEGE OF EDUCATION

❖ Name of the Affiliating University: Gujarat University

Year of Report: 2016-2017

Section: A

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement.

The IQAC of the college prepared a plan of action at the end of the previous year to be followed all throughout the academic year. Academic calendar including curricular and co-curricular activities is prepared to full fill the vision and mission of the institution. The IQAC also did the follow up in the implementation of plan all throughout the year. Some important decisions are taken for the upcoming year as mentioned below.

- As per the new two years B.Ed. course implemented from June 2015 (CBCS and semester system) the entirely new academic and administrative planner was developed for the year 2016-17.
- Various curricular and co-curricular activities are planned to full fill the vision, mission and objectives of the institution.
- Faculty members are motivated to write new books for different subjects as per the new syllabus of B.Ed. course.
- Faculty members are motivated by the principal and management to participate in different seminar and workshops and publish research papers.
- Work load of different committees will be divided among staff members as per their ability and interest.

- Feedbacks from all the stakeholders will be taken regarding faculty performance, institutional facility, curriculum, curricular and co-curricular activities etc.
- PBAS forms for CAS will be assessed by IQAC for further procedure under Career advancement scheme.
- Updating college website

Section: B

1. Activities reflecting the goals and objectives of the college

All the curricular, co-curricular and extra-curricular activities are designed in such a way so that they fully fill all the goals and objectives throughout the year.

2. New academic programmes initiated [U.G. and P.G.]

No, there are no any new academic programmes initiated. The institution already runs B.Ed. course affiliated with Dr. Babasaheb Ambedkar Open University other than regular B.Ed. course.

3. Innovation in curricular design and transaction

The institution is affiliated with Gujarat University and it has to follow the syllabus prescribed by the University. All the faculty members use various teaching aids to make the curricular transaction more interesting and comprehensive. Use of video films, power point presentations, transparencies, charts, etc. are used to make their teaching effective. Further live lectures telecast by SANDHAN_BISAG and Sandhan-tube (a part of You Tube) video lectures are also shown to students.

All the faculty members have participated in the preparation of new syllabus for different subjects as per new pattern of two year B.Ed. course implemented from June 2015. Further in June 2016 based on the suggestions provided to BOS, the syllabus was again revised and new syllabus was implemented from June 2016.

4. Intra-disciplinary programmes started

The college is affiliated with Gujarat University, so the courses already being run are affiliated to the University and the courses are as per the University curricula. No new Intra-disciplinary programmes started in the year.

5. Examination reforms implemented

The institution has to follow the examination system suggested by the university. However the institution has accepted the continuous and comprehensive evaluation system for the internal evaluation. Further unit tests and assignments and content mastery test are used for the evaluation of the students every year.

6. Candidates qualified NET/SLET/GATE etc:

The institution runs only Bachelor Degree course so our students are not eligible for NET/SLET examination.

7. Initiative towards faculty development programme:

Faculties are always encouraged to participate in different seminar/workshop/refresher course etc. organized by other institutions. All the faculty members have participated in different seminars and workshops for the professional development.

During last five years the Institution has organized following seminar/Workshops for the faculty development

- Seminar on Open Book Examination (2012-13)
- E-Content Development Seminar: State Level seminar (2013-14)
- Effectiveness of Teacher Education: Local Level Seminar (2013-14)
- Workshop on New era of Education: Web-based and mobile based examination (2014-15)
- Seminar on Language Across the Curriculum (2015-16)

8. Total numbers of seminar/workshop conducted:

Following seminar/workshops are conducted during the year for the B.Ed. trainees. All the trainees had participated in it actively.

- Orientation programme for B.Ed. course

- Orientation for Micro teaching
- Orientation for simulation in method of teaching workshop
- Orientation for lesson planning workshop
- Workshop for TLM development. (Teaching Learning Material)
- Information technology workshop
- Workshop for blue print preparation

Every year seminars on different themes are organized for student teachers like Ozone awareness, Organ donation, Clean India Green India etc.

9. Research Projects:

A. Ongoing:NIL

B. Completed :

Nature of the Project	No. of Projects	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Minor Projects	2	2	UGC	108000	108000
Projects sponsored by the University/ College	3	1	A.G.Teachers' College, C.T.E., Ahmedabad	21350	21350
Total	5	---	---	129350	129350

10. Patents generated, if any:

Sorry to state that no patents has been generated.

11. New collaborative research programmes:

NIL

12. Research grants received from various agencies:

No research grants have been received from any agencies in the year 2016-17.

13. Details of Research Scholars:

The college runs an under graduate course, therefore no research work on large scale takes place in the college. Although, the head of the institution Dr.A.D.Shah provided guidance to the students of M.Ed., M.Phil., and Ph.D. students. Dr. J.P.Mulrajani, Prof. I. K. Maheria, Dr.V.B.Jadav, Dr.R.R.Patel,

Dr.T.D.Pandit and prof. J.S.Patel are also a recognized guide for the M.Ed. course at Gujarat University.

Total Ph.D. Degree awarded: 05 (Last five years)

Total M.Ed. Student guided: 30 (last five years)

14. Citation index of faculty members and impact factor:

15. Honors /Awards to the faculty: (National /International)

Dr. Viral Bharatbhai Jadav was awarded a publication grant from ICSSR for the publication of her Ph.D. work and the book titled "Metacognition Inventory: Construction and Standardization" is published by Classical publication, Delhi.

16. Internal resources generated:

There are no any internal resources generated.

17. Details of departments getting SAP, COSIST (ASIST)/DST, FIST etc. Assistance/recognition:

The college has not received any such assistance/ recognition.

18. Community service:

The institution organizes the following activities for the community services every year.

- Shaksharta Deep programme (Literacy Mission): Each student has to teach five illiterate people.
- The institution also organized Thallasemia awareness programme and Thallasemia testing programme. Student had tested for thallasemia at concession prize.
- Visit to old age home and organized various activities at five different old age homes. (Each house had visited one old age home)
- Organizes Aids awareness programme on world Aids day.
- Street play & village awareness programme.

19. Teachers and officers newly recruited:

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20. Teaching -Non teaching staff ratio:

There were 07 permanent teaching faculties and 02 are hired on contract base and total no. of non-teaching staff is 05. So the ratio is 9:5

21 Improvements in the library services:

Computerization of library is in process.

22. New books/journals subscribed and their value:

The following is the details of the new books/journals subscribed in library and the value of the same for the academic year 2016-17

Item	Details for the year 2016-17	
	No of Item	Total cost in Rupees
Text books	00	00
Reference Books	00	00
Journals , Magazine and News paper	15	4050
Total	15	4050

23. Courses in which students' assessment of teachers is introduced and the action taken on student feedback:

The Internal Quality assurance Cell collects Feedbacks from the student teachers after the completion of the course. The feedbacks are analyzed and report is prepared. The report is shared with the College management as well as the faculty members. Principal discusses special suggestions with the faculty members personally.

Any lagging or deficiency is tried to be fulfilled as early as possible with context of our limitations. Our staff members try their level best to remove their deficiency. The college is always positive to improve their academic performance.

24. Feedback from stakeholders

Students are the important stakeholders in any teacher training institution. Their roles in decision making and planning of institutional activities are very important. Therefore, the Internal Quality Assurance Cell has developed the feedback forms to obtain feedback from student teachers regarding faculty performance, institutional facilities, curriculum and other activities. Feedback forms to obtain feedback from school teachers and principals, Alumni and parents are also developed. These all the feedback forms are prepared in the

Gujarati language so that students and other stakeholders can understand it easily.

25. Unit cost of the education:

- Unit cost of education (with salary) = 121097Rs.
- Unit cost of education (without salary) = 4314Rs.

26. Computerization of administration and the process of the admissions and examination results, issue of certificate:

The administrative office is mostly computerized. Only Accounts are done manually. Admission process is done by the Gujarat University. Students' internal examination related matters such as preparation of question papers, preparation of results etc. are done on the computer.

27. Increase in the infrastructural facilities:

No need arise to increase infrastructural facilities. So no such addition to the existing infrastructure has been undertaken.

28. Technology Up gradation:

The computer laboratory and Education Technology laboratory is being fully equipped with all accessories.

29. Computer & Internet access and training to teachers, non-teaching staff and students:

The institution has broadband internet facility for the teachers and students. All the students are trained for use of computer and internet as a part of the syllabus.

30. Financial aid to students:

The following are the details of the financial aid provided to the students in the year 2016-17.

Sr.No	Name of the financial aid	Numbers of students Benefited		Total Amount (Rs.)
		Girls	Boys	
1	S.C./ S.T./ O.B.C./S.E.B.C.	28	11	3,10,535

31. Activities and support from the Alumni Association:

“**Samvedana**” the alumni association was established in the year 2006-07 with the guidance of Prin. Dr. A.D.Shah. Members of the Alumni association were given proper guidance and counseling for the TAT and TET examination. Student teachers who were doing their M.Ed. from other institutions are also provided guidance for their research work.

32. Activities and support from the Parent Teacher Association:

In the beginning of the academic session every year the institution organizes the parent teacher meeting. In the meeting parent are informed about the institution, activities of the institution and rules and regulations of the institution. They are also asked for the any kind of the assistance which institution can provide to them. The institution collects parent’s feedback regarding the institutional performance in a written form.

33. Health Services:

- A lecture on the Thallassemia & Importance of Blood donation was organized.
- Student teachers are given training of Yoga and Pranayam and meditation.
- A lecture on health awareness was organized.

34. Performance in Sports activities:

The institution had organized a sports day every year and Student teachers participate in following sports activities.

Sports activities for girls:

- Kho kho
- Musical chairs
- SAC race
- Passing the ball

Sports activities for boys:

- 100 meters running
- 900 meters running
- Hurdles race

35. Incentives to outstanding sport person:

The winner sport-students in the Girls and Boys categories of the college are awarded with certificate & Medals.

36. Student achievements and awards:

The institution has achieved 100 percent pass result. Students who achieved first three positions are awarded with the certificate and medal.

37. Activities of the Guidance & Counseling Unit:

All the student-teachers are provided academic, personal and career guidance according to their need. For the academic guidance there is a provision for the regular period in the time-table. Furthermore week students are provided special mentor service.

The orientation programme was arranged in the very first week of the year. All faculty members of the college participated and counseled the students for their future Endeavour.

38. Placement services provided to students:

On 21/01/2011 the Udisha Club was established for the placement services. The Udisha Club organizes various activities like below

- Soft Skills for Professional Communication by Ms. Richael Dimond (American corner, Ahmedabad Centre, Gujarat)
- Seminar on Mind Power by Dr. Seema Singh
- Rules for recruitment: By Dr.A.D.Shah
- Time Management By Dr.Viral Jadav
- What after B.Ed.? By Dr.J.S.Patel
- E Portfolio and Interview etiquettes by Dr.T.D.Pandit
- TAT/TET orientation By I.K.Maheria
- Useful references by Dr.R.R.Patel
- The Udisha club also provides training for the TAT and TET examination.

All the students who get the training have cleared their TET /TAT examination.

39. Development programme for non-teaching staff:

Sorry to state that no development programme for the non-teaching staff has been organized during this year.

40. Good practices of the institution:

Following are the some healthy practices of the institution:

- Every year, each student teacher has to do any one project and has to submit the report. Student teacher can select the subject of the project work related to the syllabus.
- Assignments are given to the students for better learning
- Faculty members prepare the course outline each year and follow it throughout the year.
- Computerized notes (enriched study material) are prepared and circulate it among the student teachers for each compulsory paper.
- Every year Question bank is updated and it is also circulated among the student teachers.
- Faculty members prepare and use power point presentations and different teaching aids to make their lecture more effective and enriched. Student teachers are also motivated to use different modern teaching aids during their practice teaching lessons.
- Every year each student teacher has to teach any five illiterate people.
- Institution also organizes social awareness programmes during literacy mission programme.
- The institution provides personal guidance and academic guidance to the trainees as per their need. The institution also maintains the records regarding the mentoring services.
- Every year in the beginning of the academic session the institution administer the teaching attitude test on the trainees and does necessary follow up work. At the end of the second term the institution again takes the teaching attitude test and checks the significance of the training regarding the teaching attitudes of the trainees.
- Every year the institution publishes “Prakash Punge” an annual magazine about the activities of the institution done throughout the year and articles written by the student teachers.

- Students feedback regarding faculty members, infrastructural facilities and curricular and co-curricular activities are taken every year and necessary actions are taken.
- The institution participated actively in all the initiative taken by Knowledge Consortium of Gujarat and Government of Gujarat. Like Udisha, Saptdhara, Sandhan, Scope, etc.

Best Practice in Student feedback and participation

- **Title: 360° evaluation of the institution**
- **The Context:**
- Prakash College of Education is a teacher training institution. The vision of the institution is to prepare committed, competitive and creative teachers to provide educational leadership and meet upcoming global changes in teaching-learning. To provide qualitative teacher training it is very important to evaluate the each and every aspect of the institution. Self- evaluation, monitoring, and feedback from the stack holders are necessary for quality assurance. The Internal Quality Assurance Cell (IQAC) evaluates the institution from every aspect every year and took necessary steps to maintain and improve the quality of the teaching-learning process.
- Feedbacks are the key tool for evaluation. Definition of the feedback as per the Ramaprasad (1983) cited in Wikipedia, "...information about the gap between the actual level and the reference level of a system parameter" that is used to "alter the gap in some way." Here, as the key tool of evaluation different feedback forms are used to collect the responses of the stakeholders on different aspects of the institution.
- **Objectives of the Practice**
Main Objectives of 360° evaluation plan are as mentioned below
 - To evaluate the faculty performance with the help of students feedback on four-point scale
 - To obtain feedback from students about the curriculum
 - To get feedback from students about infrastructural facilities provided by the institution
 - To get feedback from school teachers and principals regarding practice teaching and school activities
 - To get feedback from the parents about the overall factors affecting teaching-learning process

- To get self -evaluation report by faculty members about their professional growth and performance in the classroom
- To get feedback from students by management in an informal way
- To get feedback from faculties by management in an informal way
- To obtain feedback from the Alumni
- To provide suggestion box

- **The Practice**

Students are the important stakeholders in any teacher training institution. Their roles in decision making and planning of institutional activities are very important. Therefore, the Internal Quality Assurance Cell has developed the feedback forms to obtain feedback from student teachers regarding faculty performance, institutional facilities, curriculum and other activities. Feedback forms to obtain feedback from school teachers and principals, Alumni and parents are also developed. These all the feedback forms are prepared in the Gujarati language so that students and other stakeholders can understand it easily.

Students' feedback on faculty performance form has total 25 items including classroom interaction skills, depth of the subject, nature of the teacher, use of ICT, punctuality etc. Feedback form for curriculum has ten items. Feedback form for the institutional facilities has total 20 items including furniture, ICT facilities, Library facilities, academic and personal guidance provided by faculty members, classroom interaction quality etc. Feedback form for school teachers and a principal is made up of 15 items regarding teaching effectiveness. Feedbacks from the alumni are collected about the activities of alumni association. Parents' feedback form includes eleven items regarding teaching-learning process, library facilities, infrastructural facilities, punctuality, curricular and co-curricular activities and website.

Every year at the end of the second term and after the completion of the internal examination the institutional IQAC collects feedback from students, school teachers and principal, Parents and Alumni. After gathering the data the IQAC analyze the data and prepares the report. Reports are first discussed with the management and afterward it is shared with the faculty member.

Further in informal way management frequently meets the student teachers, non-teaching staff, and faculty members and get feedback about all the aspects of the institution.

All the faculty members have to prepare the self-evaluation report (SAR) and submit it to the IQAC at the end of the academic year. This SAR is prepared based on the format suggested by NAAC and UGC. Evaluation of the faculty by the principal is done in the last section of the SAR.

Further, a suggestion box is kept outside the library so that any student can drop his or her suggestions regarding any aspect in the box.

The mechanism of obtaining feedback is very transparent and bias-free. Students' identities are kept confidential. They are not forced to write their name or roll number on the feedback form.

Based on these all observations all the faculty members and principal discuss the feedback and plan out the actions to be taken to maintain and improve the quality of the institution. Follow up work is done. These all the aspects of the evaluation of the institution are the key to maintain and improve the quality of the teaching-learning process. As all the stakeholders are involved in evaluation process it becomes 360° evaluation of the institution.

- **Obstacles faced if any and strategies adopted to overcome them:**

To obtain feedback from all the stakeholders without any bias is a very difficult job. The result of the students' feedback on faculty performance may spoil the healthy atmosphere of the institution. As our institution is a grant in aid institution sometimes some physical facilities demanded by students may not be fulfilled. IQAC and the management representative always motivate faculty members to maintain the healthy atmosphere on the campus. Achievements of the faculty members are shared with everyone and areas for improvement are discussed in person.

- **Impact of the Practice**

- Feedbacks are like a mirror. One can't improve or maintain the quality without the feedback. Students' feedbacks on faculty performance help in different ways. First, it helps to evaluate the performance of a teacher for promotion and assignment of work. Second, it provides feedback to teachers for improvement in the teaching strategies. Third, it helps teachers to identify their strength and weak-ness. Faculty members can improve their teaching

strategies and relations with students based on feedback. It helps teachers to improve their nature and behaviour towards the students.

- Cohen and Herr (1980) note three potential advantages of using within-class improvement strategies. First, students may get increasingly better instruction as the semester progresses. At the very least, efforts to improve the course will be perceived positively by students; for example, they will feel that they have some stake in the rating process. Second, the instructor becomes actively involved in a faculty development process; not only does teaching improve but also the resistance to instructional evaluation dissipates since these strategies are seen as facilitative of improvement rather than as judgmental. Third, the intellectual and interpersonal satisfactions derived from teaching-related experiences are likely to become more salient when the instructor can overcome the frustrations associated with successfully executing the tasks of teaching. Implementation of within-class improvement strategies should increase the instructor's sense of competence.
- With the help of the feedback about curriculum, the faculty members provide suggestions to the board of Studies to improve the curriculum. Students' feedbacks for infrastructural facilities are very useful. Based on these feedbacks the institution has changed the benches of the assembly hall. Renovation of washrooms is done. Book bank facility is started as per students' suggestions. Canteen facility is started as per students' suggestions.
- Feedback from school teachers and principals are very helpful to improve student teachers' teaching skill and planning and execution of the activities related to school. Alumni and parents feedback also provides direction towards improvement.
- When we collect the feedback from different stakeholders, they feel like the part of the institution and understand their role and responsibility towards the institution. This mechanism creates a bond between the stakeholders and institution.
- This 360° evaluation process contributes to maintain and improve the quality of the institution.
- **Resources required**
- It is necessary to update and modify Feedback forms as per the requirement. A team is required to collect feedback and do the analysis of the feedback.

41. Linkages developed with National\International, academic\research bodies:

The institution has linkage with Dr. Babasaheb Ambedkar Open University for various distance education programmes.

42. Any other relevant information the institution wishes to add:

Section : C

Outcome achieved by the end of the year

- The institution received “B” Grade by NAAC on 17th March 2016. This was the second cycle of NAAC.
- The institution has uploaded the data on QCI website as per the format provided by Quality Council of India.
- The IQAC completed the National Higher education survey as required by ministry of Human Resource Development, department of Higher education, New Delhi.
- The IQAC has taken feedback from students, parents and school principals about the faculty performance, institutional facilities and overall activities of the institution. Based on the analysis of the feedback report was prepared. Feedback reports are discussed management and staff and actions are taken for the improvement.
- Seminars/workshops for students were organized in following themes.
 - Yoga and Pranayam training programme
 - World Ozone Day
 - Voters awareness programme
 - Workshop on Blue Print, Action Research
- Academic & Activity Calendar was developed with the involvement of Principal, Staff, management, and other stack holders.
- The Institutional Website was up dated www.prakash-college.org.in
- Udishia week was celebrated.
- PrakashPunj: the annual magazine was published

Section : D

Plans of the college for the next year

The institution will focus on the following point for the next academic year.

- The institutional website will be converted in to mobile friendly website.
- The institution will organize various activities for the awareness of global warming.
- Digital lesson plan competition will be organized for the student teachers.
- Best micro teaching lessons will be recorded and videos will be uploaded on the website.
- The institution will apply for the grant for national seminar to ICSSR and UGC.
- Faculty members will be asked to write new books and publish research papers.
- In house Seminar for the student teachers will be organized. And all the students will be asked prepare one paper.

Dr.Viral Bharatbhai Jadav

Name and Signature of the

Coordinator IQAC

Dr.Rakeshbhai R.Patel

Name and Signature of the

Chairperson IQAC