Ursuline Women's Teachers' Training College, Lohardaga.
The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year – July, 1st 2016 to June, 30th 2017

Part – A

1. Details of the Institution

1.1 Name of the Institution

Ursuline Women's Teachers' Training College, Lohardaga.

1.2 Address Line 1

P.O.& P.S. Loharadaga

Address Line 2

Dist. Lohardaga

City/Town

Lohardaga

State

Jharkhand

Pin Code

835302

Institution e-mail address

uwttcollege@gmail.com

Contact Nos.

09431706036

Name of the Head of the Institution:

Dr. Sr. Shila Ergat

Tel. No. with STD Code:

06526-9471131994

Mobile:

09431706036

Name of the IQAC Co-ordinator:

Sr. Jacinta Kujur

Mobile:

09835567267

IQAC e-mail address:

uwttcollege@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

JHCOTE 11908

1.4 **NAAC Executive Committee No. & Date:**

EC (SC)/05/RAR/143

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.uwttcollege.org

Web-link of the AQAR:

http://www.uwttcollege.org/NAAC_QA_Report_YEAR_2016_17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	76.50	2004	04-09
2	2nd Cycle	B	2.57	2009	09-14
3	3rd Cycle	B	2.77	2015	15-20
4	4th Cycle				

1.7 Date of Establishment of IQAC   :   DD/MM/YYYY   02.08.2007

1.8 AQAR for the year   :   2016- 2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

i.	AQAR 2010-11	submitted to NAAC on	09.06.2011
ii.	AQAR 2011-12	submitted to NAAC on	06.06.2012
iii.	AQAR 2012-13	submitted to NAAC on	13.06.2013
iv	AQAR 2013-14	submitted to NAAC on	13.06.2014 (old format)
v.	AQAR 2013-14	resubmitted to NAAC on	06.01.2015 (new format)
vii.	AQAR 2014-15	submitted to NAAC on	06.11.2015
viii	AQAR 2015-16	submitted to NAAC on	23.08.2016

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☑

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☑   No ☐

(eg. AICTE, **NCTE**ð**,** BCI, MCI, PCI, NCI)

Type of Institution: Co-education ☐   Men ☐   Women ☑

Urban ☐ Rural ☐ Tribal ☑

Financial Status: Grant-in-aid ☐ UGC 2(f) ☑ UGC 12B ☑

Grant-in-aid + Self Financing ☐ Totally Self-financing ☑

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phy Edu) ☐

TEI (Edu) ☑ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) ☐

1.12 Name of the Affiliating University *(for the Colleges)*   Ranchi University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   No

University with Potential for Excellence   No   UGC-CPE   No

DST Star Scheme   No   UGC-CE   No

UGC-Special Assistance Programme   √   DST-FIST   No

UGC-Innovative PG programmes   No   Any other (*Specify*)   No

UGC-COP Programmes   No

2. IQAC Composition and Activities

2.1 No. of Teachers   08

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   03

2.4 No. of Management representatives   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and community representatives   02

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts

2.9 Total No. of members   **19**

02 per annum

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. [01]   Faculty [10]

     Non-Teaching Staff & Students [02]   Alumni [01]   Others [----]

2.12 Has IQAC received any funding from UGC during the year?   Yes [√]   No [ ]

     If yes, mention the amount   [Rs.3, 00,000/-]

2.13 Seminars and Conferences (only quality related)

     (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

     Total Nos. [03] International [×] National [×] State [×] Institution Level [01]

     (ii) Themes

1.	Spoken English
2.	Emotional Intelligence in education
3.	Hindi /English Day
4.	Human Trafficking
5.	Basic Guide Captain Training Programme
6.	HIV/AIDS
7.	Alumnae Meeting
8.	Cashless Transaction

2.14 Significant Activities and contributions made by IQAC

     ◆ Spoken English classes
     ◆ Folk dance completion
     ◆ Patriotic song competition
     ◆ Debate
     ◆ Workshop in HIV/AIDS
     ◆ Quiz, Rangoli & Alpana making competition
     ◆ Essay writing competition
     ◆ Educational tour
     ◆ Science day
     ◆ Annual Sports Day

2.15 Plan of Action by IQAC/Outcome:

     The plan of action chalked out by the IQAC in the beginning of the year towards quality
     enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1.Spoken English classes	❖ This helped the students to know one another and gain self confidence. It also enhanced their speaking capacity
2. Group Formation	❖ It was to work together in group and promote healthy competition.
3. Committee formation	❖ This gave the opportunity to take the leadership. It promoted the capacity of decision making
4. Folk Dance competition	❖ It gave them opportunity to learn from one another and respect the culture of other society .
5. Patriotic song competition	❖ Students gained the patriotic spirit which they will pass on to their students.
6. Special assembly	❖ Students learnt to respect other religion and their holy books when they read it.
7. Micro Teaching classes	❖ The trainees learnt the teaching skills.
8. Tulsi Jayanti cum Hindi diwas	❖ Celebration of Tulsi Jayanti educated students to know the Ram Charitmanas and Hindi diwas promoted love for Hindi language.
9. Essay writing competition, Hindi and English elocution	❖ These competitions promoted them to furnish their language and learnt to express themselves before others.
10. .Birth days of the great leaders eg. Mahatma Gandhi, Birsa Munda the freedom fighter, Baba Ambedker.	❖ It gave them opportunity to know about these leaders which will help them to educate the young students in the schools.
11.Educational Tour	❖ Students were taken to Bangalore, Measure and Ooty for educational tour. This gave the wide idea about the rich heritage of the country. This gives them the first hand experience to be effective in their teaching – learning process. It developed their horizon in teaching and learning.
12.Annual Sports Day	❖ Students learnt self discipline, concentration, team spirit, healthy competition and self control etc. They also learn the rules of different games & events.
13.Basic Guide Captain training Programme	❖ It promoted the spirit of service, equality, brotherhood and fellow feeling, leadership and sensitivity for the needs of others.
14. Introducing Alumnae Association	❖ Introduction of Alumnae in the college brought the sense of oneness and belonging among the staff and students. It promoted the family spirit among the students.

15.Guardians' meeting	❖ It gave the good opportunity for the teachers to meet the guardians of the students and the parents were happy to meet the teachers of their wards. The occasion created the environment of we feeling. It brought the community closer to institution which brought more understanding between the teachers and parents.
16.Workshop on "Emotional Intelligence"	❖ The institution organized two days' workshop on Emotional Intelligence for the B.Ed. students. It helped them to be aware of themselves and their emotions as a teacher. It was a good help to improve their behaviour with others, especially with students and their colleagues.
17.Mentoring	❖ It gave good opportunity to students to clear their doubts or quarries. It is a help for those who for any reason if did not attend the class. It helped the slow learners to understand the matter better.
18. Debate	❖ Students developed their reasoning and speaking capacity. They learnt to express themselves and present their thoughts before others.
19. Academic Audit	❖ It helped the teachers to be accountable towards their responsibilities and add quality in education.

Attach the Academic Calendar of the year as Annexure. **- Attached**

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management ☐   Syndicate ☐   Any other body √

Provide the details of the action taken

> 1. Honestly follow the work plan of the institution.
> 2. Special attention was given to the weak students.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others - **B.Ed**.	01	Nil	01	-
Total	01	Nil	01	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	01

1.3 Feedback from stakeholders*   Alumni [√] Parents [√] Employers [ ] Students [√]
(On all aspects)

Mode of feedback   :   Online [ ] Manual [√] Co-operating schools (for PEI) [√]

*Please provide an analysis of the feedback in the Annexure

Statements of Parents:

In the parents' meeting was called and the parents were asked to give their feedback about the college

and their wards openly .They replied,.

➢ This college is a pride for Lohardaga district.

➢ The college has 100% result every year.

➢ The teachers are so committed in their duties.

➢ The college teaches the students to work hard.

➢ There have been significant change in their behaviour as well as in their attitude

➢ Their wards became bold.

➢ They had become responsible, hard working and daring.

Statement by Students:

➢ Teachers were responsible , committed and helpful to their students

➢ There is discipline in the college.

➢ They have learnt to do their works by themselves.

➢ They have become mature and punctual.

➢ They learnt to work hard.

Statement by Alumni:

✎ This college has made them self dependent.

✎ They are happy in their teaching career today.

✎ What they are today is because of the labour of their teachers in B.Ed. college.

✎ Their principals are happy and tell them to call more teachers from this college.

✎ Teachers from this college are outstanding in the schools wherever they go.

✎ They have learnt to work hard and face the hardships of life.

✎ What they learnt in this B.Ed. College is a great help today as teachers in the schools.

✎ Alumni said what they learnt here is a great help in the schools they are working.

✎ This college made them good human beings.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

❖ From session 2015-16 the B. Ed. Is of two years. According to the guidelines of NCTE the syllabus is changed.

❖ Students will undergo twenty weeks of school experience. Practice teaching of Four weeks in 1st year and Internship of 16 weeks in 2nd year.

❖ Basics of computer has been included in the syllabus with Gardening, Tailoring, and Fine Arts.

❖ There is slight change in question pattern. Instead of all long answer question some short answer questions have been included.

❖ Practical in Psychology, Maths, Life Science and Physical Science have been added.

❖ There are Project Works in arts method subjects eg. History, Civics, Geography, Home Science, Economics, Commerce etc.

❖ Assignment and one action research has been added in the syllabus.

❖ The number of students is increased from 100 to 200 and teaching staff from eight to sixteen. from

❖ There is four weeks of practice teaching, four months of Internship in two different schools, both urban and rural or private and Government schools.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No new department /Centre has been introduced but the institution has applied for M.Ed. course and VT members came for inspection on 23.05.2017.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	16	-	-	-

2.2 No. of permanent faculty with Ph.D.

04

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
16	-	-	-	-	-	-	-	16	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-		01		01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	05	-
Presented papers	03	05	-
Resource Persons	-	-	01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> ➢ Team Teaching
> ➢ Mentoring
> ➢ Group Discussion
> ➢ Seminar/Workshop
> ➢ Improvement test for students with poor performance
> ➢ Peer Mentoring
> ➢ Academic Audit
> ➢ Flander's Model (FIACS)" of evaluating the lesson was adapted.
> ➢ Teachers' evaluation by the Students.
> ➢ Case study of one student of practicing school by B.Ed. students.
> ➢ Maintaining personal diary by students.

2.7 Total No. of actual teaching days
during this academic year

265 days

2.8 Examination / Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum
Restructuring /revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

01	08	Nil

2.10 Average percentage of attendance of students

97%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed.	-	Examination of session 2015-17 has not been announced by Ranchi University.				

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
IQAC calls for meeting at least twice a year and evaluates the work plan of the institution, gives suggestions for improvement. The members are very regular to be present in all the important events of the institution.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	10
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	Nil
Staff training conducted by the university	-
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	Nil	-	-
Technical Staff	02	Nil	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC is careful to provide the study atmosphere in the institution and gives guidance to the management to provide the needful facilities for the students. It encourages the individuals to go for different studies. Students are given different assignments and project works to promote research climate in the institution.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [×]   Average [√]   h-index [×]   Nos. in SCOPUS [×]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. | Nil | Chapters in Edited Books | Nil |

ii) Without ISBN No. | Nil |

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons | 01 |

3.13 No. of collaborations: International | Nil | National | Nil | Any other | Nil |

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs:

From funding agency | Nil | From Management of University/College | Nil |

Total | Nil |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides | Nil |
and students registered under them | Nil |

3.19 No. of Ph.D. awarded by faculty from the Institution   04

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Nil   SRF Nil   Project Fellows Nil   Any other 02

3.21 No. of students Participated in NSS events: University level Nil   State level Nil

National level Nil   International level Nil

3.22 No. of students participated in NCC events: University level Nil   State level Nil

National level Nil   International level Nil

3.23 No. of Awards won in NSS: University level Nil   State level Nil

National level Nil   International level Nil

Nil

3.24 No. of Awards won in NCC: University level Nil   State level

National level Nil   International level Nil

3.25 No. of Extension activities organized:

University forum Nil   College forum Nil

NCC Nil   NSS Nil   Any other (Girls' Guide) Nil

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Alumnae meeting
- Guardians' meeting
- Awareness programme on Human Trafficking
- Sports' Day
- Basic Guide Caption Training Programme
- IQAC meeting
- Seminar on Cashless Transaction
- Awareness programme on HIV

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10,120.81 sq.mtr.	-	Establishing society	
Class rooms	04	04	Establishing society	08
Laboratories	03	02	Establishing society	05
Seminar Halls	02	-	Establishing society	02
No. of important equipments purchased (1-0 lakh) during the current year.	97	150	Institution	247
Value of the equipment purchased during the year (Rs. in Lakhs)		3,00,000.00	Institution	3,,00,000.00
Others				

4.2 Computerization of administration and library

Library is computerised but the administration has not been computerised because there is only one department of hundred students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13,190	1627401.53	774	1,20,821.00	13,964	17,48,222.53
Reference Books	1,292	56,390.00	96	2,100.00	1388	58,490.00
e-Books	-					
Journals	07		03			
e-Journals	-					
Digital Database	-					
CD & Video	39	10,500/-				
Others (specify) Periodicals	27	-				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	48	01	01	01	1	1	1	-
Added	00	01	01	-	-	-	-	-
Total	48	02	02	01	1	1	1	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

> There is computer lab facility for students with 48 systems for students. Every day before classes begin they have practical. There is internet facility for the use of the office and the staff. Separate internet facility has been added for the students in their computer lab and there is network in ten systems.

4.6 Amount spent on maintenance in lakhs :

i)   ICT   10,25,697.75

ii) Campus Infrastructure and facilities   38,93,243.87

iii) Equipments   4,31,477.00

iv) Others   76,20,941.08

Total :   **1,29,71,359.70**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Organising
> - Educational Tour
> - Science Day
> - Mentoring Programme
> - Spoken English class
> - Awareness on Human Trafficking & HIV/AID
> - Celebration of the B' days of National leaders
> - Improvement Test for the weak students
> - Debate and group discussion
> - Extempore
> - Quiz

5.2 Efforts made by the institution for tracking the progression

❖ Personal guidance to the weak students especially by correcting their answer copies.
❖ Improvement Test for the weak students
❖ Giving opportunities for personal development through seminar, stage programme, competitions eg. Speech, Quiz, Folk Dance, Patriotic song competition, Ex-Tempore and Sports etc.
❖ Teachers' evaluation by the students
❖ Evaluation of students' lessons by teachers through Flanders's Model.

5.3 (a) Total Number of students
   (b) No. of students outside the state

| Nil |

  (c) No. of international students

| Nil |

Men

No	%
-	-

Women

No	%
100	100

Last Year (2015-17)						This Year 2016-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
08	-	78	14	03	100	06	01	71	22	00	100

Demand ratio - 100   Dropout % - Nil

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The institution does not have any coaching for students but the college has provided guide books in the library for the competitive examinations like TET/CTET/NET.

No. of students beneficiaries

| ---- |

5.5 No. of students qualified in these examinations

NET | | SET/SLET | | GATE | | CAT | |

IAS/IPS etc | | State PSC | | UPSC | | Others | |

Note: There are many students who have qualified NET, TET and CTET but the institution has no record.

5.6 Details of student counselling and career guidance

The college does not have any counselling and career guidance because B. Ed itself is a professional course.

No. of students benefitted

| Nil |

5.7 Details of campus placement:

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	25	10	08

5.8 Details of gender sensitization programmes

> The institution has not organised any programme on gender sensitization.

5.9   Students Activities:

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [×]   National level [×]   International level [×]

No. of students participated in cultural events [×]

State/ University level [×]   National level [×]   International level

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [×]   National level [×]   International level [×]

Cultural: State/ University level [×]   National level [×]   International level [×]

5.10   Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government :2015-16 (Welfare Dept.)	So far no student has received any financial support yet	
Financial support from other sources		
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs : State/ University level [×]   National level [×]   International level [×]

Exhibition: State/ University level [×]   National level [×]   International level [×]

5.12   No. of social initiatives undertaken by the students [×]

5.13   Major grievances of students (if any) redressed:

1. More library books were bought for students.

2. Generator of 30 KVA was purchased for the computer and language labs to give enough electricity supply for the practical work.

3. B.Ed. is two year course. Therefore, more beds, table, racks and stools have been ordered for the hostel girls.

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : We, the faculty of Ursuline Women's Teachers' Training College Lohardaga, enable the students to become integrated persons, and torchbearers of future generation, face the challenges of life, recognise the human dignity and contribute to the building of the Nation.

Mission:
➢ To educate the young women in a spirit of service to the humanity.
➢ To prepare them for life, by promoting intellectual excellence, uprightness of character, emotional maturity, scientific temper, spirit of healthy competition and sportsmanship through co-curricular activities.
➢ To inculcate moral sensitivity to the needs of others especially the poor and marginalised.
➢ To foster religious tolerance and spirit of national integration.
➢ To help them to become integrated human persons who will be leaders and guides for the future generation.

6.2 Does the Institution has a management Information System

The management information system of the institution are the following:

➢ Regular evaluation after each activity together with the staff and students to assess the success and failures, to estimate strengths and weaknesses and to bring improvement in the near future.
➢ The class representative and the committee leaders make annual report of their work, which helps the management to review the activities.
➢ The IQAC is another means to ensure the valid information to the management.
➢ Frequent staff meetings are held for the appraisal of the day to day functioning of the college.

➢ The guardians during guardians meeting are asked to give their feedback and their valuable suggestions. They speak directly to us about their observation or something they have heard outside.

➢ The feedback by students at the end of the session is the direct means to ensure the valid information in the hand of the institutional management.

➢ Students Council is the best means to pass the information.

➢ There is a suggession box in the college, in which the students put their suggestions or the complain in writing.

6.3 **Quality improvement strategies adopted by the institution for each of the following:**

6.3.1 Curriculum Development

Various steps taken in the curricular development process:

> Assessment is done with the help of the staff members based on the performance of the students in the previous years and accordingly the improvement is made.

> Evaluation with the students and staff is conducted to assess the positive and negative aspects of the co-curricular activities. Thus the evaluation of different activities leads to improvement.

> IQAC also helps to see the needs of the students of today. It works as think tank of the institution in bringing quality.

> Regular staff meeting is held to assess the present need. Data compilation accumulated from various sources viz. Students' assessment, evaluation of the staff members, feedback from other sources etc. are processed and presented in the staff meeting.

> Alumni are approached to get their views during their meeting so as to know how the curriculum is helping them in their teaching work.

> The principals of practicing schools where the student teachers go for teaching practice are asked to give their feedback concerning their teaching methods and co curricular activities.

> Considering the need of the time different resource persons are invited to give awareness programmes.

> Expert's opinions are sought to assess and develop the present curricular.

6.3.2 Teaching and Learning

> The library reading has been specifically mentioned in the college timetable. Besides this the students can use the library during their free time.

> They are given concurrent topics for group discussions and present report of the same.

> Before the student teachers are sent to different schools for practice teaching every method teacher presents demonstration class.

> The simulation lessons conducted by the student teachers are observed by the subject teacher educator and the peer groups. They do the peer teaching for practice before they present their simulation lesson. The poor students are given more time to practice and present their lesson before the subject teacher even twice or thrice.

> Their lessons are observed by the teachers in the practice teaching schools. The teacher educators are the regular supervisors during their internship. The principal of the practicing schools give their observation report at the completion of their internship.

> Flander's Model of teaching has been adopted by the teachers to assess the teaching of student teachers.

> Mentoring period once a week (Saturday) when students go to teachers to clear their doubts.

> Teachers' evaluation by students helps everyone to take initiative to do well.

6.3.3   Examination and Evaluation

> ➢ Questions given after each chapter, students are asked to write the question answer and show the subject teachers and get it corrected.
> ➢ Those who bring less than 50 marks in the college examination are given opportunity for improvement test.
> ➢ Result of first terminal examination is given in their hand to show to their guardians and get their signature.
> ➢ Teachers show the answer copy to students who do not do well and are helped by the teachers.

6.3.4   Research and Development:

> ➢ The institution is open to research work by the staff members.
> ➢ Staff members are encouraged to attend seminars/workshops both national and International for which the institution bears the expenses.
> ➢ Teachers are given opportunity to present their papers in the college.
> ➢ They are encouraged to write articles and publish it.
> ➢ The institution encourages the staff for updating oneself or taking any higher studies or research work.
> ➢ Institution subscribes variety of magazines and journals for the staff and students to update themselves.
> ➢ Students were asked to do the case study of one student of their practicing school.
> ➢ They conducted an action research each during their internship.

6.3.5   Library, ICT and physical infrastructure / instrumentation

Library:
- The institution has a very rich library with varieties of books.
- It is updated every year with new addition of books.
- There is open access system in the library.
- There are two reading rooms for 200 students and also for the staff.

Facility of ICT:

No.	Item		Quantity
1.	Computer	-	44
2.	Language Lab software	-	21
3.	Printer & Scanner	-	10
4.	Air Conditioner	-	4
5.	T.V.	-	01
6.	V.C.R.	-	1
7.	Over Head Projector	-	1
8.	Camera	-	1
9.	Tape Recorder + CD player	-	6
10.	Photocopier	-	2
11.	Amplifier	-	2
12.	Loudspeaker	-	6
13.	Lap Top	-	7
14.	DVD Player	-	1
15.	Still Camera	-	1
16.	Handicam	-	1
17.	Stabilizer	-	8
18.	Satellite T.V.	-	1
19.	Satellite Camera	-	16
20.	Inverter	-	1
21.	Batteries	-	4
22.	Stage Light (standing)	-	2
23.	Megaphone	-	1
24.	LCD projectors	-	3
25.	screen (01 ordinary & 02 motorised)	-	3
26.	Video Camera	-	1
27.	Digital Camera	-	1
28.	Generator	-	2

The physical infrastructure facilities: Land & buildings (2.5 Acres):-

No.	Item		Quantity
1.	Computer lab	-	1
2.	Technology lab	-	1
3.	Psychology lab	-	1
4.	Science lab	-	1
5.	Language Lab	-	1
6.	Library with reading room	-	2
7.	Playground	-	1
8.	Sports & games room	-	1
9.	Multipurpose Hall	-	1
10.	Class Rooms	-	3
11.	Office	-	2
12.	Staff Room	-	2
13.	Parlour	-	1
14.	Hostel for 100 students	-	1
15.	Cultural / Musical instruments	-	12

6.3.6 Human Resource Management

> It is a private unaided college, its resources are limited and it depends upon the contribution collected from the students. There is no separate means to support and ensure professional development of the faculty. However, the institution is open to change and newness. Hence, teachers are given opportunity to participate in local, state, national and international programmes. There is a separate budget allocation for staff development. Therefore when teachers go for seminars, conferences, workshops, or any such programme, the institution bears the expenditure of the programme and TA/DA. For the permanent members of the administering society the society bears the expense for their complete studies.

> The birthday of each staff member is celebrated. The person concerned is honoured for her contribution to the college. She is given personal recognition for her being.

> Teachers' day is another occasion when each and every staff member is gratefully remembered and honoured for her service rendered. Being a teacher's training college the students are instructed to acknowledge the value and sacredness of the teaching profession and express it concretely.

> Any achievement of one staff member is celebrated by the whole college. Any good work done by the staff is remembered and the person is congratulated before the whole college staff and students. On the important days or any important event of the college the principal organizes a small party for the staff. This brings everyone together and promotes "WE" feeling. Both teaching and Non-teaching staff are equally recognized.

6.3.7 Faculty and Staff recruitment:

> The college has both religious and lay (non-religious) staff. The religious staff is appointed by the provincial of the society consulting her team and are approved by the governing body of the college. The lay staff has to undergo the normal process of recruitment. After the publication of classified advertisement in the newspaper any candidate can apply for the desired post. The Governing Body scrutinizes the applications, forms a committee including a university representative and calls for interview. The final decision is with the panel and it is approved by the Governing body. Thereafter it is presented for the signature of the registrar, Ranchi University.

> The requirement of NCTE is being followed for the recruitment of the staff.
> 1. The advertisement for the applications
> 2. Request for the University representative
> 3. The interview board is made
> 4. On the given date the interview is conducted

> Only those applicants who fulfil the requirements of the statuary and regulatory bodies like NCTE, and University etc. and are ready to abide by the service conditions of the institution are selected and appointed for the required post.

6.3.8 Industry Interaction / Collaboration

There is very good industry interaction/ collaboration among the staff. Teachers feel free to take initiative and use their creative power. There is a very good co-operation and understanding among them. Staff visits the family of teachers in joys and sorrows. There is openness in the staff.

6.3.9   Admission of Students

It is a private unaided, established and administered by religious minority. Therefore to preserve the minority character of the institution the three Christian minority colleges: Ursuline Women's Teachers' Training College, Lohardaga, Loyola College of Education, Jamshedpur and Bethesda Women's Teachers' Training College, Ranchi formulated the criteria of admission in all three minority colleges. Accordingly issuing the forms the Common Entrance Test is conducted. Those who qualify this test are called for interview and thereafter a list of selected candidates for different subjects is displayed on the notice board of the college and uploaded in the college website on the date mentioned in the prospectus.

6.4 Welfare schemes for

Teaching	• Except religious staff all have their P.F. • In the time of their need college gives financial help
Non teaching	• Except religious staff all have their P.F. • In the time of their need college gives financial help to them also.
Students	• Those who cannot pay the fees are given more time. In some cases they pay when they start earning. • Placement Cell of the college helps the students to find job.

6.5 Total corpus fund generated   Nil

6.6 Whether annual financial audit has been done   Yes [√]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Univ / NCTE	Yes	Secretary
Administrative	Yes	Univ.	Yes	Governing Body

6.8 Does the University / Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [√]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

There has not been any specific reform regarding University examination but the examinations are being held on time.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> There is limited autonomy given to the affiliated colleges. However, the colleges can take admission of their own choice.

6.11 Activities and support from the Alumni Association

> **Activities:-**
>
> **Support from Alumni Association:**
>
> The Alumni Association is still in its infancy. It needs to be strong to stand in order to support the institution in its growth and development. The members of the alumni need to be aware of their commitment towards the institution and develop the sense of belongingness. However, some of the alumni had been invited as chief guests or guest of honour on some special occasions. They were requested to give speech and address the student teachers. Three staff members are the alumni of the institution who are giving their service. They have a small fund which according to their plan they would spend on the needy alumni in emergency mainly for their treatment. Their general meeting takes place on every second Sunday of December every year.

6.12 Activities and support from the Parent – Teacher Association

> The institution has not made parent – teacher association but every year there is parent – teachers meeting in the college. There is discussion about the academic improvement of their ward. They also are asked if they have any suggestions to say how to bring quality improvement in the performance of the college and the students. The institution is enjoying the support of the parent – teacher association.

6.13 Development programmes for support staff

> There has not been any development programme for support staff. However, the institution organises three days programme for personal and spiritual development programme. When needed the experts are being called to help the support staff and solve their problems regarding their work. Sometimes principal calls them informally and talk about their work and their family.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> ☞ Constant care for the cleanliness of the campus and college building.
> ☞ Keep the campus green.
> ☞ Planting trees and medicinal plants.
> ☞ Maintain the flower garden and planting varieties of seasonal flowers.
> ☞ Once a week students do the social service and clean their surroundings.
> ☞ Once a year the trees are pruned to maintain the natural beauty.
> ☞ Students do the cleaning of their own rooms once a week by themselves.
> ☞ Hostel vegetable gardens are clean and varieties of vegetables are planted and taken care of.
> ☞ Waste water is used to water the garden.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> ☞ Every Saturdays in the afternoon there was time for self study and time when teachers sat in different rooms and students came to them with their personal/academic problems. It was observed that students were waiting for this day to come. Improvement test was conducted for those students who scored less than 50 marks in the first and second terminal examinations.
> ☞ Special assemblies conducted by ten students with one teacher in turn were organised. This gave opportunity to all students to learn punctuality, to plan the programme according to the theme, speak before the audience and take leadership.
> ☞ Plantation of medicinal plants by students.
> ☞ Debate and speech competitions were organized
> ☞ Inter house Quiz competition.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> ✍ Teachers are involved in preparing the plan of action that is made in the beginning of the academic year and put it on the common notice board for the students to see and also on the notice board in the staff room for the staff. Thus everyone reads it and is prepared for the programmes before hand.
> ✍ There are different committees with a teacher to conduct the programmes mentioned in the plan.
> ✍ The student leaders have been given the responsibility to write the report of the programmes.
> ✍ At the end of the year there is an evaluation with the staff members to see how the plan was carried out during the year.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> ✍ Debate and speech competitions and inter house quiz competition – **(Annexure – 1)**
> ✍ Academic and Administrative Audit - (**Annexure – 2**)

7.4 Contribution to environmental awareness / protection.

> ➢ The institution has done the simple water harvesting in the campus.
> ➢ Block tiles have been used on the ground in some area of the campus which absorbs water in the soil.
> ➢ There are specific place made to throw the waste materials which from time to time is covered by the soil.
> ➢ The institution is plastic free. Students are taught not to throw it. The drains are cleaned regularly to keep the campus pollution free.
> ➢ Students are taught not to drop papers anywhere in the campus. They throw it in the waste paper basket.

7.5 Whether environmental audit was conducted?　　Yes ☐　　No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> ➤ The institution sent the online application for M.Ed. course.
> ➤ There was an inspection by VT members of NCTE.
> ➤ There was inspection by the University for the extension of the affiliation of B.Ed. course.
> ➤ The college was affiliated for three consecutive sessions by the University.
> ➤ The extension to second floor on the computer lab is completed for M.Ed. course.
> ➤ The entrance of the college is renovated.

8. Plans of institution for next year

> ❖ The institution will start M.Ed. course after it gets permission by NCTE.
> ❖ Extension of the hostel building for M.Ed. students will be complete.
> ❖ An elevator will be provided to have disabled friendly building.

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(signature)

Signature of the Coordinator, IQAC

COORDINATOR IQAC

Name – Dr. Sr. Shila Ergat

Sr Shila

Signature of the Chairperson, IQAC

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Title of the practice: "Academic and Administrative Audit"

The Context:

Academic audit is a mechanism to examine and enhance the quality of academic aspects of institutions of Higher Education. And the administrative audit is a method of assessing the efficiency and effectiveness of the operating system of the administrative procedures, policies, decision-making authorities, process, feedback, control mechanism and so on. It is a process of gathering information about current functioning of higher education institutions and comparing it with designed academic systems to draw conclusions about quality assurance of inputs, processes and outputs.

Objectives:

1. To maintain the academic standards
2. To maintain the quality of students' learning opportunities.
3. To enhance the quality of teaching and learning.
4. To provide the atmosphere of highest possible levels of students' achievement.
5. To confirm that students are fully supported in their academic and personal development.

The Practice:

It is in its initial stage therefore, the staff was given opportunity to attend a talks on academic audit. There was a series of staff meetings to understand interest in the members of the teaching staff to start the process and to be evaluated by the internal peers and also by the outside peers. The process of the academic and Administrative Audit are:

1. Self Study:

- Determining learning objectives
- Designing curriculum and co-curriculum
- Designing teaching and learning methods
- Developing student learning assessment
- Assuring implementation of quality education.

2. Peer review:

- Peer visit and auditing
- Writing report specifying:
  - a) Exemplary practice
  - b) Areas for improvement
  - c) Evaluating departmental approach towards quality enhancement in teaching
  - d) Suggestions

3. Principles of academic audit:

- Defining the quality in terms of the outcome
- Focus on process
- Working collaboratively in the staff
- Decision making on evidences
- Strive for coherence
- Learn from best practices
- Make continuous improvement a priority

To begin with, the institution gave a questionnaire to students to rate their teachers separately which will be analysed and make the teachers know themselves.

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Obstacles faced and strategies adopted to overcome:

Obstacles faced:
- All in the staff do not like to be evaluated by others.
- Some of the members do not want to come in the process.
- Some feel it is a tedious job so, it is not possible
- Time management is another problem to be on time or the assessment, because persons are not ready. So they postpone the time of peer review.

Strategies adopted to overcome:
- Every member of the staff is encouraged to come into the process.
- Members are not forced for the evaluation of their performance. Only when they are ready the other members come for internal evaluation.
- Every three months the colleagues from different department would do the audit of their companions for practice.

Impact of the practice:
- This is a new practice to promote quality in the institution. Since everyone is looking for quality in one's work or the outcome, individuals are ready to take risk and work hard to do better than others.
- This makes the teachers more committed and accountable regarding their works.
- Students become hard working too to be able to walk in parallel with others in their achievement.

Resources Required:
- Well defined administrative policies, Operating system and procedures, functionaries, feedback as well as control mechanisms are necessary to be available.
- Committed personnel with co-operating attitude is a blessing for this type of work in the institution.
- A resourceful and committed principal who can motivate the staff members to work with honesty.

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Best practice-2

Title of the practice-: "Intergroup debate/ speech and quiz competition."

Context-: Decades of academic research have been proved that debates and speech competition provides experiences that are conducive and life changing, cognitive and presentational skills. Debate and speech competition is the powerful means of increasing learner's self confidence and self esteem. It helps to improve rigorous higher order and critical thinking skill. It enhances the ability to structure and organize thought. It also develops effective speech composition and delivery. In addition through debate and speech competition students acquire unique educational benefits as they learn and polish skills far beyond what can be learnt in any other setting. Debate helps learners to see power of developing rational, reason, arguments and compelling evidences in action. It enables them to elucidate their stand point through utilizing rhetorical eloquences. Speech competition increases self confidence, critical thinking and good fluency in speaking. Intergroup competition help the students the spirit of success and cooperation and helping them to accept failure as it is natural. To make teaching learning process more effective it is important to include this type of teaching learning activity in the school.

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Revised Guidelines of IQAC and submission of AQAR

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Education certainly is a means to all round progress of man. In other words, the pathway to human development goes through the lanes of education. Moreover true education is the sole basis of achieving one's purpose in life. And therefore to achieve success in life it is always beneficial to have some qualitative teaching learning activities in the college so that the students must gain broad multifaceted knowledge.

Objectives-:

1. To inculcate among the students a fondness for language and enhance their literary skills.
2. To increase effective communicating talents among the students.
3. To inspire the students to develop self expression and self confidence.
4. To provide them the opportunity for self reading and increase their vocabulary and oratorical skills.
5. To help them to have deeper understanding of different issues in the society at large and be aware of the present scenario.
6. To help them to develop the spirit of support and collaboration in the group.

Keeping in mind these objectives our institution organizes the intergroup debate/speech and quiz competition in the month of December, February and March. The students are divided into four groups in the beginning of the session. These groups are namely St. Angela group, St. Ursula group, St. Augustine group and Fr. John Lambertz group. These competitions are organized for both 1st and 2nd year separately at different times and dates. Each group contains twenty five students and from every group four students are given the opportunity to take part in the speech competition. Many topics are given by the teachers but the students select one of them. Or sometimes participants choose different topics according to their own convenience. There are three judges who are called from the other institutions.

For debate competition four students are selected from each group. One chair person and one time keeper from any group has been selected. And there are three judges and one observer among the teachers is appointed to judge their performance. The chair person has the responsibility to conduct the session and timekeeper the management of time. The participants are given the topics to speak in for and against about two minutes each.

For quiz competition the students are informed to study their own school pedagogy subjects and also some of the other subjects like sports and game, general knowledge, films and awards, space science, scientist's pictures and natural studies. The questions are prepared by the teachers. And from every subject twelfth questions are asked in three rounds from each group. During this quiz competition the teachers are given different mandates like time keeper, discipline manager, and observer. At the end of the completion the individual as well as group results are announced by the principal. In all these competitions the students become more active and aware towards their duty and responsibility. They develop group spirit within them. And it provides them the wider space for learning.

Obstacles faced and strategies to overcome:-

1. It has been observed that some of the students do not want to take part in debate and speech competition due to the lack of fluency in speaking, less knowledge of vocabulary

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and low self confidence. Therefore they are encouraged to read the different books from the library give them opportunity to speak some thoughts during common assembly and in any stage programmes.

2. It has also been observed that many of the students come from government schools which are situated in the rural areas where they have not given any opportunities to come forward and speak something. And therefore they lack self confidence. Teachers are always ready to help these students. They have been given the different opportunity to develop themselves in the field of oratorical skills.

3. One of the biggest obstacles which we observed is the poor condition of the family where the students have not got enough time to study and read the books. They have not got the opportunity to attain the seminars and social function so that they could gain self confidence and gain some extra knowledge. The college provides them different books from library to read and take notes and organizes different seminars and workshops so that these students come out with different thoughts and gain fluency in speaking and increase their self esteem.

4. It has been also observed that some students were not regular students in the schools and colleges, so they were not paid attention by the teachers. They missed the library facilities and other co- curricular activities. The teachers in this institution give individual attention to these students and help them to find good books to inculcate in them the reading habits. The language teachers give time for their news reading practice every day.

The impact of the practice:-

- The students have gained self confidence and self esteem.
- It has been observed that they have grown in speaking fluently and clear communication.
- The debate competition has helped them to broaden their thoughts and be of logical mind.
- The speech competition has given them the platform to increase their oratorical skills.
- The quiz competition has helped them to gain deeper understanding their own pedagogy subjects and to increase their general knowledge as well.

Sources required:-

- One of the best sources is teacher himself. Because it is always under the guidance of teacher. Teacher always looks for the best materials and provides them if the students are unable to find it.
- Our institution has very huge library with so many perspectives, pedagogy and resources books. The teachers guide them to visit the library and get the required materials.
- In the library we have monthly competitive magazines of science and social science subjects, the students are directed to study these magazines in the free times.
- They are suggested to read the newspapers, dictionary and other resources books to improve their knowledge.

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