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Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions
(For Affiliated/Constituent Colleges)

(Revised on 26th September, 2019)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bengaluru - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- To undertake quality-related research studies, consultancy and training programmes, and*
- To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. Composition of the IQAC 6
7. The role of coordinator 7
8. Operational Features of the IQAC 7
9. Revised Accreditation Framework 8
10. Mandatory Submission of AQAR by IQAC 8
11. The Annual Quality Assurance Report (AQAR) 8

Part – A

11. Details of the Institution	9
12. IQAC Composition and Activities	12

Part – B

13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Innovations and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Institutional Values and Best Practices 27
20. Abbreviations 29

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC - Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. The Institutions are requested to submit the AQAR after one year from date of Accreditation every year (*For example: if the institutions Accredited by NAAC on 10th December 2018. The AQAR for 2017-18 is opened to submit in the portal on 09th December 2019*). HEI's should complete online AQAR submission within 90 days. (*For example: If the AQAR online submission starts on 08-08-2019, then the Institutions should complete submission on or before 07-11-2019*).

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A&A:

- ☐ Having a functional IQAC.
- ☐ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- ☐ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- ☐ Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC (For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

- Name of the Institution KIIT College of Education
- Name of the Head of the institution : Prof. M. Sen Gupta
- Designation: Director of the College
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 0124-2658000
- Mobile no.: 09818407518
- Registered e-mail: info@kiit.in
- Alternate e-mail : rachna.sharma@kiitworld.in

Address : KIIT Campus, Sohna Road

- City/Town : Gurugram
- State/UT : Haryana
- Pin Code : 122102

2. Institutional status:

- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women : **Co- Education**
- Location : Rural/Semi-urban/Urban: **Rural**

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self - financing (please specify): **Self Financing**
- Name of the Affiliating University: **Maharshi Dayanand University Rohtak, Haryana**
- Name of the IQAC Co-ordinator : Dr. Rachna Sharma
- Phone no. 0124-
2658000
- Alternate phone no.
NIL
- Mobile: 9910444112
- IQAC e-mail address: manjitsengupta@gmail.com
- Alternate Email address: rachna.sharma@kiitworld.in

3. Website address:

Web-link of the AQAR: (Previous Academic Year): https://kiitedu.in/pdf/kiitedu_AQAR2018%20-19.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year? if yes, whether it is uploaded in the Institutional website: Yes

Weblink: kiit.edu.in

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	A	3.02	2011	from: 2011 to: 2016
2 nd	A	3.22	2016	from: 2016 to: 2021

6. Date of Establishment of IQAC:

DD/MM/YYYY: 20/07/2011

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. Preparation of calendar of academic & students centric activities.	July 2019	210
2. Academic exchange programme with Korean delegates.	February 2020	210
3. Planning of SRIJAN programme which was scheduled for 18th March 2020.	Lockdown period	210
4. Weekly Research Seminar for M.Ed. students	2019-20	11
5. IQAC Meetings held regularly	08/10/2019, 10/02/2020, 12/05/2020 (Online)	17

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL				

9. Whether composition of IQAC as per latest NAAC guidelines: **Yes**

**upload latest notification of formation of IQAC*

10. No. of IQAC meetings held during the year: 03

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....Yes

* (<https://kiitedu.in/pdf/MOM%20IQAC.docx.pdf>)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

12. Significant contributions made by IQAC during the current year (maximum five bullets).

1. Community awareness and campaigns by B.Ed. students
2. Thematic assemblies
3. Educational excursion
4. National/ International days celebrations
5. Creativity clubs, Arts, Crafts, Aesthetic activities organized
6. Volunteer Engagement in Social Work Campaign with Nav Jyoti Foundation by Students.
7. Competitions, Quiz, Tests and Brainstorming sessions
8. Training of School Teachers and Parents for online classes.
9. Care and Share Programmes.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To Prepare an Academic Calendar.	Calendar for academic and student centric activities was prepared.
To Procure feedback from stakeholders	Feedback about the college, teachers and internship programme was taken from different stakeholders.
To conduct visit(s) of Foreign Delegates at campus under academic exchange programme.	A Korean Delegate visited the campus on 12/02/2020 and shared the highlights of the Korean Education System & Korean Teacher Education system.
To organize Seminar / Extension Lectures/ Workshop	An extension lecture cum workshop was organized on the theme of “Creating E- Resources” on 10 th February 2020.

14. Whether the AQAR was placed before statutory body?	Yes
Name of the Statutory body	College Governing Board
Date of meeting(s):	26/12/2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?	Yes
Date of Visit	02-12-2016
16. Whether institutional data submitted to AISHE? Date of Submission:-	Yes 05-02-2020
17. Does the Institution have a Management Information System?	Yes
If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)	We at KIIT College of Education believe that a streamlined MIS system plays a crucial part in smooth operation of an organization. At KIIT we use MIS systems to manage our learning, oversee administrative processes such as compliance management, complaint redressal and timetable management. Our institution uses various tools such as Google’s GSuite Education Enterprise & aSc Timetables for MIS. Besides, the following systems are functional in the college for last few years: <ul style="list-style-type: none"> ● Biometric attendance system for staff & students. ● Institutional Email System ● Whatsapp Groups ● G suite for Google Classrooms ● Alice for Windows software use in library ● CCTV and security system ● Smart Classrooms

	<ul style="list-style-type: none">● Computer Lab● A web coordinator is appointed to maintain the website
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Part-B

CRITERION I - CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words.					
<p>The college is affiliated to Maharshi Dayanand University, Rohtak, Haryana and need to follow the curriculum prescribed by the University. The College has the mechanism for delivery and dissemination of the curriculum and adopting it to the local context/ situation in order to achieve the educational, social, cultural and vocational objectives. The process involves a number of specific decisions taken to determine the academic planner, workload, allocation of work, preparation of Time Table, etc. The college identifies extension activities that merge into instructional material and enrich it further by invited lectures, workshops, seminars, conferences, field trips and visits for hands-on experience. Periodical orientations and in-service programmes for the teachers are also organized to sharpen their teaching skills and to orient them with a variety of innovative methods of teaching. The Project work by the students supplements and complements the prescribed curriculum in divergent ways. Further, the curriculum is effectively delivered by the use of ICT tools and e-resources by the faculty. Most importantly, utmost care is being taken to accomplish the University prescribed curriculum for B.Ed. and M.Ed. on time.</p> <p>need based analyses for workshops & feedback after each workshop and seminar team teaching and collaborative teaching, group discussion, blended learning</p>					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
NIL					
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
Extra Classes for CTET and NET preparation	2019		NIL		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
	Elective Course System	Elective Course System		Since beginning of the course	Session 2016-18
Already adopted (mention the year)					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Courses
No of Students		NIL

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
The affiliated University has included the value added courses in the curriculum namely- 1. Reading & Reflecting on Text 2. Drama & Art in Education 3. Critical Understanding of ICT 4. Understanding the Self 5. Academic & Expository writing 6. Self- Development	Curriculum Outlines given by University 2015.	210

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
*Internship in schools and TEIs by students	199 (B.Ed.)
*Data collection for Research work by M.Ed. students	11(M.Ed.)

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

The college has the mechanism for obtaining feedback about the infrastructure, curriculum and instructional process (yearly/ semester wise) from various stakeholders including students, alumni, teachers, parents and employers. Feedback collected from stakeholders is analyzed and based on the outcomes, modifications are made with respect to various aspects such as curriculum, teaching-learning process, internship, assessment and infrastructure. Feedback is vital as it aids to gauge the effectiveness of the institution as a whole.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
1. B.Ed.	100	185	99
2. M.Ed.	50	30	00

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019-20	199	11	09	05	07

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
01	08	No. of Computers:55 LCDs: 02 Speakers: 01	01	01	Google form, Google drive, online submission of assignments. Blended Learning & Flipped Classroom as techniques.

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The growth of an Institution is directly correlated with a cordial student-teacher relationship and an academic system falling in line with the needs of the students and society. The teaching Faculty serve as mentors or thought partners for students in their academic journey such that they develop into independent learners. Mentoring also helps to render equitable services to students irrespective of their background. The faculty members of respective pedagogy extend personal guidance to the students and carry out remedial programs for weak students and low achievers. The faculty and the Principal can be approached anytime for help related to the courses.

360 degree student mentoring system is in college student- student, teacher student, director student, parent student and society student.

Number of mentors in the institution: 14

Number of students enrolled in the institution	Number of full time teachers	Mentor: Mentee Ratio
210	14	14:210 (1:15)

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
19- Fulltime 03- Part time	13- Full time 01- Part Time	08	00	05

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year:

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year-end examination
B.Ed.		1 st Year (2019-21)	31 st August 2020	14-12-2020
M.Ed.		2 nd year (2018-20)	31 st August 2020	16-11-2020
		3 rd Sem (2018-20)	31 st July 2020	06-02-2020

2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)

As per MD University curriculum, the weightage of internal evaluation is from 10 - 20 Marks for theory papers and 50 Marks for M.Ed. Research Work/ Dissertation. Various components of internal evaluation include a task or assignment in each theory paper, class tests, internal examination & attendance. Students are assessed on a continuous basis through innovative and reformed techniques such as Group Discussions, Teacher Marked Assignments, Class Tests, Oral Tests, Project based Viva voce, Mid Term & Term End Sessional examinations.

Accordingly, revision lectures, remedial classes and one to one tutoring are used to support learners with different abilities and pace. Students with advanced needs are encouraged to read reference books and research journals and are given more challenging tasks. Hence the students are assessed continuously throughout the session and internal marks are provided by the respective subject teachers.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar including student centric activities is prepared every year for smooth functioning of the institution. The institute follows the timelines / guidelines of the academic schedule of the affiliating university while preparing its own academic calendar. This ensures the curriculum enrichment through associated activities like extension / guest lectures, seminars, conference, activities related to corporate social responsibility, cultural & literary activities and celebration of National & International days. Academic calendar is also followed for conducting internship programmes and examinations. The planner is shared on the institute's website and with all faculty members and management. Therefore, this provides a plan for the academic year to students, teachers and parents for smooth functioning. .

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website of the institution.

Programme Specific Outcomes (PSOs) and Course Learning Outcomes (CLOs) for M.Ed. programme and Course Learning Outcomes (CLOs) for B.Ed. programme offered by the institution are in agreement with the curriculum prescribed by the Maharshi Dayanand University, Rohtak which are stated and communicated to teachers and students through Website of the institution and Student induction programmes.

- URL to the page on website where the PLOs and CLOs are listed

[http://kiitedu.in/B.Ed.%20Two%20Year%20Prog.\(2015-17\).pdf](http://kiitedu.in/B.Ed.%20Two%20Year%20Prog.(2015-17).pdf)

<http://kiitedu.in/M.Ed.%20Complete%20syllabus.pdf>

2.6.2 Pass percentage of students

Program me Code	Programm e name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
--	B.Ed.	193	193	100%
--	M.Ed.	11	11	100%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

The Student Satisfaction Survey (SSS) was administered on the students and the results analyzed to ensure the degree of satisfaction of the students towards the B.Ed./M.Ed. programme in general and the courses imparted in particular. Overall, it was inferred from the survey that the students were satisfied with the Curriculum, Infrastructure and Evaluation Procedures. The students were thoroughly appreciative of the skills imparted for career advancement and the efforts taken through 'Recruits Pursuit' in placing them in reputed institutions so they can embark on their teaching career. Students were happy with the infrastructure and evaluation process. They also expressed satisfaction in the area of student welfare as the Grievance and Redressal Cell was very active and student welfare and well-being was given the utmost priority.

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects <i>(other than compulsory by the College)</i>				
International Projects				
Any other(Specify)				
Total				

NIL

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

NIL

Title of Workshop/Seminar	Name of the Dept.	Date(s)

NIL

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the Innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

NIL

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year			
Incubation Centre	Name	Sponsored by	
The Incubation Centre in our institution equips student-teachers with additional skills for advancing in their teaching career, apart from the curriculum itself.	KIIT Centre for Career Advancement and Work Experience Programmes Conducted: Guest Lectures on Positive Communication Techniques, Managing Emotions in the Classroom, Facing Interview with Confidence, Guidance for Professional Resume Writing, Importance of Self Management Skills, Workshop on Management Strategies for Leadership and Seminar on Cyber Crime Awareness and Prevention, Quality Management in Educational Institutions	KIIT Management	
Name of the Start-up	Nature of Start-up	Date of commencement	
KIIT Centre for Career Advancement and Work Experience	To impart the skills required for teaching career advancement and to equip student-teachers with the confidence to cope with the challenges the career poses.	2019-20	
3.3 Research Publications and Awards			
3.3.1 Incentive to the teachers who receive recognition/awards			
State	National	International	
NIL			
3.3.2 PhDs awarded during the year (<i>applicable for PG College, Research Center</i>)			
Name of the Department	No. of PhDs Awarded		
NA			
3.3.3 Research Publications in the Journals notified on UGC website during the year			
	Department	No. of Publication	Average Impact Factor, if any
National	Education	01+ 01 (University News)= 02	6.30
International			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/ International Conference Proceedings per Teacher during the year			
Department		No. of publication	

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
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NIL

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication.
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NIL

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	03	33+		
Presented papers	NIL			
Resource Persons				
3.4 Extension Activities				
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year				
Title of the Activities	Organizing unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities	
1. Awareness about Covid-19 2. Swachh Bharat Abhiyan 3. Gender Issue 4. Climate change Programme 5. Computer Literacy for Housewives 6. Save water Campaign	University/ College/ Navjyoti Foundation	07	50	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
University Outreach Programme	University	1. Awareness about Covid-19 2. Swachh Bharat Abhiyan 3. Gender Issues 4. Climate change Programme 5. Computer Literacy for Housewives 6. Save water Campaign	07	50

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Faculty exchange programme with 1. KIIT World School, Sohna Road 2. KIIT World School, Pitam Pura 3. Happy Hours, Pitam Pura 4. MM Public School, Pitampura 5. Mamta modern school, Vikasपुरी 6. Pupil Teachers contributed in KIIT World School, Sohna Road & Pitam Pura	10	2000/- per month	Throughout the session

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Internship Programme	Internship	1. KIIT World School, Sohna Road 2. Laburnum School, 3. RBSM School, 4. CD International School, 5. Vidya Niketan Alipur, 6. DPS Maruti Kunj, 7. CPSM college of Education	2019-2020	199(B.Ed.) 11(M.Ed.)

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
LYNCHBURG COLLEGE(USA) Poland Uganda Waid Academy	03-11-2016	*Exchange of undergraduate and/or graduate students * Double degree programs *Short term visiting lectures program *Participation in seminars and academic meetings * Joint research and publication activities	3 teachers from Poland 1 Teacher & 1 Student from Uganda Online projects with Waid Academy

CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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11,52,000 /-

1,29,480 /-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
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Campus area	17 acres	
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Classrooms	12	
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Laboratories	10	
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Seminar Halls	2	
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Classrooms with LCD facilities		
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Classrooms with Wi-Fi/ LAN	1	
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Seminar halls with ICT facilities	2	
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Video Centre		
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No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.		
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Value of the equipment purchased during the year (Rs. in Lakhs)		
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Others		
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4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
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Alice for Windows & Koha	Management, Circulation, Inquiry, Stock Verification and resource, Barcode.	6.00.006	2008
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4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8478	995901	-----		8511	995901
Reference Books	682	79661	-----		682	79661
e-Books	15	4596	-----		15	4596
Journals	19	20920	-----		19	20920
e-Journals	1	21551	-----		1	21551
Digital Database	2	80500	-----		2	80500
CD & Video	120		-----		120	
Library automation	01	86356	-----		01	86356
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	50	02	02	01	01		01	60 MGBPS	0
Added	5	00	00	01	00		00	00	0
Total	55	02	02	02	01		01	60 MGBPS	0
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
60 MBPS/ GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
E- Lessons have been prepared by faculty on different topics and subjects. Facilities available are ICT Laboratory, Computer Laboratory, Smart Classroom, Multimedia room.					https://youtu.be/jDXBu5v_5ag https://youtu.be/doHIwIWgNGo https://youtu.be/u7ra8rnyA5s				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS), etc.									
Name of the teacher	Name of the module			Platform on which module is developed			Date of launching e - content		
Ms. Anupam Bansal	Learning & Teaching			Google Classroom			26/04/2020		
Dr. Shikha	Contemporary India & Education			Google Classroom			26/04/2020		
Dr. Rachna Sharma	Pedagogy of Social Science			Google Classroom			11/06/2020		
4.4 Maintenance of Campus Infrastructure									
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year									
Assigned budget on academic facilities		Expenditure incurred on maintenance of academic facilities		Assigned budget on physical facilities		Expenditure incurred on maintenance of physical facilities			
5,50,000		2,44,320		17,80,000		12,94,500			
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)									
The infrastructure pertaining to physical, academic and support facilities in college are regularly maintained									

to ensure that they are of maximum benefit to the students as well as teaching and non-teaching staff. Staff members are deputed to ensure maintenance of the campus.

There are various committees like Library, Sports, Website Development, Resource Centers (Labs) etc. to ensure proper maintenance and upkeep. Suitable budget is allocated every year for the maintenance of various facilities. The committees meet regularly to monitor the optimum use of physical, academic and support facilities which are accessible to the students and staff of the college.

Maintenance of other support systems:

- Housekeeping for regular cleanliness of corridors, washrooms, classrooms, laboratories and premises is done by external agencies.
- Sanitizing of washrooms is done on a regular basis.
- Greenery is maintained by the gardeners of external agencies.
- Solar Panels and power backup facilities like Generators are maintained by the Internal Electrical maintenance department.
- Clean and hygienic drinking water is available in the Institute. Water coolers are maintained and cleaned on a regular basis. Overhead water tanks and water coolers are cleaned periodically. Quality of drinking water is checked by measures of pH and Hardness.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Fee concession for needy & meritorious students.	10	Rs. 2,50,675/-
Financial support from other sources			
a) National	Govt. Scholarship for SC & ST students	07	Rs. 48,470/- per student
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skill Development Yoga practice in morning assembly	July 2019 to June 2020	199	KIIT College of Education

Personal Counselling			
Mentoring			
Meditation sessions and Remedial Teaching			

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2019-20	CTET/HTET NET Placement Cell	199 (B.Ed.) 11 (M.Ed.)	138 11	22 02	44 03

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL	NA	-----

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
KIIT World School, Sohna Road	11	03	Interviews in nearby Schools	57	41
KIIT World School, Pitam Pura	08	03			

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019-20	03 (M.A. and M.Ed.)	B.Ed.	KIIT College of Education, Sohna Road, Gurugram	1. Govt. College Sector-14, Gurugram	MCom
				2. JIIT University,	Ph.D.

				Noida	Mathematics
				3. KIIT College of Education	M.Ed.
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)					
Items		No. of Students selected/ qualifying		Registration number/roll number for the exam	
NET		02		15036879 (Tushar) HR0401502111 (Ankit Mehra)	
STET		04		1011673 (Hema) (Pritam Kumar) (Arif Khan) (Manju)	
Any other (CTET)		18		02216217(Jyoti Badalia) 133028837(Pooja Pawar) 128020080 (Bhanu Garg) 133029824 (Juhi Bharti) 01909463 (Juhi) 02320445 (Hema) 123013877 (Manju Kumari) 133002381 (Manju) 192006478 (Sonal Chouhan) 125001772 (Payal Yadav) 115015638 (Priya Mishra) 135017019 (Surbhi Kumari) 125022927 (Pritam Kumar)	

5.2.4 Sports and cultural activities / competitions organized at the institution level during the year		
Activity	Level	Participants
Sports Day	College Level	42
Talent Hunt	College Level	30
Essay writing Competition	College Level	08
Poem Recitation Competition	College Level	16
Mehndi and Nail Art competition	College Level	12
National and International Day Celebration	College Level	As per their presence on the day.
Skill-o-Fest	College Level	27

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2019-20	NIL	-----	-----	-----	-----	-----

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council is the chief student body of KIIT College of Education. The council acknowledges various problems faced by students in the college and comes up with meaningful solutions for the same. The council acts as a bridge between management and students and implements ideas for the betterment of the college.

The Committees of which the student representation forms a part are:

(i) **IQAC:** The Internal Quality Assurance Cell holds its meetings quarterly to review the quality measures and to endorse the future plans of the institution. The student representatives are an integral part of every IQAC meeting to ensure that the students are also informed about the progress of the institution.

(ii) **Library Committee Meetings:** The student representatives also form an inherent part of the Library Committee Meetings. They also give their suggestions alongside the faculty in-charge for the maintenance and functioning of the library.

(iii) **Anti-ragging Committee:** Students Council members play an active part with the Faculty-in-charge and keep a check on the disturbances/ issues if any, that hinder the congenial environment of the college.

Apart from this, the student council helps in addressing the grievances of students and taking it over to the head of the institution and the members of the Grievance Committee for further redressal. The Student

Council plays a dynamic role in organizing co-curricular activities and community based programmes. They also help to coordinate and arrange for the smooth conduct of academic programmes.

(iv) Sports & Co- Curricular Committee also helps in planning various activities

5.3 Alumni Engagement

5.3.1 Whether the institution has registered an Alumni Association? If yes, give details (maximum 500 words):

Yes, KIIT College of Education has an Alumni Association. Alumni play a crucial role in modeling the ongoing batches. With the return of the alumni to support the college, they bring with them credibility and justification as part of a successful institution, having breathed the same air and encountering similar challenges faced by the students. Experiences that are shared by the alumni with students whether in time management, financial management, development of self-discipline and character or in career management can be more easily accepted and imbibed by students. Through this way, alumni can assist in strengthening confidence, improve motivation and inculcate the right culture in line with what the institution intends to convey to its students. The College organizes alumni meets at regular intervals to encourage networking and strengthen the bonding with each other.

Contribution of Alumni to the College:

1. Assist in planning and organizing activities in the college.
2. Contribution of articles and research papers to Seminars/Conferences, etc. organized by the college.
3. Provide placement assistance to students.
4. Assist in conducting Practice Teaching sessions in Schools.
5. Provide guest lecture sessions for the students.
8. Encourage their colleagues to participate in seminars/conferences/workshops organized by the college.

5.3.2 No. of enrolled Alumni: **65 (B.Ed.) +14 (M.Ed.) = 79**

5.3.3 Alumni contribution during the year (in Rupees) : **Rs. 7900/-**

5.3.4 Meetings/activities organized by Alumni Association : **01 Online Alumni Meet**

CRITERION VI -GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college administration is decentralized in the following manner: CGB, Chairman, Director General, Director, Principal, Registrar, HOD's, Administrative Officer, Teaching Staff and Non-Teaching Staff. The management and head of the institution ensure that responsibilities are defined and communicated to the staff through:

- College Governing Board (CGB) meetings and staff meetings.

- Setting up of various committees like library committee, anti-ragging committee, grievance redressal committee, etc.; to ensure the smooth functioning of the college through decentralized and collaborative actions.
- Notifications regarding examinations, commencement of classes and other procedures are timely circulated through the management for effective implementation and follow-up.
- On behalf of management, the Director holds academic review meetings with the staff periodically and discusses various aspects of the academic programmes of the college and matters related to students.
- The Management, Director, Principal and Faculty are always in direct pandem through Management Information System.
- Teacher in-charge of B.Ed. and M.Ed. programmes effectively liaison with students and faculty members, while cross coordinating between the two sub-departments.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes (as mentioned in PART A - 17)

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Admissions of Students

- Since the college is an affiliated college of M.D. University, Rohtak, the admissions of students follow a centerlised pattern and all admissions are carried out as per norms of the university.
- At the college level, an admission committee has been constituted to facilitate the process.
- Advertisement for admission in newspapers.
- Proper signages for direction to reach college.
- Counselling at the time of admission for subject allotment.

❖ Curriculum Development

- The college is affiliated to MD University, Rohtak and strictly follows the syllabus prescribed by the university yet new teaching-learning strategies, innovative academic projects and a variety of activities are practiced by the faculty to enhance the learning outcomes. The college has the mechanism for delivery and dissemination of the curriculum and adapting it to the local context/ situation in order to achieve the educational, social, cultural and vocational objectives. The college identifies extension activities that merge into instructional material and enrich it further by invited lectures, workshops, seminars, conferences, field trips and visits for hands-on experience.
- **Participation of our senior professors in Curriculum Development meetings hosted by the University.**

❖ Teaching and Learning

- The college makes provision to ensure that the expected learning outcomes are realized by using a wide variety of instructional approaches and supervised teaching internship.
- Regular faculty meetings enable faculty to share their teaching experiences and streamline the academic proceedings.
- Remedial Classes, Preparation of Question Bank for all the courses ensure maximum performance of students.

- Judicious use of blended learning.
- Students are given first hand experience of teaching and management in our model school at the campus.
- Simulation teaching practice.
- Online teaching learning by using various techniques/ strategies by the faculty.
- 360 degree feedback mechanism is operational to make teaching learning more effective.

❖ **Examination and Evaluation**

- Learning outcomes are assessed after each lesson.
- After each unit test is conducted to check the progress of students.
- Sessional examinations are conducted twice a year.
- The academic calendar is prepared at the beginning of the year and incorporates the dates for the revision and Semester End /Annual Examination.
- PowerPoint Presentation and submission of assignments (offline or on Google Classroom) for each subject is a part of the internal assessment.
- Continuous evaluation is done through class tests, assignments, group discussions, viva voce and presentations.
- For comprehensive evaluation students are evaluated on all aspects of personality.

❖ **Research and Development**

- Extensive discussions on research methodology by invited guest teachers.
- Weekly research seminars for M.Ed. students.
- Faculty members are invited to share their experiences obtained by attending various faculty development programmes.
- Invited talks also take place through online & offline mode.
- Papers are presented by students and faculty in National and International Conferences and Workshops.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

- The college library is one of the main support services which extends educational resources to the students for reference and learning. The college library is fully automated with Alice for Windows Software System and all the books are bar-coded.
- The library has an open access system with electronic resources of INFLIBNET.
- The library has an exhaustive collection of books with additions every year.
- Seminar room/ auditorium with ICT facilities.
- Smart classroom and multimedia room.
- A portable LCD projector and screen facilitating curricular transactions.
- Wi-fi enabled campus.
- All the laboratories have facilities for practical work and stock registers are regularly updated.

❖ **Human Resource Management**

- Participative management and decentralization accommodates the faculty and administrative manpower to contribute to the well-being of the institution. In this manner work is delegated and not concentrated at one place and work load is balanced.
- There are distinct committees to concentrate on a particular task.
- Meetings are held regularly for the faculty and non-teaching staff to enable smooth functioning of the institutional affairs.
- Peer tutoring, Team Work, Collaborative Learning and Soft Skills Training.
- Institution grants duty leave to faculty for attending seminars, conferences and other important assignments.
- Various enrichment programmes are conducted for teaching and non-teaching staff.

❖ **Industry Interaction / Collaboration**

- Collaboration with specialized organizations like NCERT, Jamia Millia Islamia and IGNOU.
- Collaboration with Lynchburg College, USA.
- Collaboration with national and international schools.
- Organizing Inter College Competitions.
- B.Ed. students are benefited by demonstration sessions taken by experienced school teachers and Principals.

6.2.2 : Implementation of e-governance in areas of operations:

❖ **Planning and Development**

Planning and Development Committee meets to envision and articulate prospective plans for the development and growth of the Institution. Planner for academic and student centric activities is prepared every year and uploaded on website to apprise faculty members, students and parents about forthcoming events which ensures the smooth functioning of the college.

The Institution updates the information on the college website (<http://kiitedu.in>) which act as the portal to access the information. The Institution has Internet facility for faculty and students with the access to emails, G-Suite- Educational Enterprises, web Browsers (Google chrome), Youtube, Khan Academy and other social media platforms. The regular update on all important matters was disseminated via email/whats app to all concerned. Proper repository of documents of all faculty members, students, programmes and activities conducted is maintained. Data to concerned authorities was provided in the prescribed format and defined time lines for their perusal through email. **Tally ERP 9.0** accounting software and **ALICE FOR WINDOW** is being used for the management of general administration and Library activities respectively. The College is working under CCTV surveillance. Academic transaction implements the use of technology for interactive classroom sessions and for keeping the quality of academic standards of the institution In view of COVID-19, online classes are being arranged along with off line classes for all courses.

❖ **Administration**

- There is an e-management system which keeps record of student life cycle management.
- Attendance of teaching, non-teaching and students is filled and monitored through biometric and AISHE Data on MHRD Portal is regularly maintained.
- Technology integrated administration for maintaining documents and for a salary generation and statement is a regular feature of the college.
- The Institution is connected through high speed internet and is equipped with CCTV cameras installed at various places.
- The College Management, Principal, faculty, students interact through MIS (Management Information System) for the day to day functioning and allocation of work.
- All important administrative information including notices is regularly uploaded on the college website and facebook page.
- In Library Software ALICE for WINDOW is used for accessing the library.
- Important circulars are circulated through email and whatsapp.

❖ **Finance and Accounts**

- The finance department efficiently deploys Tally EPR 9.0 for keeping accounts.
- In order to maintain transparency most of the financial transactions are done through Online Banking and RTGS.
- The salaries are e- transferred through online mode.
- Students deposit fees through cheques / RTGS/ Drafts and records are maintained by the accounts department.
- Time to time information is provided through whatsapp and email.
- The accounts department keeps a check on incurring expenses for purchases made.
- Audit is done annually by the audit department.

❖ **Student Admission and Support**

- We follow the centralized counseling process laid down by M.D. University Rohtak. Information and status of admission is always updated online. The admission records related to the total intake, admissions taken and vacant seats etc. is communicated through email to the authorities when demanded.
- Advertisement for admission in newspapers.
- Proper signages for direction to reach college.
- Counselling at the time of admission for subject allotment.
- SWOT analysis of students is done to identify their strengths and weaknesses.
- Special tutorials for overcoming the weakness.
- A very proactive student council for planning, execution of co scholastic activities.
- Opportunity to express themselves through Wall Magazine.
- Grooming and training sessions are organized from time to time.

- The important notices and circulars are shared through notice boards / whatsapp groups regarding projects / tests/ sessional exams/ viva voce, etc.
- The students are informed about their attendance from time to time.
- We have smart classrooms, Language Lab and Computer lab with internet facilities for students.
- Common rooms for boys and girls, resource centres and the library are equipped with high speed internet connectivity.
- Separate research section has been created for the students where they can access e- journals and facility like SPSS software is provided to them for analysis of Data.

❖ Examination

- The examination process in the college has been made more efficient and simpler for the students. For internal assessment students can upload assignments on Google Classroom.
- The date sheets are shared via email/ whats app group/ website.
- Seating plans are posted on the notice board to avoid chaos.
- Mock internal practicals are conducted from time to time.
- Practical Examination marks are submitted on the university portal. Online examination mode for theory and practical has been adopted during the Pandemic and necessary infrastructure and human resources have also been created.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019-20	Dr. Rachna Sharma Ms. Ravneet Kaur Ms. Anupam Bansal Dr. Shikha Ms. Neetu Sharma	A one week National Workshop on Research Methodology and Applied Statistics at Rao Lal Singh College of Education, Sidhrawali.	Registration fee of workshop	Rs. 10000/-

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019	Faculty Induction Programme	20 th May 2019	18	05

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
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A one week National Workshop on Research Methodology and Applied Statistics at Rao Lal Singh College of Education, Sidhrawali.	06	26 th Aug to 1 st Sep, 2019
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6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
14			

6.3.5 Welfare schemes for

Teaching: Institution organizes workshops, FDPs, Seminars and conferences for teachers' professional development.

Duty leave to faculty members is granted for attending seminars/ conferences/ workshops, etc.

Flexi timings for medical reasons.

Wi-Fi facility.

Non-teaching : Annual Increments, uniform to class four staff, lectures on wellbeing, training in computer basics, administrative training programmes and Wi-Fi facility.

Students: Orientation cum Induction Programme, Prizes for various competitions, Book Bank facility, reading room facility, fee concession for needy and meritorious students.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Yes. The Institution conducts internal and external financial audits regularly. The allocation of funds for various activities is placed before the Finance Committee and College Governing Body for getting approval.

The college has appointed a chartered accountant to ensure financial transparency and the Financial Internal audit report is submitted to the Secretary of the institution.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
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6.4.2 Total corpus fund generated: Rs. 4138792.48

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Advisory Board	Yes	Management
Administrative	Yes	CGB	Yes	Management

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

Parent Teacher Association plays an active role in the academic affairs of the Institution.

- An Orientation programme was organized for the students along with their parents to acquaint the parents of the present batch with working of the Institution.
- Parents lend their support to the conduct of community related programs of the Institution. This year under university outreach programs there was an overwhelming participation from the parents' circle.
- Parents' suggestions are kept in mind while making decisions regarding institutional policies.
- PTM is a regular feature of the institution.

6.5.3 Development programmes for support staff (at least three)

- Free Health Checkup Camps
- The support staff was trained in office etiquettes
- Organizing stress relieving activities
- On Labour Day, special recognition is given to the support staff.
- They are invited as special guests on National Days Celebration for flag hoisting.

6.5.4 Post Accreditation initiative(s) (mention at least three)

- Teachers and students training for taking online classes.
- Addition of books in the library
- Awareness programmes (Covid-19)
- Online teaching was initiated
- Faculty Development Programme conducted
- University Outreach activities contribute to inculcate desirable attitudes and values among students to sensitize them to the needs and challenges of the society.

6.5.5

- a. Submission of Data for AISHE portal : **(Yes)**
b. Participation in NIRF : **(No)**
c. ISO Certification : **(Yes)**
d. NBA or any other quality audit : **(No)**

6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from to-- ----)	Number of participants
2019	Two days Workshop with school teachers	January 10 to 11, 2019	1:30 pm to 3:30 pm	15
2019	Pedagogy of Learning	January 12, 2019	1:00 pm- 2:00 pm	22
2019	Orientation on Question Paper Making	March 15, 2019	1:30 pm to 2:30 pm	32
2019	Micro Teaching Skills	March 25, 2019	1:30 pm to 2:30 pm	35
2019	Designing of Question Paper	March 23, 2019	1:30 pm to 2:30 pm	40
2019	Classroom Management	April 6, 2019	1:00 pm- 2:00 pm	41
2019	Methodology for Preparing Lesson Plan	May 4, 2019	1:30 pm to 2:30 pm	44
2019	Workshop on Textbook Analysis and Book Review	September 12, 2019	1:00 pm- 2:00 pm	42
2019	National Education Policy, 2019	December 7, 2019	1:30 pm to 2:30 pm	45
2020	Learner Centered Approach	January 9, 2020	1:00 pm- 2:00 pm	46
2020	Online Assessment	April 6, 2020	1:30 pm to 2:30 pm	41
2020	Awareness about Covid-19	May 11, 2020	1:30 pm to 2:30 pm	53
2020	Art Integration	May 23, 2020	1:00 pm- 2:00 pm	49
2020	Blended Learning- A challenge or an Opportunity	June 13, 2020	1:00 pm- 2:00 pm	48
2020	Netiquette for Online Teaching	June 29, 2020	1:00 pm- 2:00 pm	44

CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
<ul style="list-style-type: none"> A Nukkad Natak performed by the students under the University Outreach programme. Village Kherla has been adopted for gender equity promotion programme. Poster making, Poem recitation, speech and flag march on gender equity were also organized. 	23 rd Nov,2019 to 30th June 2020	Female 25	Male 07

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

Institute has a dedicated team which works for environmental protection. Various activities and events are organised with an aim of promoting and increasing environmental consciousness, awareness and responsibility amongst the institute youth and the populace.

Every year a plantation drive is carried out in the campus having a special budget/sponsorship for the event. Dustbins have been installed at various places and cleanliness is maintained. Conscious efforts are made to switch off lights and fans when not in use, to save energy. The institute has installed **solar panels** for supplementing the need of power supply to the campus. Cleanliness drive is frequently organized to create awareness and motivation among students to keep the environment clean.

A Bio-degradable Waste Management system is available in the campus to make the community realise the importance of Health and Hygiene and to create a sensitivity towards a pollution free environment. One of the loveliest aspects of nature is that everything in it has a use. The college promotes the policy of 3Rs reduce, reuse and recycle. Students are encouraged to make the best out of waste. Simple process of accumulating the garden waste and decomposing the waste into manure is a usual practice.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Rest rooms	Yes	07

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019-20	04	04	3 rd Nov, 2019	University Outreach Programme	Say no to Plastic bags(Environment cleanliness Drive)	25
			3 rd Nov, 2019	University Outreach Programme	Making cloth bags out of old T shirts.	25

			23 rd Nov, 2019	University Outreach Programme	Free Health Camp for females and Gender Sensitization	32
			11 th May, 2020	University Outreach Programme	Awareness about Covid-19 & Training of Mask Making at home	53

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to)	Number of participants
Independence and International Youth Day	14-08-2019	87
Teachers Day	05-09-2019	89
Mahatma Gandhi Jayanti & Shastri Jayanti	01-10-2019	157

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Tree Plantations in campus
- Green landscaping with trees and plants
- Ban on disposable plastic items
- Awareness about the benefits of afforestation
- Use of organic manure and fertilizer in the garden
- Visiting neighboring villages and campaigning
- Earth Day Celebration

7.2 Best Practices

Describe at least two institutional best practices

- Students' Wall Magazine on the theme "Qualities of a Good Teacher" and "Importance of Education" to enhance writing expression among students.
- Special classes for competitive exams like NET, CTET, HTET, etc. and conduct of mock tests on general knowledge and education.
- Series of special lectures during the internship programme.
- An online News Bulletin namely Shiksha Sarita.
- Under the scheme of '**Beti Bachao Beti Padhao**', our faculty and pupil teachers hold classes and awareness programmes for health and hygiene of girls at Kasturba India Vision (Girls) School, Sohna Road, a special school meant for daughters of jail inmates and labourers.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://kiit.edu.in/pdf/7.2%20Best%20Practices-%20Wall%20Magazine%20%20\(2019-20\).pdf](http://kiit.edu.in/pdf/7.2%20Best%20Practices-%20Wall%20Magazine%20%20(2019-20).pdf)

[http://kiit.edu.in/pdf/7.2%20Best%20Practices%201-%20Wall%20Magazine%20\(2019-20\).pdf](http://kiit.edu.in/pdf/7.2%20Best%20Practices%201-%20Wall%20Magazine%20(2019-20).pdf)

<http://kiit.edu.in/pdf/KIIT%20Shiksha%20Sarita.pdf>

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words.

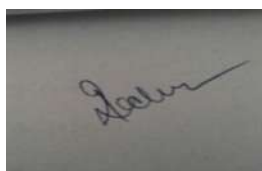
The distinctiveness of the institution lies in promoting holistic development of students to create global citizens rooted in Indian ethos. With this objective, our college tries to harmonize the five dimensions –physical, intellectual, ethical, social and cultural aspects of students entering its portals. The students are groomed in such a way that they not only excel in academics but also earn accolades in allied fields of sports, co-curricular activities and community service. For intellectual growth of students the college has recruited well qualified teaching faculty. The passionate faculty members are the assets of our institution. They are encouraged to upgrade their qualifications, attend workshops, seminars, and refresher and orientation courses to gain clarity regarding latest developments in their subject. To enable the students to delve deeper in the ocean of wisdom, Extension Lectures, National seminars, Workshops are organized by the institutions. Great minds are invited to impart knowledge to enrich the reservoir of knowledge of students. The students are regularly given assignments and projects to improve their teaching aptitude. Remedial classes are another step to pull up the students lagging in their studies. Annual sports day is a regular feature which provides opportunity to students to take part in field events. The cultural component of the students is sharpened by exposing them to various co-curricular activities. The students are also motivated not to remain self – centered and are urged to take up social roles through outreach programmes. The college campus exhibits motivational sayings inspiring the students to adopt ethical lifestyle. Havan, morning assembly, thought of the day, yoga, extension lectures are the means of arousing spiritual feeling among the students and create a pious ambiance in the college.

8. Future Plans of action for next academic year (500 words)

The college has the following future plans:-

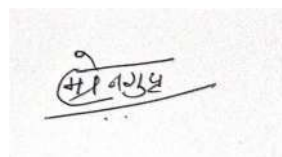
1. To augment academic excellence.
2. To improve the online learning processes keeping in view the shift to online education paradigm due to COVID 19.
3. To encourage and train the faculty and students to be more tech savvy.
4. To develop MOOCS/ E- contents & OER.
5. To enrich library by purchasing E-books, E-journals, E-magazines and reference books.
6. To undertake more initiatives for social work under University Outreach Programmes.
7. To create awareness among pupil teachers about sustainable development goals.

Name Dr. Rachna Sharma



Signature of the Coordinator, IQAC

Name Prof. M.Sen Gupta



Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

For Communication with NAAC

The Director

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