



Yearly Status Report - 2016-2017

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	C. T. COLLEGE OF EDUCATION
Name of the head of the Institution	Dr.Namesh Kumar
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01815009614
Mobile no.	8699700761
Registered Email	ctce@ctgroup.in
Alternate Email	principal.ctce@ctgroup.in
Address	CT College of Education, Greater Kailash, G.T. Road Maqsudan, Jalandhar
City/Town	JALANDHAR
State/UT	Punjab
Pincode	144008

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Urban																
Financial Status			Self financed																
Name of the IQAC co-ordinator/Director			Ms Rupinder Riar																
Phone no/Alternate Phone no.			01815009613																
Mobile no.			8360242733																
Registered Email			ctce@ctgroup.in																
Alternate Email			principal.ctce@ctgroup.in																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			http://ctce.in/pdf/aqar/AQAR%202015-16.pdf																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			http://ctce.in/pdf/academic%20calendar/Academic%20Calendar%202016-17.pdf																
5. Accreditation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>1</td> <td>A</td> <td>3.03</td> <td>2012</td> <td>05-Jul-2012</td> <td>04-Jul-2017</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	A	3.03	2012	05-Jul-2012	04-Jul-2017
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	A	3.03	2012	05-Jul-2012	04-Jul-2017														
6. Date of Establishment of IQAC			01-Jul-2009																
7. Internal Quality Assurance System																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td>Community Linkage</td> <td>20-Jan-2017</td> <td>65</td> </tr> </table>						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	Community Linkage	20-Jan-2017	65					
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
Community Linkage	20-Jan-2017	65																	

Programme	5	
Parent Teacher Meet	17-Feb-2017 2	75
Seminar on Environmental protection	15-Nov-2016 2	70

L::asset('/', 'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status)}}}

[View Uploaded File](#)

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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

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)

Organized Talent Hunt

Teachers Day Celebration

RED Ribbon Club Activities

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality

Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Community Linkage Programmes	Visit to Apahaj Ashram, visit to school for children with special needs
To organize PTM	Parents Teacher Meet was organized to make the parents aware of their wards' performance and conduct
Women Empowerment	Women Cell of the College celebrated Women's day with great fervor, zest and zeal on March 8, 2017. Cooking competition was organized.
Remedial Teaching	On the basis of academic performance of students in the house testial teaching was provided to studentss, appropriate Remed
Professional Development of Faculty	faculty participated in various national seminars, workshops to get acquainted with recent trends in education.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Management	14-Sep-2016

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2017

Date of Submission

13-Apr-2017

17. Does the Institution have Management Information System ?

No

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

CT College of Education is affiliated to Guru Nanak Dev University, Amritsar.

It is mandatory to follow curriculum developed and prescribed by the said University. For the development and revision of the curriculum, the teachers teaching in Colleges of Education affiliated to GNDU, Amritsar are involved.

Meetings for curriculum design are held at regular intervals for the up gradation of curriculum. Principal is the member of Academic Council and two senior faculty members of the College are also members of Faculty of Education of Guru Nanak Dev University, Amritsar. They participate in all the meetings held for curriculum revision. Apart from this, the periodic alumni meetings, the feedback from the students and teachers regarding the course curriculum help in the assessment of needs, which provides an impetus to modify certain methods and practices in teaching. From the feedback so obtained, necessary action is taken. Feedback is also collected from the practicing schools on a proforma devised by the teachers of the institution to make suitable modifications in the curriculum. The feedback from the Heads and the senior teachers are also taken into consideration for revision and updation of the curriculum. The Annual Academic Calendar is prepared according to the University Calendar before the commencement of session, specifying available dates for significant activities. The college undertakes numerous activities for excellent curriculum delivery through a well planned and documented procedure in the following ways to ensure effective execution of the curriculum:

- The Prospectus and orientation sessions are both used to inform students about the academic plans. Subject teachers, working under the direction of the principal, create unit plans at the start of each semester to ensure that the curriculum will be completed on time and with the use of effective teaching techniques. Syllabus Coverage Report is filled by the respective subject teachers twice a session. Program learning outcomes (PLOs) and course learning outcomes (CLOs) are being discussed and finalized. Syllabus and time table is provided to the students. Conventional classroom teaching is blended with use of ICT to make the teaching-learning process more learner-centric. There is Provision of computers with Internet facility. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, tutorials, poster presentation by the students, projects, educational tours, field trips and industrial visits for effective delivery of curriculum, which are done in planned manner. The College Library provides teachers and students with necessary learning resources for effective delivery of curriculum. Tutorials are held regularly to monitor the progress of the students. Remedial/Special classes are conducted for weak students. Special efforts are made by the teachers to improve the performance of the students as they are made to solve University Question Papers of the last 10 years. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective teachers on their diaries. The college encourages faculty members to attend Orientation/Refresher courses, webinars, Faculty Development Programmes, workshops and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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No Data Entered/Not Applicable !!!

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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Internship	95
MEd	stage specific Internship	20
View Uploaded File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>On a regular basis our Institute connects with all its stake holders to collect feedback to utilize them for overall development of the institution. Different types of Feedback taken throughout the Academic Year with Stakeholders given as follows: Feedback are collected from the following groups identified as stakeholders • Current students • Alumni • Faculty • Parents Structured feedback on curriculum is received on feedback Performa developed by the college covering all the essential aspects related to curricular aspects from students at the end of the semester is gainfully deliberated upon employed to strengthen curriculum planning and development and new strategies and programmes are devised to address the issues flagged by students to make the delivery of curriculum effective. Regular formal and informal interactions were conducted with the class representatives to provide extensive feedback</p>

regarding the different aspects of curriculum and its transaction. An annual feedback -is done with the teachers. Feedback is also taken from alumni when they come to collect their degrees in convocations. The feedback collected from the different sources regarding changes to be brought about in the curriculum is analyzed and the areas of improvement are identified. The IQAC uses the feedback data as a critical input in designing plans for improvement of curriculum delivery under the guidance of principal of the college. Based on all the feedback collected, meeting is conducted on regular basis which is presided over by the principal. These meetings concentrate much on the following key aspects of effective institutional administration. • Preventive measures against negative feedback. • Upcoming schedules, issues to be addressed at institutional / administrative level. • Planning of various activities and guidelines for department faculty and students. • To ensure the functioning of the institution in a transparent manner based on the feedback collected from various stakeholders

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	EDUCATION	200	175	101
MEd	EDUCATION	50	36	20

[View Uploaded File](#)

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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	101	20	Nil	Nil	22

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
22	15	5	8	2	5

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

CT College of Education Jalandhar has provision for continual mentoring for the students studying in the institution. For this the college has established a Mentor Mentee committee in which the student and the teachers work together for providing continual support to students for developing their academic and professional abilities. In this regard efforts are made by the mentors in different aspects: WORKING IN TEAMS As team work leads to attainment of growth and success. Thus, efforts are made by the mentors to develop student's capabilities of working in teams. Guidance is provided to students like: 1.Developing students listening and

speaking skills. 2.Having positive attitude towards things 3.Focusing on strength of team members 4.Show gratitude 5.Accept and Appreciate differences 6.Sharing Responsibilities

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
246	22	1:11

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
31	25	6	6	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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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
BEd	B.Ed	4	31/05/2017	21/07/2017
BEd	B.Ed	2	31/05/2017	20/07/2017
MEd	M.Ed	4	31/05/2017	22/07/2017
MEd	M.Ed	2	31/05/2017	22/07/2017
No file uploaded.				

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

CT College of Education runs through a well placed mechanism and adopts those rules, regulations and policies which further contribute to Continuous and Comprehensive evaluation of students throughout the session. CTCE has adopted the following measures to maintain the quality of Internal Assessment- 1. Students' attendance is reviewed periodically and the students, reporting shortfalls, are informed. 2. Under the formative approaches teachers generally assign marks or grades to the students on their assignments, files, co-curricular activities and their regularity in the classroom is being monitored. 3. The records of the students are maintained by the faculty and they are assessed on the basis of their performance in curricular as well as co-curricular areas. 6. Internal assessment is done for all students as per the university criteria. A variety of measures are adopted to ensure rigor of the internal assessment - 1. Internal Exams-Internal examinations are held at the end of each Semester. The college keeps a close watch on the regular and timely conduct of Internal Examination. 2. The answer sheets are shown to the students and adequate verbal and written feedbacks are provided. 3. Class test-The College faculty evaluates the presentations made by the students as part of the

internal evaluation process. Continuous evaluation is done through testing of skills developed. The written/oral test is taken by the faculty after the completion of each unit. 4. Assignments, Presentations and Activities-Teachers are given free hand to design their own evaluation methods in this category, whereby students are encouraged to participate in interactive sessions, group discussions, PowerPoint presentations, projects and assignments. Students are also encouraged to apply the theoretical concepts taught in class to real life situations/problems through these projects, assignments etc.

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

The academic calendar is circulated by the affiliating university, Guru Nanak Dev University, Amritsar in the starting of the new session to all of the affiliated institutions. The college adheres to the same calendar. However, the College has made an effort to include a number of other components of learning, such as commemorating major occasions and showcasing the diverse talents, skills, and abilities of the student populations. Our Academic Calendar makes certain that the Colleges dedication to holistic education and students experiences are realized through a carefully planned year.

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 in website of the institution (to provide the weblink)

[http://ctce.in/pdf/PLO%20\(B.Ed.\).pdf](http://ctce.in/pdf/PLO%20(B.Ed.).pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Semester IV	BEd	EDUCATION	95	95	100
Semester IV	MEd	EDUCATION	33	33	100
Semester II	BEd	EDUCATION	101	101	100
Semester II	MEd	EDUCATION	20	20	100

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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)

https://docs.google.com/forms/d/e/1FAIpQLScSmnB9nsuwMXkf_dCqCnvM2ulZdxnep8Hl_t1NUH_NGTmcVuw/viewform?vc=0&c=0&w=1&flr=0

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 year
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No Data Entered/Not Applicable !!!

No file uploaded.

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

No Data Entered/Not Applicable !!!

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

No Data Entered/Not Applicable !!!

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

No Data Entered/Not Applicable !!!

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01		

01

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

No Data Entered/Not Applicable !!!

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	EDUCATION	7	3
International	EDUCATION	5	4
No file uploaded.			

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
EDUCATION	7
No file uploaded.	

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

No Data Entered/Not Applicable !!!

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	6	13	Nil	12
No file uploaded.				

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	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation	NSS	3	75
Aids Awareness Rally	Red Ribbon Club	4	45
Visit to Apahaj Ashram	Apahaj Sahayak Sabha	3	36
Swashta Pakhwara Programme	Institute	4	70
No file uploaded.			

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	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 participated in such activities	Number of students participated in such activities
Social Service Camp	Gram Panchayat Surranussi	working with community	4	36
Understanding of Self	College Level	Workshop	3	95
No file uploaded.				

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	2	Nil	2
student Exchange	35	Nil	2
No file uploaded.			

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	Duration To	Participant
Internship	stage specific Internship	Schools and education college	08/07/2016	07/12/2016	95
No file uploaded.					

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/Activities	Number of students/teachers participated under MoUs
MK College of Education	18/08/2016	Faculty and Student Exchange programme	55
No file uploaded.			

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
25000	25405

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
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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 patially)	Version	Year of automation
NIMBUS	Fully	Nill	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7171	805893	203	5708	7374	811601
Journals	15	8190	0	0	15	8190
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4.2.3 – 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
Nil	Nil	Nil	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	60	1	1	6	1	1	1	90	0
Added	8	0	0	1	0	0	0	0	0
Total	68	1	1	7	1	1	1	90	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

90 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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilities
25000	24954	120000	116210

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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Procedures and Policies for maintaining and utilizing physical, academic, and support facilities- Laboratory, sports complex, library, computers, classrooms etc. followed by the NCTE and affiliated University (GNDU, Amritsar). There is separate manuals for all the labs which displays on the notice board. CT College of Education established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc. in the institute. C T College of Education checked the stocks annually in which the equipment available in various laboratories and in the library are physically checked and verified. Library Committee and the other Committees along with support staff conduct this work identified the damaged items and recommended for purchasing writing again. After proper recommendation by the both Committees, items and books are procured on the demand of the concerned teacher in-charge. All formalities related to the purchase and disposal of old damaged equipment and books as laid down in the Store and Purchase Rules. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose. Regarding the maintenance of indoor games, the college sports in charge consult coaches in their guidance accommodates are arranged. Computers/Printers and other IT accessories maintenance is done regularly and non-repairable systems are disposed off accordingly. The college has a building maintenance committee to upkeep of infrastructure. Teachers submit their request to the Principal regarding classroom furniture and other requirement.

<http://ctce.in/infra.php>

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	Financial Support from institution	18	36000
Financial Support from Other Sources			
a) National	Post Matric Scholarship Scheme	70	2403664
b) International	NA	Nill	Nill
View File			

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
Remedial coaching	03/04/2017	35	Nill
No file uploaded.			

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 for competitive examination	Number of benefited students by career counseling	Number of students who have passed in the comp. exam	Number of students placed

			activities		
2017	Career Guidance	45	50	17	33
No file uploaded.					

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	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
SMS Global School , Butala	25	15	MGN Public School,Jalandhar	65	48
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	31	B.Ed.	EDUCATION	Nill	Masters Degree
No file uploaded.					

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	Number of students selected/ qualifying
NET	1
Any Other	4
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
cultural Events	Institution/University	20
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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

The student council was constituted at the college level For the academic year 2016-17. The Class representative of the different classes B.Ed and M.Ed were selected as members of student council. All these representatives have the right to provide suggestions, to demand their needs to governing body of the college. The governing body and IQAC of the college truly give opportunities to foster skills like leadership skill, communication skill, skill of team work, organised skill, and public speaking skill, etc. The CCA Committee has the responsibilities to organise various activities for qualitative enhancement of the students like celebrating various important days, organizing competitions, providing opportunities for participating in different competitions etc.. Responsibilities of the cultural coordinator are to organized cultural programme for the enrichment of local culture. Sports coordinator has the responsibilities to organized various games and sports apart from the annual college festival. All these activities help to improve the academic and administrative performance of the students. Even in case of planning, organising and implementing various innovative programs they have direct involvement. All these activities directly helps to the quality enhancement of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni meet was organised. Students shared their experiences and encouraged present students to work hard to achieve thie goals.

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 governance of the institution is reflective of effective leadership and is in tune with the vision and mission of the institution. The principal is the head of the institution who looks after all the academic and finance matters. The empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC committee, non-teaching and supporting staff, student's union, student representative (C.R.), stakeholders, alumni and local management committee. The Principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college. The functioning of the college is run through different Committees, Cells and Clubs. All the Faculty members are engaged to mentoring the student teachers through the different Cells, Clubs, and Committees. The faculty members decentralize its power and authority

to the student council members. There is a well-structured Student Council in the college.. The prime objective of the Student Council is to act as a Bridge among the Principal, Faculty and Students. The student representatives are elected on the basis of the democratic election system to choose members for executive positions. The student council takes or suggests decisions based on the collective participation of the students. The Student Council Meetings are organized at regular intervals to discuss issues and grievances of the students. The student council also take lead in approaching the Principal and faculty with suggestions or issues or problems. They are the mediating link between the students and the leadership. They are actively involved in the decision-making process of the institution. The management provides financial assistance for academic, human resources, technological, infrastructure, and physical facilities to the college. The management has regular meetings with the head of the institution for preparing the annual budget for the academic year. The management and Principal meetings are held to monitor the requisition of academic, human resources, technological, infrastructure, and physical facilities. The faculty members are given the freedom to put forth their innovative ideas and valuable suggestions .Meetings are held once in month to discuss quality initiatives for the college and procure feedback on the functioning of the college. The institution works on the mission, vision and objectives of the college. .

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

No

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):

Strategy Type	Details
Teaching and Learning	Orientation programme for B.Ed. and M.Ed. students was organized to acquaint the new entrants with their respective curriculum . Need based teaching groups were formed on the basis of the academic performance of students in the Unit and House Tests. Need based teaching was provided . PreInternship Programme for the B.Ed. M.Ed. students of Semester III was organised in order to prepare the would be teachers to face the challenges during the forthcoming 'Internship Programme' scheduled , an interactive session on Internship Programme was organised by the college.
Curriculum Development	CTCE follows prescribed syllabus for B.Ed. M.Ed. as prescribed by GNDU, the affiliating University. Two of the Faculty members are the members of the Faculty of Education, GNDU, Amritsar. They attend all the meetings regarding curriculum development and reforms conducted by the university. Within College, meetings of faculty members teaching the same subjects are conducted on regular basis. The teachers share their approaches and

innovative practices adopted towards delivery of the curriculum. The quality improvement strategies further focus on making the curriculum more applied, innovative and synchronous to the developments in the field of Education.

Examination and Evaluation

Through evaluation process the faculty identifies the strengths and weaknesses of the students. Those are considered while transacting curriculum. New appropriate innovative methods, teaching aids are used, remedial teaching is conducted, and group, individual guidance is given. In order to fulfil the eligibility requirements of the students to appear for the exams as prescribed by GNDU, Amritsar .At institute level, the house tests for B.Ed., M.Ed. are conducted. Internal Evaluation is an important aspect of the student progress, Internal Practical Examinations were conducted by respective Teacher-in-charges to make internal assessment transparent and effective .After completing every practical oral / written feedback is given to the students. Students improve their performance by considering the given suggestions.

Research and Development

Our teachers are motivated to participate and present research papers in international, national, seminars and conferences. Faculty members are encouraged to publish research papers in UGC Listed international, national, level Impact Factor journals. In library we have adequate research books and journals and separate research section is made to facilitate the researchers to access research material. The dissertation work is carried on for M.Ed. classes. Students are also motivated to write and present research papers. Research workshop for faculty and students was conducted.

Library, ICT and Physical Infrastructure / Instrumentation

The institution has physical infrastructure as per NCTE norms. The institution has separate building, it consists of Multipurpose hall, E.T. lab, Staff room, common room for boys and girls, well equipped Class rooms, ICT lab, Psychology Resource centre, Science Lab, Social Science Lab, Library, Reading room, Principal's Office, Seminar hall. The rooms are specious and airy. The labs and library

are well equipped. The College Library employs the latest software. The College provides Wi-Fi system to students, and staff. The library is updated with the latest books, magazines, periodicals and journals. Timely renewal of the Subscription of the journals and magazines is the regular feature of library functioning. Book bank facility is available for the needy students.

Admission of Students

CTCE follows the admission process for all the courses i.e. B. Ed and M.Ed. as per the guidelines and eligibility conditions prescribed by NCTE, Punjab Govt. and the affiliating body GNDU, Amritsar. For keeping the equity in admission procedure the reservation policy of the Government is followed by the regulatory bodies. College establishes a help desk in the college campus for online registration for the B. Ed. and M.Ed. admission as per the guidelines .

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

E-governance area	Details
Administration	Technology is utilized in office administration for maintaining documents. • Biometric Finger recognition systems are installed to record the attendance of the faculties. To better streamline the administrative work, database and records are maintained in electronic form. Notices and other correspondence pertaining to administration are proactively communicated via electronic channels to respective stake holders. The administrative wing of the College has already started digitization of its records for easy retrieval and storage. For fee processing and records, the NIMBUS software is used.
Planning and Development	Academic Calendar with the information regarding various academic and co-curricular activities is prepared in the beginning of the session and is also uploaded on the website of the college www.gncewkpt.com . The college has its own e-mail id ctce@ctgroup.in for dissemination of information to the students and stakeholders. The College takes feedback from students to assess the various aspects of the functioning of the college.

Finance and Accounts	<p>Presently office related correspondences with the Higher authorities regarding various issues being operated online. The administration of office dealing with students, faculty, and admissions are fully computerized. College is using NIMBUS software which helps to streamline the fee and other financial heads. College helps the students to apply online for various scholarships under different welfare schemes. Fees record of students, salary and increment records of faculty and nonteaching staff, admission records, etc. are maintained using this software. To better streamline the administrative work, database and records are maintained in electronic form. Notices and other correspondence pertaining to administration are proactively communicated via electronic channels to respective stakeholders. The administrative wing of the College has already started digitization of its records for easy retrieval and storage.</p>
Student Admission and Support	<p>Proper support is provided by college to new applicants in the process related with admission and pedagogy selection. Administrative and admission committee provides support to aspirants for the solution of the various queries at the time of admissions as it helps students at the time of filling registration form, scholarship form, admission form etc. Admission Help desk is available for the students. There is also a provision of Students' merit based scholarship for their financial help.</p>

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
No Data Entered/Not Applicable !!!				
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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 professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching)	Number of participants (non-teaching)
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2017	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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	From Date	To date	Duration
UGC sponsored Refresher Course	1	24/10/2017	13/11/2017	5
FDP	5	06/02/2017	11/02/2017	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
25	25	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Duty Leaves 2. Casual Leaves 3. Honouring on Teacher's day	1. Duty Leaves 2. Casual Leaves 3.ESI	In house scholarships, book bank facility, remedial teaching facility

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts annual internal and external financial audit.Financial management aspect is very effective in our institution as accounts are audited regularly. Based on the audited financial statements, auditors issues audit report. Moreover, students are facilitated with digital transactions to deposit their fee.

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/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	GNDU, Amritsar	Yes	CT Group of Institutions, Jalandhar
Administrative	Yes	GNDU, Amritsar	Yes	CT Group of Institutions, Jalandhar

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

For ensuring the parental participation, the college arranges parent - teacher meetings to discuss the various problems of their wards • The parents are intimated time to time by the college regarding fee issues, discipline, attendance and other university related information • Parents provide support in cultural as well as academic events.

6.5.3 – Development programmes for support staff (at least three)

College organizes different activities and meetings for creating general awareness and enriching knowledge of the support staff. The support staff is encouraged to attend workshops and training program conducted by competent authority outside the College. The supporting staff is given training in organization skills like organizing files in the office and providing support to the office staff. They are trained in the hospitality area on the serving aspect to guests who visit the college.

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

- College website has been redesigned • College library is upgraded with new books of different teacher training programs. • ICT enabled classrooms

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Visit to Apahaj Aashram	01/02/2017	03/02/2017	03/02/2017	45
2017	Teachers Day celebration	06/03/2017	08/03/2017	08/03/2017	125
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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	Period from	Period To	Number of Participants
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programme				
			Female	Male
Gender sensitization	20/01/2017	20/01/2017	77	13
Women Empowerment	08/03/2017	08/03/2017	60	16

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The institution is located in open and pollution free area. The students enjoy eco-friendly environment with lush green lawns and play grounds. The institution has well-furnished, airy and well ventilated rooms. Students are encouraged to save energy by switching off lights and fans when not in use. The institution keeps in view the environmental issues and it is ensured that all the rooms are airy and well ventilated, spacious and well furnished with sufficient provision of fans and tube lights. • A special event is organized for tree plantation every year, teaching practice schools and surrounding areas. • The institution emphasizes on the minimum use of paper. Students are motivated to submit online assignments to reduce the use of papers. • An awareness drive is conducted in the form of NSS and various extension activities to give knowledge regarding cleanliness and maintenance of campus and surroundings. •</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
YOGA AND MEDITATION PROGRAMME	21/01/2017	21/01/2017	85
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

CTCE keeps in view the environmental issues and it is ensured that all the
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rooms are airy and well ventilated, spacious and well furnished with sufficient provision of fans and tube lights. The Institute takes various initiatives to make the campus ecofriendly. Students participate actively as they contribute by planting trees, organizing Rallies, participate in various competitions sensitizing towards sustainability, to make people also aware about Green and Clean surroundings. • Tree plantation and up gradation of plants is the regular feature of the institution, Trees and plants are planted in the college campus, teaching practice schools and surrounding areas. Rough papers are used for office work and notes. • Garbage burning is prohibited and pits are made to collect and decompose the garbage. The use of plastic straws and cups in the college canteen has been banned. The institution emphasizes on the minimum use of paper. Students are motivated to submit online assignments to reduce the use of papers. • An awareness drive is conducted in the form of NSS and various extension activities to give knowledge regarding cleanliness and maintenance of campus and surroundings

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The institution tries its best to inculcate the moral and spiritual values among the student teachers through morning assembly. It is compulsory for every student teacher to participate in the morning assembly • Emphasis on Indian Value System through morning assembly, clubs societies and curricular activities Students visited Deaf and Dumb School and School for mental retarded to get acquainted about needs and teaching strategies. Students were shown electronic equipments used to teach special children

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

<http://ctce.in/pdf/activities/Campus%20ActivitiesActivities%202023.pdf>

7.3 – Institutional Distinctiveness

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

The students are the future citizen of a nation. It is therefore the utmost duty of an institution to prepare its students to become responsible citizen of the country. The institution has a vision to prepare the students to become productive, responsible, ethical, creative and compassionate members of the society. To achieve this, the college had organized some events like cleanliness drive, environmental awareness campaigns, and health awareness campaigns and engaged the students to work for the community and become responsible towards the needs of the people. Co curricular activities like drama, art, music, dance etc were organized to provide the students a creative platform. Emphasis was given on teaching the students values that was needed to develop a sense of love and responsibility towards the society. Various workshops was organized time to time to make the students productive member of the society. A Need-Based Teaching involves a comprehensive evaluation of the holistic needs of individual students, the identification of concerns and priorities, and the coordination of appropriate supports through an efficient use of resources. CT College of Education has a distinctive feature of using this approach at the end of Semester before the Guru Nanak Dev University Final Examination. There is provision of remedial teaching. Students who have difficulty grasping lessons in a classroom are provided with different educational strategies like more or refined practice, clarification, repetition of content, and individual attention is given so that the concept gets picked up by the student. Need Based Teaching aims to improve skills and abilities in the students through the Educational Process as follow: • Identification of

Need Based learner • Teaching preparation. • Make various teaching learning strategies and activities. • Design meaningful learning situations. • Relevant Teaching approaches. Show concern for the performances of individual pupils • providing feedback Special techniques and strategies are put to use by the teacher educators depending on the level at which the child is functioning. The students of the institution are shining by securing university merit positions in the courses run by the institution

Provide the weblink of the institution

<http://ctce.in/#>

8.Future Plans of Actions for Next Academic Year

Preparing the students for the global market scene by giving them exposure by way of more industrial visits • To register alumni association of the college • To establish more linkages and MOU's to boost vocational education. Up gradation of the library to promote research activities of the students and the faculties. Organization of workshop and seminars. Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects. Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies. Promoting activities such as Yoga, physical exercise etc.