

Annual Quality Assurance Report
(AQAR)

**VAISH COLLEGE OF EDUCATION
ROHTAK**

SESSION: 2010-11

VAISH COLLEGE OF EDUCATION ROHTAK

The Annual Quality Assurance Report (AQAR) of the IQAC

Name of the Institution : VAISH COLLEGE OF EDUCATION

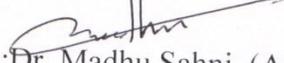
Chairperson : Dr Kusum Jain

Members of IQAC

Dr. Anil Kumar Saraswat : Associate Professor
Dr. Manju Jain : Assistant Professor
Dr. Taruna Malhotra : Assistant Professor
Ms. Jyoti Ahuja : Assistant Professor
Ms. Preeti Dahiya : Assistant Professor
Dr Nidhi Kakkar : Assistant Professor
Ms Meenu Gupta : Assistant Professor

External Experts

1. Sh Vidya Bhusan Pasrija, Retd. Principal, Govt. Sr. Sec. School, Chuliana.
2. Dr Govind Singh, Asst. Professor, Deptt. Of Pharmaceutical Sciences, M.D.U., Rohtak.

Coordinator of IQAC :  : Dr. Madhu Sahni (Asst. Professor)

Co-Cordinator of IQAC : Ms Anju Sachdeva (Asst. Professor)

Year of Report - 2010-11

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 1st day of the session followed by the induction programme.
- Recruitment of the eligible teaching staff against the vacant post.
- More emphasis on ICT in teaching.
- Updating the students about the usage and applications of the latest technology.

- Enhancing the use of interactive board, 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.

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, Psychological practicals, power point presentations, ICT training, House Examination, Workshop, Faculty Exchange programme, etc.

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

Activities performed	Dates	In-charge/ Guest Speaker
School Teaching Practice	01.12.2011 to 24.12.2011	All Teacher educator
Extension lectures/ Awareness Programmes	11.11.2010 16.11.2010 20.11.2011 10.03.2011 25.03.2011	Dr. Kedar Nath Garg Mrs. Sheela Bhardwaj Sh.Luxmi Naryan Gupta Viney Muni Dr. Kedar Nath Garg

Activities performed	Dates	In-charge/ Guest Speaker
House Examination 1 st Term	10.1.2011 to 20.1.2011	All staff members
2 nd Term	06.05.2011 to 13.05.2011	
Workshop on 'Physiotherapy:Therapeutic Management of Disorders'	08.11.2010	Dr Swati Jain
Workshop on 'Yog Avam Yogic Aahaar ka Mahatav'	05.02.2011	Mr S.K.Jain
Workshop on 'Basic Statistics'	03.03.2011	Dr. Govind Singh
Remedial Teaching for weak students	14.05.2011 to 20.05.2011	Concerned teachers

B) Co-Curricular Activities

Hawan/Yagya, Fresher's Party, Students' Talent-Search Programme, Various competitions like Slogan Writing, Poster Making, Poetic Recitation, Debate, Rangoli, Mehandi etc., Educational tours/trips, Medical Check-up camp, tree plantation, Group Discussion, National Days and Festival Celebrations and various other cultural activities etc.

Activities performed	Dates	Convenor/Guest Speaker
Competitions under Women Cell	08.03.2011	Convenor Women Cell
Athletic Meet Game & Sports	03.03.2011 During the session	Convenor Sports Committee
Various Cultural Activities	Continued during the session	Convenor Cultural Committee
Activities Performed by Legal Literacy Cell	20.01.2011 24.02.2011	Legal Literacy Cell Incharge
Activities under Placement Cell	16 students were selected by various schools on 26.03.2011	Placement Cell Incharge
RTI Cell	Continued during the session	Concerned Officers

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 222. No new UG/PG programme has initiated after this.

3 Innovations in curricular design and transaction

B.Ed Syllabus was revised in 2010-2011. Curriculum (B.Ed and M.Ed Course) is designed by members of board of studies, M.D.U Rohtak.

The feedback collected about the course curriculum from the students and suggestions by teacher educators are 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/apporaches:

- Lecture method accampanied by disscussion and presentation by students.
- Multimedia Approach
- Techniques like Brainstroming, Co-operative learning
- Developing Constructivist approach among students.

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 which were delivered by the eminent personalities. Valuable tips were provided by M.Ed students to B.Ed students during their teaching practice to enhance their teaching skills. 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.

- Our college became venue for PCP for M.A. (Education), CDLU, Sirsa
- College also remained the centre for PCP in 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 was provided..
- Students were also given the individual guidance by the concerned teachers.

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.
- Four students of M.Ed. of the session 2010-11 have qualified NET in Education.

- Six students of B.Ed. and M.Ed. have qualified competitive exams of HTET and STET.

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 ICT was organized for Administrative staff during the Summer Vacations in June 2011 .
- Workshop on basic statistics was organized for teacher educators as well.
- Faculty members are encouraged for their research work.
- Faculty members are provided seed money for research work.(if needed)
- 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 2010-11 three Workshops were organized in the college.

- (i) Workshop on 'Physiotherapy: Therapeutic management of Disorders' on 08.11.2010 by Dr. Swati Jain, Physiotherapist, Gandhi Memorial Hospital.
- (ii) Workshop on 'Yog Avam Yogic Aahaar Ka Mahatav' on 05.02.2011 by Mr. S.K. Jain, Yoga expert.
- (iii) Workshop on 'Basic Statistics' on 03.03.2011 by Dr. GovindSingh, Asst. professor, Deptt. Of Pharmaceutical Sciences, M.D.U., Rohtak.

9. Research projects A) ongoing, B) completed

NO

10. Patents generated, if any

NO

11. New collaborative research programme:

NO

12. Research grants received from various agencies

NO

13. Details of research scholars

- Staff Ph. D. – 3(Three)
- M.Ed. Students – 24 (Twenty Four)

14. Citation index of faculty members and impact factor

Research Papers have been 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.
- Computer lab was strengthened by adding new computers.
- Installation of four Internet connections.
- Regular maintenance of the building infrastructure.
- Strengthening of various labs like Psycho Lab., Science Lab., Computer Lab., Work Experience lab etc.
- 100% power backup supply with silent generator.

17. UGC Grant

Amount of grant sanctioned in March 2011 was Rs. 24, 82, 000 / under the scheme of additional assistance to colleges already covered under section 12B of UGC Act, 1956.

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 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:

- Cleanliness drive in the vicinity of college area. 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. This helped in developing the insight into the various problems faced by special children, their characteristics and remedies. This made teacher educators feel more responsible towards their social obligation for such children.

19. Teachers and officers newly recruited

Ms Sapna Gupta- Clerk
Ms Sunita Gupta- Peon

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 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:

	No.	Value
New journals subscribed	13	6165/-
Books	299	14,297/-

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. Teacher had also filled up the self-Appraisal Forms.

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 19.06.2011. 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. Alumni shared their sweet memories of the college in this meet.

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 board. 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. From the admissions to the end of the course all activities are done with the help of computers. On the starting of the session, the enrolled/admitted students' data is maintained in computers and can be printed at any time. At the time of home examinations, the subject paper are made in the electronic form/soft copy. The Awards & Signature Sheets of Practical Exams etc. are fully computerized. At the present stage, salary, bills and other financial bill are prepared through the computers.

27. Increase in the infrastructural facilities

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

- Updation of Library
- New Computers, LED, Interactive Boards, Podium,
- Furniture was purchased for the college.

28. Technology up gradation

- Four Internet Connections under NME scheme were installed in college- one in Library, one in A-V Lab, one in Computer Lab and one in principal office in the session 2010-2011.
- College website was also updated.

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 provides training to the staff and students for preparation of power point slides, for using of MS Word and 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 weaker students are also provided the book bank facility under which they are given text books. This can be kept by students for entire year. 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 19.06.2011 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'. The health 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 located in vaish education society campus .

34. Performance in sports activities

Keeping in view the fact healthy mind resides in healthy body, teacher educators engage prospective various teachers in activities like Kho-Kho, Chess & Badminton during leisure time This way they learn management skills & social skills. Annual athletic meet is also a regular feature of the college. This year annual sports meet was organised on 08.03.2011. Dr. Davendra Dhull, Director sports, M.D.U Rohtak was the chief guest. Various events like Races (100m.,200m.and recreational races), Tug of War, Javelian Throw were held. About 70 Students participated enthusiastically in the 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

- Our students participated in Zonal Youth Festival on Oct. 20-22, 2010 held at Govt. College for Women, Rohtak. B.Ed. students Sarika and Renuka got 1st and 2nd prize in rangoli and Sanskrit Saloka Ucharan competition respectively.
- Our student Sarika first prize in Inter-Zonal Youth Festival in Poster making Competition.
- Throughout the year our college organized various competitions like Essay writing ,Poster making ,Mehandi, Slogan writing, Diya

Decoration, Garden Maintenance Competition etc. and students enthusiastically participated in them and got prizes 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' headlines 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.
- 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. Every year, a great number of students are selected through the campus interview process. In the current session 2010-11, 16 (sixteen) students were selected by the various schools.

39. Development programmes for non-teaching staff

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

40. Good practices of the institution

- 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

Youth festival provides great platform to youth to exhibit their talent and developes in them spirit of healthy competition and social skills etc. Since this institution is having good infrastructure and other facilities for the organization of such a big event. So we (Vaish College of Education, Vaish College and Vaish Mahila Mahavidyalaya) are planning to organise Youth Festival in the next session.

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 2011-12:

Vaish College of Education, Rohtak

Academic Calendar 2011-12

Pre-planning for session 2011-12

Activities to be undertaken	Schedule Date
Day of Admission	12 Sept.
Submitting Lesson plans, home assignments .. etc to Principal	13 Sept.
Display of Time-table & other relevant informations for students	16 Sept.
Obtaining Roll List, Attendance Registers ... Etc from Principal	17 Sept.
Instructions to Faculty by Principal w.r.t. to various academic aspects	19 Sept.
Induction Programme (From 20 Sept. 2011 onwards)	
Addressing students by Faculty in new semester and introduction of staff (Teaching & non-teaching) and students	20 Sept.
Orientation of students for building for including labs., Library, classrooms, office, house and rules of the college etc. and talent research programme.	21 Sept.
Orientation of students for B.Ed. Syllabus. Announcement of activities of Tutorial groups and houses.	24 Sept.
Orientation of students for various compulsory papers/Teaching papers (02)	26 Sept.
Orientation of students for various community based projects, formation of students association council.	27, 28 Sept.
Teaching Aptitude Test and filling up of subject performa.	29, 30 Sept.

Month/Working Days	Activities in Class Room	Practical Work/ Evaluation	Seminar/Workshop/ Extension Lecture	Days of Celebration	Holiday
12 Sept. 2011 Academic Days=14	Formal Introduction Nomination of House Incharges Regular Classes	Teacher Aptitude Test Talent Search Formation of students Council Filling up of Subject Performa	Orientation of Building etc., Syllabus, Rules, Houses, Tutorials	Teacher's Day-5 Sept. Literacy Day-8 Sept. Hindi Diwas- 14 Sept.	4-Sunday 11-Sunday 18-Sunday 23-Haryana's Heroes Mart 25-Sunday 28-Maharaja Agrasen Jaye
October 2011 Academic Days=22	Regular Classes	Test for Editorship Mehandi Competition by Women Cell Cultural Activities	Workshop on topic 'वर्तमान समय में योग व यौनिक आहार का महत्त्व'	Gandhi Jayanti Maharshi Valmiki Day Celebration Diwali Celebration	2-Sunday/Gandhi Jayanti 6-Dussehra 9-Sunday 11-Maharshi Valmiki Birthda 16-Sunday 23-Sunday 26-Diwali 27-Vishkarma Day 30-Sunday
November 2011 Academic Days=23	Regular Classes	Preparation for Youth Festival Micro Teaching Mega Teaching	Workshop organized on the topic 'खरकता जीवत का आहार'	Haryana Day-1 Nov. Swachata Diwas-2 Nov. Children's Day-14 Nov. Communal Harmony & National Integration Day Celebration-22 Nov.	1-Haryana Day 6-Sunday 7-ID 10-Guru Nank Birthday 13-Sunday 20-Sunday 27-Sunday
December 2011 Academic Days=20		Teaching Practice	Demonstration Lesson Extension Lecture on Aids	Internation Aids Day-1 Dec.	4-Sunday 11-Sunday 18-Sunday 25-Sunday 26-31-Winter Break (1-8 Jan - Winter Break)

Month/Working Days	Activities in Class Room	Practical Work/ Evaluation	Seminar/Workshop/ Extension Lecture	Days of Celebration	Holiday
January 2012 Academic Days=15	1st Discussion Lesson Regular Classes	1st Discussion Lesson Essay Writing on 'Right to Education' under Legal Literacy Cell		Lohri Celebration-13Jan National Voters Day-25 Jan Republic Day Celebration- 26Jan	1-Sunday 5-Guru Gobind Singh Jay 8-Sunday 15-Sunday 22-Sunday 26-Republic Day 28-Chhotu Ram Jayanti, Panchami 29-Sunday (1-8 Jan - Winter Break)
February 2012 Academic Days=20	2nd Discussion Lesson Regular Classes	1st House Examination Event by Legal Literacy Cell National Science Day Athletic Meet Tour	Programme related to Special Children Extension Lecture on 'Pedagogical Analysis'		5-Sunday 7- Guru Ravidas Jayanti 12-Sunday 16-Maharshi Dayanand S Jayanti 19-Sunday 20-Maha Shivratri 26-Sunday
March 2012 Academic Days=24	Final Discussion Lesson Regular Classes	Teaching aid preparation competition Blood Donation Camp.	Activity of Placement under Placement Cell Activity of Women Cell Activity of Legal Literacy Cell	International women's Day-7 march because of holiday on 7 March Collage Competition Human Rights Day-13 March Martyrdom Day of Shahid Bhagat Singh	4-Sunday 8-Holi 11-Sunday 18-sunday 23-Shahidi Diwas of Bhag 25-Sunday

Month/Working no. Days	Activities in Class Room	Practical Work/ Evaluation	Seminar/Workshop/ Extension Lecture	Days of Celebration	Holiday
April 2012 Academic Days=22	2nd House Examinations	Youth Red Cross Activity Placement Cell Activity		Save water' event Rally on 'Awareness of Aids' Ambedkar Jayanti Celebration	1-Sunday 5-Mahavir Jayanti 8-Sunday 13-Vaisakhi 15-Sunday 22-Sunday 23 Lord Parshuram Ja 29-Sunday
May 2012 Academic Days=26	Checking of Community based Projects	Alumni Meet		Maharana Pratap Jayanti	6-Sunday 13-Sunday 20-Sunday 24-Maharana Pratap 27-Sunday
June 2012 Academic Days=07	Guidance to students for B.Ed. Annual Theory exam.	Farewell Party		Internation Environment Day	3-Sunday 4-Kabir Jayanti 10-Sunday 17-Sunday 24-Sunday
Summer Vacation - June 10, 2012 to Aug 10, 2012					
Total Working Days=218					
Total Academic Days=193					



(Dr. Madhu Sahni)
Co-ordinator

