

Annual Quality Assurance Report
(AQAR)



**VAISH COLLEGE OF DUCATION
ROHTAK**

SESSION (2008-2009)

The Annual Quality Assurance Report (AQAR) of the IQAC

Name of the Institution : VAISH COLLEGE OF EDUCATION

Chairperson : Dr. Kusum Jain

Members of IQAC:

Dr. S.K. Manna : Sr. Lect.

Dr. Manju Jain : Lect.

Dr. Taruna Malhotra : Lect.

Dr. Madhu Sahni : Lect.

Ms. Jyoti Ahuja : Lect.

Ms. Preeti Dahiya : Lect.

Mrs. Seema Bhayana : Lect.

Mrs. Meenu Gupta : Lect.

External Experts:

Dr. D.K. Diwan - Former Principal, Visiting Prof.
C.D.L.U. Sirsa, Guest faculty M.D.U. Rohtak, Active Member of
Rotary Club.

Dr. Neera Sharma - Sr. Lect, VMM Rohtak.

Coordinator of IQAC: Dr. Anil Kr. Saraswat *Anil Saraswat*

Co-coordinator: Mrs. Pooja Pasrija *Pooja*

SECTION - A

Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement:

Vaish Education Society has a glorious past, marvelous present and an excellent promising future. It owes its establishment in the very crucial period of our freedom. It was a great privilege and rare moment in the history of Vaish Education Society to get blessings of the great soul 'Mahatma Gandhi ji-The Father of Nation' in the form of laying foundation stone of one of the Institutions on 16-02-1921. Vaish College of Education, Rohtak was established in 1969. It is affiliated to MDU, Rohtak and is recognized by NCTE and accredited by NAAC. The college is situated behind Railway Station Rohtak. It has become symbol of hard work and devotion leading to inevitable achievement in academics, social and cultural spheres.

The following plan of action was chalked out by the IQAC:

-  Oath ceremony in the college premises at the 1st day of the session followed by the induction programme.
-  Recruitment of the eligible teaching staff against the vacant seats.
-  More emphasis on ICT in teaching.
-  To update the ICT lab with new high-tech equipments of latest configuration.
-  Updating the students about the usage and applications of the latest technology.
-  Enhancing the use of interactive board, power-point presentations, OHP, Transparent slides in their course of the study.

-  To ensure the equal participation of all the students in the curricular and co-curricular activities, dividing them in Mahatma Gandhi, Tagore, Vivekanand and Dayanand House accordingly.
-  To strengthen the teaching-learning process i.e. Class Room teaching, Micro & Mega teaching, Real School teaching practice etc.
-  To strengthen various cells and clubs of the institute i.e. Women Cell, Legal Literacy Cell, RTI Cell, and Grievance & Redressal Cell, Youth Red Cross Club, Placement Cell, Environment Club.
-  Full use of the institute's present infrastructural facilities and enhancement of infrastructural facilities to raise the quality of teaching and learning.
-  To update the library by addition of new books, journals, reference books to enhance research activities.
-  Arrangement of Extension Lectures, Seminars, Conferences and Awareness Programmes etc.
-  Enhancing Research skills among students and teachers by interacting with Department of Education, MDU, Rohtak

SECTION-B

1. Activities reflecting the goals and objectives of the institution:

The activities reflecting the goals and objectives of the institution are as follows:-

A) Curricular Activities:

Micro Lessons, Mega Lessons, School-Practice Lessons, Discussion Lessons, Assignments, Projects, Extension-lectures, Psychology Experiments, observations, power point presentations, transparencies, slides presentations, House Examination, Interior Decoration, women

empowerment, Literacy Rate, Gardening, Candle Making, Clay Modeling, Preparing Teaching Aids, Chalk Board Writing, and Drawing and Painting etc.

The detailed Curricular Activities performed during the session are as under:

Activities performed	Dates	Teacher In-charge
School Teaching Practice	24.11.2008 to 22.12.2008	All Staff Members
Extension lectures/ Awareness Programmes	23.10.2008 25.11.2008 01.12.2008 12.12.2008	Delivered by Eminent Personalities
Home Examination 1 st Term	06.01.2009 to 13.02.2009	All Staff Members
2 nd Term	06.04.2009 to 17.04.2009	
Dental Checkup Camp	14.2.2009	Vaish College of Education, Rohtak
Community Based Projects	24.3.2009	Vaish College of Education, Rohtak in Collaboration with Rotary Club
Remedial Teaching for weak Students	20.4.2009 to 22.4.2009	Concerned Teachers

B) Co-Curricular Activities :

Oath ceremony, Induction/Orientation programme, Fresher's Party, Student Talent-Search Competition, various writing competition,

Slogan Writing, Paper Presentation, Speech Competition, Poster Making, Poetry, Debates, Group Discussion, National Days and Festival Celebrations, Rangoli Competition, Mehendi Competition, Social Awareness Rally, Educational tours, Tree plantation campaign, Dental checkup camp and various other Cultural Activities etc.

Activities performed	Dates	Teacher In-charge
Activities performed by Women Cell	07.03.2009	Coordinator- Women Cell
Activities performed by Sports Committee	28.2.2009	Convenor- Sports Committee
Various Cultural Activities	Continues during the session.	Convenor – Cultural Committee
Placement Cell	30 students were selected by various schools.	Convenor – Placement Cell
Youth Red Cross Club	24.04.2009 (Aids Awareness Campaign)	In collaboration with Red Cross Society
RTI Cell	carried on throughout the session	Convenor – RTI Cell

2. New academic programmes initiated (UG and PG):

Institute is having 100 seats of B.Ed. in Grant-in-Aid provision by Haryana Govt. and intake of 100 additional seats of B.Ed. under Self-Finance scheme, 25 seats of M.Ed. course, 100 seats of D.Ed. and. At the time, students' strength is 325. 'No' UG/PG programme has initiated after this.

3. Innovations in curricular design and transaction:

As a part of innovation in curricular augmentation at the college level, entry level test was conducted for the B. Ed. students at the start of the year. All through out the academic year, unit test was conducted. Memorial lecturer series were arranged in the college. Different subject experts from different institutions were invited for guest lectures. Relevant methods of teaching which would ensure the active participation of student teachers in the teaching learning process were evolved. Panel discussions, individual and group assignments, presentation of papers, use of audio visual aids and electronic gadgets supplementing effective classroom learning were adopted.

4. Inter-disciplinary programmes started:

The college is affiliated to the M.D.U. Rohtak, so the courses already being run are affiliated to the university and the courses are as per the university curricula. No new inter-disciplinary programmes were started in the year. Interdisciplinary activities are encouraged in the institute. All the students actively participated in the curricular/co-curricular activities. Students of B.Ed and M.Ed are encouraged to

attend the Seminars/Conferences/Workshops/Awareness Programmes. A Plan for programme orientation of all subject syllabus, University exams pattern, library orientation, ICT lab orientation and audio-visual lab orientation are planned and organized.

- College was also centre for PCP in B.Ed. course run by Directorate of Distance Education, MDU, Rohtak.
- B.Ed. and M.Ed. teachers involved in research work at M.Ed. level.

5. Examination reforms implemented:

As per the guidelines of M.D. University, two house examinations should be conducted in every education college. Therefore, the house exams were conducted on the pattern of University's annual examination. Due to home exams, the students get an idea about the pattern of annual exam of university. The paper attempting and time management help the students to prepare themselves according to the final exams. In the institute, we provide the sample question/previous year question papers of the university of the related subjects.

The following reforms were implemented:

-  Sample questions/question papers were computerized and were photocopied just before the commencement of the examination to ensure the confidentiality and the cost of effectiveness.
-  Students were given counseling for effective answering of question papers by Guidance and Counseling cell.
-  After the exams, the weak students were given proper attention as we arranged Remedial classes for them.

-  Students were also given the individual guidance by the concerned teachers.
-  Necessary steps are taken to strengthen the weak areas of the students.

6. Candidates qualified: NET/SLET/GATE etc.

-  Most of our staff members are NET/SLET qualified. This condition is not applicable for the staff members who are exempted from NET/SLET as per UGC rule against Ph.D. and M.Phil. qualification.
-  Many students of B.Ed. and M.Ed. have qualified various competitive Exams like NET, DSSB, SSC, PO etc.

7. Initiative towards faculty development programme:

-  Faculty is encouraged to attend seminar/conference/workshops. The registration fee/entry fee was paid by the institute. Teachers attended many seminar/conference/workshops.
-  Orientation Programme on use of MS Power Point for teaching staff was organized.
-  Orientation Programme on ICT was organized for Administrative staff during the Summer Vacations 2008-2009.
-  Administrative Staff was given training in computer work daily for one hour by our computer expert.
-  Faculty members are encouraged for their research work.
-  Extension Lecturers conducted in the session help them to wide vision regarding to the various aspects.

8. Total number of seminars/workshops conducted:

 A two days workshop on ‘ preparation of teaching aids’ such as chart, models, and transparencies on 28-29 Nov., 2008 was conducted to meet the curricular requirements of B.Ed students. Mr. Shyam lal, Art & Craft Expert, Retired Principal, Gaur College of Education, Rohtak guided the students in the preparation of teaching aids.

 Dr. Gargi Saraswat, Principal, Satyam college of education Zind, gave a talk on ‘Women Empowerment’ to our students on 16th February, 2009.

 Swami Sadanand ji Maharaj gave a talk on value education on 17 Jan, 2009. In previous years, Shri 1008 jain Muni ji gave pravachan on good sanskars.

9. Research projects A) ongoing, B) completed:

NO

10. Patents generated, if any:

NO

11. New collaborative research programmes:

NO

12. Research grants received from various agencies:

NO

13. Details of research scholars:



Staff Ph. D. – 1 (one)



Staff M.Phil -3(Three)



M.Ed. Students – 25 (Twenty Five)

14. Citation index of faculty members and impact factor:

Different Research Papers were published by different staff members in different National & International Journals.

15. Honors/Awards to the faculty: National and International

NO

16. Internal resources generated:

The Amalgamated fund, college fund, M.Ed. fund and D.Ed. fund is utilized for the day today affairs of the college. As per the recommendations of the Library Committee, more books were added this year in the library as per syllabus of B.Ed. course and M.Ed. course.

17. UGC Grant:

Our college has received UGC grant of Rs. 55,488/- during the session 2008-2009 but not utilized in this session.

18. Community services:

Each citizen of country has certain duties towards his/her community, as the community contributes towards individuals' growth &

development directly & indirectly. We at Vaish Institute feel that it is essential that our pupil teachers are sensitized to the responsibility towards community which they can transmit effectively to our future generations.

Following programmes were organized for this purpose:

-  Students were exposed to ground level realities through the extension work and community work programme, which was aimed at developing empathetic outlook.
-  Visit to 'Akshar Dham Temple' at New Delhi to gain the knowledge of ancient History.
-  Cleanliness drive in the vicinity of college areas, student-teachers whole-heartedly participated in the cleanliness campaign of the college and its surroundings.
-  Dental Chekup Camp was organized.
-  Community Survey at 'Arpan Institute of Mentally Handicapped' was conducted to collect the health information. This helped in developing the insight about the problems faced by the teachers and parents of disable children in adjusting the disable students. This made them feel more responsible towards their social obligation.

19. Teachers and officers newly recruited:

Name of faculty	Designation	Qualifications
Dr. Manju Jain	Lecturer in Teaching of	M. Ed., M. Phil (Edu), M.A. (Hindi) , Ph.D.(Education)

	Hindi	
Dr. Taruna Malhotra	Lecturer in Education	M.A.(Hindi),M.Ed., Ph.D.(Education)
Dr.Madhu Sahni	Lecturer in Teaching of Mathematics	M.Sc.(Mathematics),M.Ed., SLET(Edu.), Ph.D.(Education)
Ms. Jyoti Ahuja	Lecturer in Teaching of English	M.A.(English), M.Sc,(Computer Science) M.Phil (Education)
Ms. Preeti Dahiya	Lecturer in Teaching of English	M.A.(English), M.Phil(English), NET(Education)

20. Teaching – Non-teaching staff ratio:

There are twenty nine teaching staff and twenty one non-teaching staff members in the college. The ratio between teaching and non-teaching staff is 29:21 i.e. 1+:1.

21. Improvements in the library services:

Library is the soul of any educational institution. The students need to be motivated continuously for availing the library facilities. In this academic year innovative practices were introduced in the library such as computerization of library, Book Bank facility etc. We are planning to enrich our library with the

‘open access’ facility, which will help in developing good library habits in our students.

-  A Library committee is working continuously for the upgradation of the library services.
-  The library is situated at first floor with increased seating capacity and infrastructure.
-  More books are purchased this year according to the changed syllabus.
-  Memberships of magazines, newspapers, journals are being updated from time to time.
-  Subscription of some new research journals has been taken.

22. New books/journals subscribed and their value:

New books of cost Rs.17727/- and Journals of cost Rs.9375/- were subscribed in session 2008-2009.

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

Since our college is a college of education, B.Ed., M.Ed. and D.Ed. are the main courses. Assessment of the teacher educators are done by the pupil educators following the regular practice. Students were encouraged to give their free and frank opinion about their teachers and the anonymity was maintained.

Action—The feedback of the students and principal was taken constructively from time to time in different meetings for the improvement by the staff.

24. Unit cost of education:

Unit cost of education (with salary): Rs. 24695/-

Unit cost of education (without salary): Rs. 8588/-

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

The administrative office is partially computerized. The admission process, collection of fees, registration of trainees, internal marks, examination results etc. are done on the computer. Efforts are afoot to computerize the whole office work.

27. Increase in the infrastructural facilities:

During this academic year, the infrastructural facilities increased considerably to the existed facilities. Updating of Library was done and Furniture was purchased for the college.

28. Technology up gradation:

NIL

29. Computer and internet access and training to teachers and Students:

The staff and students of this college are permitted to use computer in the ICT laboratory. Students are given training in the usage of internet with the help of full time computer instructor. Every year, staff and students are given training programmes on the use of computer and internet.

30. Financial aid to students:

Financial assistance is provided by the college by way of distributing government scholarships. The institute provided financial aid to the students in the form of fee concession to the financially weak students. At college level such weak students are given the concession of paying the fees in installments.

31. Activities and Support from the Alumni Association:

The Alumni association regularly meets for the betterment of the college. Advice and recommendation is periodically received from the association for the upliftment of the college. The association actively involves themselves in organizing co- and extra-curricular activities of the college. Institute has decided to strengthen its Alumni Association in the future years.

32. Activities and Support from the Parent-Teacher Association:

Meeting of the Parent-Teacher Association was conducted in the academic year 2008-2009. Many healthy suggestion were made by the

parents for the enhancement of the overall college functioning. The discussions were a great boost for the improvement in the college working.

33. Health services:

Institute has a separate rest room, in which all the first aid facilities are provided. A bed, primary first Aid - box is available in the rest room. The other injured treatment service is available at the clinic of Dr. Kedar Nath Garg, Manager, VCOE, Rohtak located just behind the Railway Station. Medical services are also available at Mahatma Gandhi charitable hospital which is also having a physiotherapy centre , located in college campus. Regular medical checkup camps are arranged in the college. The college is member of the Indian Red Cross Society, through which we help patients during emergency by donating blood. We regularly receive invitation for different programmes of the Indian Red Cross Society.

34. Performance in sports activities:

The college students actively participated in the following activities throughout the year. 100 meter running , Skipping jump , Long jump, Musical chair ,Shot-put ,Lemon spoon race, Javelin throw, Eating of Banana , Kabbadi , Cricket, Chess, Lemon & Spoon for Men & Women were held.

35. Incentives to outstanding sportspersons:

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

36. Student achievements and awards:

Our B.Ed examination result was outstanding. Majority of our students passed with first class both in theory and practical. Our M.Ed. results were also worth mentioning.

37. Activities of the Guidance and Counseling Cell:

The college has a strong guidance and counseling cell. The cell provides guidance and counselling services to the needy and required students. The cell expanded its guidance services to the community by rendering personal guidance to the parents regarding issues related with child rearing. All faculty members of the college participated and counseled the students for their future endeavor. Also the faculty members provide guidance and counseling all through out the year to any needy student. On request from practice teaching schools and surrounding schools for teachers, we send our trainees to them. The institute guidance and counseling cell conducts various programmes for the students. The eminent personalities visit the college and share their experiences with our students. The students were counseled about their future plans for further studies. This cell follows the following activities:

- The Newspapers headline at boards in corridors of college is regular activity of guidance and counseling cell.
- A division of tutorial groups.
- All the information of competitive exams forms and university entrance exams forms updated at notice board.
- Arrangement of remedial classes and free competitive exams guidance classes to all students after the annual exams.

38. Placement services provided to students:

Institute has also formed a placement cell, which is continuously working for the placements of the students. 30 (Thirty) students were selected by the various schools.

39. Development programmes for non-teaching staff:

Training on office management, maintenance of documents and computer education was imparted to the non-teaching staff. The issues of non-teaching staff were timely resolved by Proper counseling of the non-teaching staff. Non-teaching staff was given chances to participate in Activities in different events in sports.

40. Good practices of the institution:



Formation of IQAC as per guidelines given by M.D.University, Rohtak.

-  Maintenance of Computer lab, work experience Lab., and Science Lab. etc.
-  Organization of Regular extension Lectures.
-  Organizing Workshop.
-  Regular educational tours and visits to institution of special children.
-  The college campus is no Gutka, no tobacco, no pan-masala and no cigarette zone. Any member or student found to break the law, then they have to pay penalty.
-  Suggestions are always accepted with open mind from all teacher trainees of the college all through out the year. The rational suggestions are always implemented.
-  New ideas were used for the conduct of examination of the college.
-  Competitions at the level of schools were conducted.
-  Awareness hoardings were placed on the campus against addiction.
-  The college puts emphasis on the use of ICT in the library and teaching learning process.
-  Financial support is provided to the needy students by the college.

42. Action Taken Report on the AQAR of the previous year

All the activities which are to be performed in the next year are planned and consequently actions are taken to achieve the targets.

Planning is made in the meeting of IQAC at the beginning of the session. With the help of previous experiences, actions are taken.

43. Any other relevant information

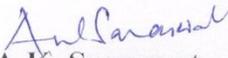
As per the order of NCTE, it is mandatory for all the education colleges who are running B.Ed. courses with an additional intake and M.Ed. courses have to reaccreditate themselves with the NAAC. Institute is in the process of the accreditation.

SECTION-C

Plan of Action for the Academic Year 2009-10

- ✦ The Library services will be improved in the coming year.
- ✦ To conduct awareness programmes to the community on epidemic diseases.
- ✦ To introduce open book examination as innovative techniques in evaluation.
- ✦ To enable the student teachers to enhance soft skills.
- ✦ To provide academic and resource support to the neighborhood schools.
- ✦ To extend the infrastructure facilities of the college.
- ✦ To improve the infrastructural facilities of ladies common room and toilets, this should be functional during the next academic year.
- ✦ The college is actively working on setting up of Language Laboratory.
- ✦ The staff members of the college are encouraged to submit research projects.
- ✦ The staff members who are not Ph.D.'s will be encouraged for pursuing the same.
- ✦ To motivate faculty members for minor and major research work.
- ✦ To encourage faculty members for publication of research articles and research papers in the national and international journals.


Mrs. Pooja Pasrija
Co-coordinator


Dr. A.K. Saraswat
Coordinator, IQAC

Sr. No.	Month/Working Days	Activities in Class Room	Practical Work/ Evaluation/Cultural Activities	Seminar/Workshop/ Extension Lecture	Days of Celebration	Holiday
1	October 2008 Academic Days=22	Formal Introduction Nomination of House Incharges Regular Classes	Teacher Aptitude Test Talent hunt Election of Class Representatives. Filling up of Subject Performa Cultural Activities	Orientation of Building etc., Syllabus, Rules, Houses, Tutorials Extension lecture on Breast Disease	Gandhi Jayanti Maharshi Valmiki Day Celebration Diwali Celebration , Food safety and Qwality Day celbration	2-Gandhi Jayanti 5-Sunday 9-Dussehra 12-Sunday 14-Mahrshi Valmiki Birthday 19-Sunday 26-Sunday 28-Diwali 29-Vishkarma Day
2	November 2008 Academic Days=23	Regular Classes	Test for editorship Micro Teaching Mega Teaching Participation of students in youth festival	Workshop on preparation of teaching aids, Extension Lecture Education trip	Haryana Day-1 Nov. Children's Day-14 Nov.	1-Haryana Day 2-Sunday 13-Guru Nank Birthday 09-Sunday 16-Sunday 23-Sunday 30-Sunday
3	December 2008 Academic Days=19		Teaching Practice, Poster making Competition, Slogan Wrinting Competition	Demonstration Lesson, Extension Lecture on Flander's interaction analysis, extension lecture on aids	Internation Aids Day-1 Dec.	4-Sunday 11-Sunday 18-Sunday 23-31 (Winter Break)
4	January 2012 Academic Days=23	1st Discussion Lesson Regular Classes	1st Discussion Lesson, 1st House Exam, Cultural Activities	Extension Lecture	Lohri Celebration-13Jan, Republic Day Celebration-26Jan, Basant Panchmi Celebration-31 Jan	(1-3) Winter Break, 4-Sunday 5-Guru Gobind Singh Jayanti 11-Sunday 18-Sunday 25-Sunday

5	February 2012 Academic Days=25	2nd Discussion Lesson Regular Classes	Rally on Sadbhawna Diwas, Model making Competition, Annual sports meet	Guest Lecture	Science Day Celebration, Sadbhawna Diwas Celebration	1-Sunday 8-Sunday 9- Guru Ravidas Jayanti 19-Maharshi Dayanand Saraswati Jayanti 15-Sunday 22-Sunday 23-Maha Shivratri
6	March 2012 Academic Days=25	Final Discussion Lesson, Regular Classes, Checking of Community based Projects	Teaching aid preparation competition Collage competition	Activity of Women Cell	International women's Day- Human Rights Day-13 March	1-Sunday 8-Sunday 11-Holi, 15-sunday 22-sunday 29-Sunday
7	April 2012 Academic Days=22	2nd House Examinations, Remedial Teaching for weak students	Mehandi competition,Rally on Aids Awareness	Extension Lecture	Ambedkar Jayanti Celebration Vaisakhi Celebration	3-Ram Navami 5-Sunday 7-Mahavir Jayanti 12-Sunday 13-Vaisakhi 19-Sunday 26-Sunday 27-Lord Parshuram Jayanti
8	May 2012 Academic Days=26	Guidance to students for B.Ed. Annual Theory exam.	Alumni Meet Farewell Party speech competition Essay writing competition		Maharana Pratap Jayanti Celebration	3-Sunday 10-Sunday 17-Sunday 24-Sunday,31-Sunday
9	Summer Vacation - June 01, 2009 to July 31, 2009					

10		Total Working Days=225
11		Total Academic Days=181