

*Annual Quality Assurance Report*  
*(AQAR)*

**VAISH COLLEGE OF  
EDUCATION  
ROHTAK**

**(SESSION 2009-10)**

**AQAR REPORT**

**SESSION 2009-10**

**VAISH COLLEGE OF  
EDUCATION  
ROHTAK**

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. Lecturer

Dr. Anil Kumar Saraswat : Sr. Professor

Dr. Manju Jain : Asst. Professor

Dr. Taruna Malhotra : Asst. Professor

Dr. Madhu Sahni : Asst. Professor

Ms. Preeti Dahiya : Asst. Professor

Ms. Sudesh Gupta : Asst. Professor

Ms. Jyoti Goyal : Asst. Professor

**External Experts:**

Name: Dr. D.S.Dhull , Director, Sports Deptt.M.D.U.,Rohtak

Name: Dr. S.B. Malhotra , Principal,D.A.V.College of Education,  
Hasangarh

**Coordinator of IQAC:**

Ms. Jyoti Ahuja : Asst. Professor

**Co-Coordinator of IQAC:**

Ms. Anju Sharma : Asst. Professor

**Year of Report - 2009-10**

# **Year of Report - 2009-10**

## **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:

- Hawan/Yagya in the college premises at the 1<sup>st</sup> day of the session followed by the induction programme.
- Recruitment of the eligible teaching staff against the vacant posts.
- More emphasis on ICT in teaching..
- Updating the students about the usage and applications of the latest technology.
- Enhancing the use of power-point presentations in teaching learning process.

- To ensure the equal participation of all the students in the curricular and co-curricular activities, dividing them in Mahatma Gandhi, Tagore, Vivekananda and Dayanand House accordingly.
- To strengthen the teaching-learning process i.e. Class Room teaching, Micro & Mega teaching, Real School teaching practice etc.
- The major infrastructural development related to computer lab, classrooms and other facilities.
- Computerization extended to more areas of administration.
- Availability of internet facility at various places in college.
- To strengthen various cells and clubs of the institute i.e. Women Cell, Legal Literacy Cell, RTI Cell, Youth Red Cross Club, Placement Cell, Environment Club.
- 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 teacher educators.
- Active participation of students in various activities under different cells.

## **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, ICT training, Home Examination, workshop, Faculty Exchange programme, Interior Decoration ,C.B.W.,H.A.E. and P.T.A. etc.

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

<b>Activities performed</b>	<b>Dates</b>	<b>In-charge/ Guest Speaker</b>
<b>School Teaching Practice</b>	20.11.2009 to 19.12.2009	All staff members
<b>Faculty Exchange Programme</b>	11.03.2010	Dr Taruna Malhotra
<b>Extension lectures/ Awareness Programmes</b>	08.10.2009	Shri Agam Muni Ji
<b>House Examination</b>		All staff members
<b>1<sup>st</sup> Term</b>	11.01.2010 to 18.01.2010	
<b>2<sup>nd</sup> Term</b>	18.03.2010 to 02.04.2010	

<b>Workshop on Computer Literacy</b>	Sep. 30,2009	Dr.Pooja Nagpal
<b>Workshop on 'Practices of Yoga'</b>	Oct. 29, 2009	Sh. S.K.Jain and Mrs. Santosh Jain
<b>Workshop on Effective use of teaching aids</b>	Nov.04,2009	Dr. Madhur Lata Goyal
<b>Workshop on Physiotherapy</b>	Dec. 03, 2009	Ms. Swati Jain
<b>Workshop on SPSS</b>	Feb.10,2010	Dr. Govind Singh
<b>Remedial Teaching for weak Students</b>	21Jan-25 Jan 2010	Concerned teachers

### **B) Co-Curricular Activities :**

Hawan/Yagya, Fresher's Party, Student Talent-Search Programme, various competition like Slogan Writing, Poster Making, Poetic recitation, Debates, Rangoli and Mehandi etc. Group Discussion, National Days and Festival Celebrations, Competition, Competition, Educational tours, Tree plantation campaign and other Cultural Activities .

<b>Activities performed</b>	<b>Dates</b>	<b>Convenor</b>
Competitions under <b>Women Cell</b>	March 08,2010	Coordinator Women Cell
Athletic Meet by <b>Sports Committee</b>	Feb 26-27,2010	Convenor Sports Committee
<b>Various Cultural Activities</b>	Continued during the session	Convenor Cultural Committee

Competition under <b>Legal Literacy Cell</b>	Dec 02.2009	Legal Literacy Cell Incharge
<b>RTI Cell</b>  <b>Placement Cell</b>	Continued during the session March 27, 2010	Concerned Officers  Coordinator Placement 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 and. At the time, students' strength is 224. No new UG/PG programme has initiated after this.

## **3. Innovations in curricular design and transaction:**

Curriculum of B.Ed and M.Ed course is designed by board of studies MDU Rohtak .

The feedback collected about the course curriculum from the students is routed to the Deptt. of Education, M.D. University, Rohtak to make changes/discuss about the weak areas of the syllabus.

Teacher Educators transact curriculum through following methods/ techniques like Multimedia Approach, Team Teaching , Brain Storming and constructive approach among students. Teacher Educators adopt lecture method accompanied by discussion.

## **4. Inter-disciplinary programmes started:**

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 attended the Workshops/Awareness Programmes organized in the college. Valuable tips were provided by M.Ed students to B.Ed students during their teaching practice to



enhance their skills in teaching. A Plan for programme orientation of all subject syllabus, University exams pattern, library orientation, ICT lab orientation and ET lab orientation are planned and organized.

- College became the centre for Personal Contact Programme for MA in education course run by Ch. Devi Lal University, Sirsa.
- College also became the centre for PCP for B.Ed. course run by Directorate of Distance Education, MDU, Rohtak.
- College was centre for Spot Evaluation for B.Ed. and M.Ed. exam by M. D. University, Rohtak.

## **5. Examination reforms implemented:**

As per the guidelines of M.D. University house examinations were conducted twice on the pattern of University's annual examination. By going through the house examinations students get an idea about the pattern of Annual exam of University , which helps the students in revising the syllabus and also help them in terms of time management during exams. We also provide sample question papers/previous year question papers of the University of the Related Subjects in library.

The following reforms were implemented:

- 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 effective tips regarding smart attemptation in exams. .
- Weak areas of the students were pointed out after house examination and accordingly remedial teaching is provided..
- Students were also given the individual guidance by the concerned teachers.

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

- (i) Most of our staff members are NET/SLET qualified. This condition is not applicable to the staff members who are exempted from NET/SLET as per UGC rule against Ph.D. and M.Phil. qualification.
- (ii) Two students of M.Ed. of the session 2009-10 have qualified NET in Education.
- (iii) Many students of B.Ed. and M.Ed. have qualified various competitive Exams like SSC, P.O. 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.
- Organized Workshop on 'Use of SPSS in Research in Social Sciences' on Feb. 10, 2010 by Dr. Govind Singh, Asst. Prof., Departments of Pharmaceuticals Sciences, MDU, Rohtak for faculty development.
- Orientation Programme on knowledge of basic computer was organized for Administrative staff during the Summer Vacations 2009-2010.
- Faculty members are encouraged for research work.
- Faculty members are provided seed money for research work.(if needed)
- The faculty exchange programme enabled teachers to share their knowledge/experiences with the students and teachers of other colleges. VOCE initiated faculty exchange programme with Rao Mohar Singh College of Education, Gurgaon .
- Extension Lecturers conducted in the session help them to broaden the vision regarding various aspects.

**8. Total number of seminars/workshops conducted:**

In the session 2009-10 Four Workshops were organized in the college.

**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. – 4(four)
- M.Ed. Students – 24 (Twenty Four)

**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:**

- As per the recommendations of the Library Advisory Committee, more books were added this year in the library as per the syllabus of B.Ed. and M.Ed. course.
- Infrastructure facilities were strengthened.
- Installation of water purifier .
- Regular maintenance of the building infrastructure.
- Strengthening of various labs like Psycho Lab., Science Lab. and Computer Lab.
- 100% power backup supply with silent generator.

### **17. UGC Grant:**

No grant from UGC has been sanctioned during the session 2009-2010.

### **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.
- Cleanliness drive in the vicinity of college areas, student-teachers whole-heartedly participated in the cleanliness campaign of the college and its surroundings.
- Community Survey at Shravan Institute of Mentally Handicapped was conducted.Characteristics and remedies of special children helped in developing the insight regarding the problems faced by the teachers and parents of disable children in their adjustment. This made prospective teachers more

responsible towards social obligations connected with such children.

### **19. Teachers and officers newly recruited:**

<b>Name of faculty</b>	<b>Designation</b>	<b>Qualifications</b>
Ms. Nidhi Kakkar	Asst. Prof.	M.Sc. (Food & Nutrition), M.Ed., Ph.D. (Edu) persuing, NET (Edu & Home Sc.)
Ms. Mamta	Asst. Prof.	M.Sc. (Maths), M.Ed., NET (Edu.)

### **20. Teaching – Non-teaching staff ratio:**

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. Book Bank facility is provided. 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 advisory 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 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:**

	<b>No.</b>	<b>Value</b>
New journals subscribed –	02	395/-
Books	575	76500/-

**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 teachers following the regular practice. Students were encouraged to give their free and frank opinion about their teachers and the anonymity was maintained. The assessment forms filled by the students were analyzed and each teacher was given feedback.

**Action**–The feedback of the students and principal was taken constructively for the improvement by the staff.

**24. Feedback from Stakeholders:**

Alumni Meet was organized on April 4, 2010. Institute invited regular feedback from all the stakeholders i.e. parents, alumni, etc. Institute has an active alumni association. Feedbacks from all the alumni are taken every year through the alumni meet. The institute conducted its alumni meet and received good feedback from all the alumni members.

**25. Unit cost of education:**

The institute charges its annual fee of the course as prescribed by the related authorities i.e. concerned university and Governing bodies. The students pay their fee in the regular installments and institute spends it on the benefit of the students. Thus the institute always maintains a status of non profit organization.

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

The institute performs all its activities through the computers only. Thus we have made all the administrations and all the process fully computerized. From the admissions to the end of the course all activities are done with the help of computers. On the starting of the course, the enrolled/admitted student's data is maintained in computers. At the time of home examinations, question papers are prepared by using computers. Awards & Signature Sheets of Practical Exams are also prepared with the help of computer. In addition to this all account statements are prepared through it.

## **27. Increase in the infrastructural facilities:**

Institute has added a good infrastructure in its existing building this year.

1. New AC's installed
2. Updation of Library
3. Furniture, RO, Generator, Inverters etc. were purchased for the college.

## **28. Technology up gradation:**

We have well established computer lab according to the requirement of our courses and students' strength.

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

Computer and Internet facility has been provided to our students & teachers through ICT laboratory as well as library. The institute also provide training to the staff and students to understand the use of Power Point Presentation, MS Word and with the social networking websites.

### **30. Financial aid to students:**

The institute provided financial aid to the students in the form of fee concession to the financially weak students and scholarship given by the Govt. of Haryana for SC students. At college level such weak students are given the concession of paying the fees in installments. Financially weak students are also provided the book bank facility under which they are given text books. This can be kept by students for whole session.

Our college also practiced the 'Earn while Learn' scheme, in which 2 financially weak students are identified and after giving assistance in college work they get award in the form of money.

### **31. Activities and Support from the Alumni Association:**

Institution has formed an Active Alumni Association. Institute organized its Alumni meet on April 4, 2010. About 35 Alumni participated in the function and shared their valuable experiences with the current students. Institute has decided to strengthen its Alumni Association in the future years.

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

Institute collect regular feed-back from the parents of the students. The meeting of the parents with the teachers was organized this year. Parents shared their views and expressed their gratitude for the good practices being carried out by our college.

### **33. Health services:**

Institute has a separate rest room, in which all the first aid facilities are provided. A bed and First Aid kit is available in the First Aid room. Health services are available at the clinic of Dr. Kedar Nath Garg, Manager, VCOE, Rohtak located just behind the Railway Station. Medical services are also available at Mahatama Gandhi Cheritable Hospital located in Vaish education society campus.



### **34. Performance in sports activities:**

Institute conducted its annual sports meet on Feb 26-27, 2010. It is a regular feature of the institute. Various sports activities were organized by the sports club during the session. Various competitions viz. Races, Lemon & Spoon race, long jump, shot put, javelin throw etc. were held. Approximately 50 students participated in this meet.

### **35. Incentives to outstanding sportspersons:**

As we said earlier our institute conduct annual sports meet every year the students who got the position in the games, matches, competitions are awarded by the institution .

### **36. Student achievements and awards:**

1. Our students participated in Youth Festival on Oct. 27-29, 2009 held at M.D.U. Rohtak, and our students Amandeep and Neeraj got 1<sup>st</sup> and 3<sup>rd</sup> prize in debate competition respectively. In Rangoli competition Neeraj got 2<sup>nd</sup> prize. Throughout the year our college organized various competitions like Essay writing /Poster making /skit/ mehandi / slogan writing etc. and students enthusiastically participated in them and rewarded accordingly.

### **37. Activities of the Guidance and Counseling Cell :**

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 notice board 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.
- Adjustment of schedule for remedial classes.

### **38. Placement services provided to students:**

Institute has also formed a placement cell, which is continuously working for the placements of the students. Every year, a great number of students are selected through the campus interview process. In the current session 15 (fifteen) students were selected by the various schools.

### **39. Development programmes for non-teaching staff:**

- A computer training programme was organised for the clerical staff.
- Proper counseling of the non-teaching staff.
- Activities in sports meet for non-teaching staff.

### **40. Good practices of the institution:**

- Formation of IQAC as per guidelines given by M.D.University, Rohtak.
- Up gradation of Computer lab, H.A.E. and Science Lab. etc.
- Faculty Exchange Programme
- Organization of Regular extension Lectures.
- Organized a number of Workshops .
- Regular educational tours and visits to institution of special children.

### **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. The institute is in the process of reaccreditation from NAAC.

## **SECTION-C**

### **Outcomes achieved by the end of the year:**

Our institute was established in 1969 and its foundation was laid by the auspicious hands of Mahatma Gandhi. Apart from that Institute is committed to provide the best to the students for their best career. We are working continuously in this direction and trying to get success on most of the platforms. We have learnt from the past experiences and have made our weakness, our strength. In the coming years, institute will grow with the growth and success of its teachers, staff and students.

We spent more on providing best infrastructure, best staff, best teaching-learning facilities and will continue it in the future.

## **SECTION-D**

### **Plans of the HEI for the next year:**

Here is the academic calendar of the next session 2010-11

# Vaish College of Education, Rohtak

## Academic Calendar 2010-11

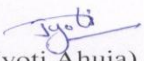
Pre-planning phase

Activities to be undertaken	Schedule Date	H
Day of Admission	24 Sept. 2010	26-
Submitting Format of Lesson Plans, Feedback Performas to Principal	25-27 Sept., 2010	
Submitting Entry Level Test and Exit Level Test to Principal	28-29 Sept., 2010	
Display of Time Table and other relevant information	30 Sept., 2010	
Obtaining Roll No. list, Attendance Register... etc. from Principal Gandhi Jayanti Celebration	1 Oct., 2010	2- Mahatr Jayanti 3-Sunday
<b>Induction Programme (From 4 Oct.-17 Oct., 2010 )</b>		
Addressing students by Faculty and Introduction of staff (Teaching & non-teaching) and students	4 Oct., 2010	
Orientation of students for building for including labs., Library, classrooms, office, house and rules of the college etc. and talent research programme.	5 Oct., 2010	
Orientation of students for B. Ed. Syllabus. Announcement of activities of Tutorial groups and houses.	6 Oct., 2010	
Orientation of students for various compulsory papers/Teaching papers	7 Oct., 2010	
Orientation of students for various community based projects, Election of class representatives	9 Oct., 2010	10- Sunda
Administratin of Entry Level Test and Filling up of subject performa.	11-16 Oct., 2010	17- Sunda

Month/Working Days	Activities in Class Room	Practical Work/ Evaluation/Co-curricular Activities	Seminar/Workshop/ Extension Lecture	Days of Celebration	Holiday
18 Oct., 2010 to 31 Oct., 2010 Teaching Days=10	Regular Classes	Refresher Party Participatin in Zonal Youth Festival Computer Literacy Programme	Extension Lecture Workshop	Maharshi Valmiki Birthday Celebration Haryana Day	22-Mahrshi Valmiki Birt 24-Sunday 26-Karva Chauth 31-Sunday
1 Nov., 2010 to 30 Nov., 2010 Teaching Days=22	Regular Classes	Micro Teaching Mege Teaching	Extension Lecture Workshop	Communal Harmony & National Integration Day Diwali Festival National Education Day Vishkarma Day	1-Haryana Day 5-Diwali 6-Vishkarma Day 7-Sunday 14-Sunday 17-Id-Ul-Juha 21-Sunday 28-Sunday
1 Dec., 2010 to 31 Dec., 2010 Teaching Days=13	Regular Classes	School Teaching Practice Activities under Placement Cell		Children's Day International Aids Day	5-Sunday 12-Sunday 17-31-Winter Break
1 Jan., 2011 to 31 Jan., 2011 Teaching Days=26	Regular Classes	Activities under Legal Literacy Cell House Examination		Guru Gobind Singh Birthday Lohri Celebration Republic Day Celebration	11-Guru Gobind Singh J 9-Sunday 16-Sunday 23-Sunday 30-Sunday
1 Feb., 2011 to 28 Feb., 2011 Teaching Days=24	Regular Classes	Educational Trip Athletic Meet	Workshop Activities under Legal Literacy Cell	Basant Panchmi	8-Basant Panchami 13-Sunday 20-Sunday 27-Sunday

Month/Working Days	Activities in Class Room	Practical Work/ Evaluation/Co-curricular Activities	Seminar/Workshop/ Extension Lecture	Days of Celebration	Holiday
1 March, 2011 to 31 March, 2011 Teaching Days=24	Regular Classes	School Teaching Practice Activities under Placement Cell	Workshop Extension Lecture	Holi Celebration International Women's Day Martrdom Day of Shahid Bhagat Singh	2-Maha Shivratri 6-Sunday 13-Sunday 19- Holi 20-Sunday 23-Shahidi Divas of Bhe
1 April, 2011 to 30 April, 2011 Teaching Days=24	Regular Classes	Assignments on Each Paper	Extension Lecture	Baisakhi	10-Sunday 12-Ram Navmi 14-Vaisakhi 16-Mahavir Jayanti 17-Sunday 24-Sunday
1 May, 2011 to 31 May, 2011 Teaching Days=25	Remedial Classes	House Examination Participation in EDUFEST			1-Sunday 5-Lord Parsu Ram Jayan 8-Sunday 15-Sunday 22-Sunday
June, 2011 to 25 June, 2011 Teaching Days=24	Remedial Classes Administration of Exit Level Test	Farewell Party Alumni Meet		International Environment Day Maharana Pratap Jayanti Kabir Dass Jayanti	4-Maharana Pratap Jayar 5-Sunday 12-Sunday 15-Sant Kabir Dass Jayan 19-Sunday
5 June, 2011 to 10 June, 2011 Teaching Days=24	<b>SUMMER BREAK</b>				
<b>Total Working Days - 275</b>					
<b>Total Teaching Days - 206</b>					



  
(Ms. Jyoti Ahuja)  
Coordinator