



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	PRADEEP MEMORIAL COMPREHENSIVE COLLEGE OF EDUCATION
Name of the head of the Institution	Dr. Bharti Dimri
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07290037804
Mobile no.	9811626662
Registered Email	pmc_coll@yahoo.com
Alternate Email	pmcnaac@yahoo.com
Address	Pratap Vihar Kirari Extn., Nangloi
City/Town	New Delhi
State/UT	Delhi
Pincode	110086

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Mr.Sunil Kumar Pandey
Phone no/Alternate Phone no.	07290037803
Mobile no.	7011944401
Registered Email	kumarsunilpandey@yahoo.com
Alternate Email	pmc_coll@yahoo.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.pmcce.org
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.pmcce.org

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.53	2014	21-Feb-2014	20-Feb-2019

6. Date of Establishment of IQAC	01-Aug-2012
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7. Internal Quality Assurance System		
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
To conduct syllabus revision workshops for final university	22-Jan-2018 14	10

examinations.		
Improvement of internet facilities	02-Jan-2018 2	5
Professional development of support staff	01-Nov-2017 5	20
Up gradation of College Website	08-Sep-2017 2	55
View 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
Nil	Nil	Nil	2017 0	0
View File				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount

10000

Year

2017

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

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College.
- Facilitating the creation of a learnercentric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on qualityrelated institutional processes
- More Faculty Development Programs, workshops and seminars were

organized for ensuring quality in higher education and creating awareness to bridge the gap between traditional pedagogy and 21st century learner.

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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	Achivements/Outcomes
<ul style="list-style-type: none"> • Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College 	The Academic Calendar for the session 201718 was more elaborate and was successfully executed .College has developed its periodical monitoring schedule which high lights various quality parameters
<ul style="list-style-type: none"> • Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process; 	Many activities were organized during the session. Detail report in annexure. Course wise mapping is done
<ul style="list-style-type: none"> • Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes; 	All courses follow a lecture plan and all teachers prepare a course-file for their respective subjects each semester.Feedback duly analysese
<ul style="list-style-type: none"> • Dissemination of information on the various quality parameters; 	Continuous learning for teachers. Three faculty development programs were organized during the session. Thesevare properly reported and documented

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
PSM Public School Educational Society(Regd.)	07-Sep-2017

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	31-Aug-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

The syllabus/curriculum is developed and prescribed by the affiliating university. The university amends it keeping in view the needs of the student and society. B.Ed syllabus was revised in 2012 and recent in 2015 in view of change in the structure of B.Ed Course (two-year) with four semester . Revised curriculum is annexed with the report. The college obtains feedback from the alumni and faculty members and peers for need identification. We approach the academic body of the University for seeking/suggesting modification and innovation from time to time.

1. Personal Growth The students are provided with stimulating academic environment for their personal growth in terms of physical, intellectual, emotional and moral growth. Moreover, teaching competencies are developed among students so that they may compete in the global employment market.
2. Social Development Emphasis is laid upon developing social skills among the students so that they may lead socially effective lives and may contribute towards development of society.
3. National development Students are prepared to serve the nation by becoming honest, competent and dedicated teachers.
4. Global development Students are prepared to ultimately serve the world by their teaching skills, and high moral values.

. At the commencement of each academic year, every faculty member provides the students with individual time plans and reading lists foe each course which are displayed in the classroom. These time plans are adhered to, so that the students able to gauge with a degree of clarify, what portion of the curriculum will be delivered within the stipulated time frame. These time plans are also preserved each year as documentation. Besides traditional lectures and seminars, infrastructure for the use of ICT in classroom, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. In some departments, bridge courses or supplementary courses are held in order to make the curriculum delivery more holistic and effective. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through Value Education. Curriculum transacted by the institution provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas Our Institution provides different platforms to develop deeper understanding and clarity of thought for the students. We use a collaborative and cooperative approach to enrich the learning of students. Team teaching and Co-teaching (Co-Teaching is defined as two teachers (teacher candidate and cooperating teacher) working together with groups of students; sharing the planning, organization, delivery, and assessment of instruction, as well as the physical space) are used during the delivery of the lesson. Effective professional development is on-going, includes training, practice and feedback, and provides adequate time and follow-up support. Successful programmes involve teachers in learning activities that are similar to ones they will use with their students, and

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
Inclusive Education	NIL	07/08/2017	56	YES	YES
Professional Ethics	NIL	21/08/2017	42	YES	YES
Life Skill	NIL	06/02/2018	42	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
View File		

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
Nil	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	75	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Inclusive Education	07/08/2017	31
Professional Ethics	21/08/2017	24
Life Skill	06/02/2018	45
View File		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	internship	96
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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
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1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The college obtains feedback from students through Questionnaire which are supplied to the students by the concerned teachers. The students are appraised on the objectives of Feedback Report. The students have independent views on the assessment of teachers' performance and relevance of the current curriculum for their scope of employability. Alumni Association, Teachers Association, Members of Governing Body and Finance Committee are involved in the process. Alumni Meetings become an excellent platform for discussion of the problems associated with the curriculum and solutions sought. (a) The teachers furnish certain information as part of their duties. They evaluate their students for corrective actions, at a macro level by the University and at a micro level by the College. Then, formative evaluation is carried out at process level and at product level. Process evaluation is done by assessing the variety of methods and media used and their appropriateness. Product evaluation is done by evaluating the students continuously during implementation. Every year, the students fill feedback form before they leave, after the completion of the programme. (b) Academic Peers Feed back on important curricular aspect is received from academic peers. It helps in initiation, reviews and revisions of curriculum and its transaction. The mechanism for obtaining feedback is as follows: Interaction Within the institution With other institution With the principal Among the staff members Seminars Workshops Conferences (c) Stakeholders The college has Parent Teacher Association. All the members of this association are keen to give feedback regarding curriculum. A Performa is prepared for this purpose. Moreover the parents and guardians get an opportunity to provide feedback through formal and informal meetings with the Principal, Teaching staff and Administrative staff.

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	Teaching Training	100	100	97

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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
2017	97	Nil	16	Nil	16

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	Number of	ICT Tools and	Number of ICT	Numberof smart	E-resources and
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Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
Nil	Nil	Nil	Nil	Nil	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

PMC Institute of Education has adopted a Mentoring System as a student support measure. A mentor is a teacher acting both as a friend and a role model over a small group of students assigned to each mentor. Mentor records the profile of all the assigned students with regards to their academic performance and participation in campus activities and any other initiative. Mentee can contact their mentor for any academic or non-academic support. The mentor guides a student in his /her academic, emotional and psychological development, particularly in the latter's transition phase. The mentor guides his wards to take out the best in him/her. In this system, Each faculty member is the mentor of a group of 9-10mentees allocated to him/ her by the Principal of the Institute. The teacher mentor collects personal information from the mentees without touching sensitive issues or any information out of the mentee and then provides the needed counseling to her/ him. Critical issues are brought in the notice of the Head of the Institute. The teacher meets the mentee formally or informally outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher for reference purposes. Types of Mentoring: Course-specific – regarding attendance and performance in the present semester and overall performance in the previous semester, participation in various activities on and off campus. Professional Guidance – regarding self-employment opportunities, entrepreneurship development, morale, honesty, and integrity required for career growth. Career advancement – regarding professional goals, selection of school or institute for career, higher education, competitive exams etc. Role of Mentor: Meets the group of students at least twice a month. Continuously monitors, counsels, guides and motivates the students in all academic matters. Advises students regarding choice of electives, project, assignments etc. Contacts parents/guardians if situation demands e.g. academic irregularities, negative behavioral Changes and interpersonal relations, detrimental activities etc. Advises students in their career development/professional guidance. Keeps contact with the students even after their graduation. Intimates Principal and suggest if any administrative action is called for. Maintains a brief but clear record of all discussions with students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
97	16	1:6

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
16	16	Nil	3	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
2017	NIL	Nil	NIL

[View File](#)

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	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
BEEd	021	4	30/04/2017	22/06/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution has a centralized continuous Internal Evaluation System as per the norms of Affiliating body i.e. Guru Gobind Singh Indraprastha University to assess the programme as well as course outcomes throughout the year. • The mechanism of internal assessment operates on continuous basis • All internal assessment related decisions are taken by the academic council in consultation with the teaching and non- teaching staff of the college. • The dates and other modalities pertaining to examinations are discussed democratically in Academic Council, Examination Committee. • All concerned stakeholders are informed of Continuous Internal Evaluation through the college Prospectus, the institutional website as well as display on the notice board. • Students are informed of this educational strategy, namely continuous internal Evaluation at the beginning of the session. • Internal Question papers are set based on Course outcomes and as well as University pattern. • Remedial classes are provided on the recommendation of mentors if the performance of student is not up to the mark. • Theory subjects are assessed through: o Mid Semester Test o Assignments o Class room seminars • Practical subjects are assessed through: o PPT Presentation o Internal Viva o Mini projects.

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

The Institution's internal academic calendar is thoughtfully drafted in such a way that it is in syn with the University, GGSIP University Calendar. The academic calendar outlines the semester class work schedule internal examination schedule, external examination schedule, class room activities and tutorials etc are properly spread out through the span of the session so that students can continuously go through a process of evaluation and academic growth. The faculty members got syllabus as well as tentative academic calendar coming semester in advance which enable them to plan and division of syllabus. The head of the Institution finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. Time table in-charge prepares the time table as per the guideline of respective statutory bodies for the number of credit hours for each subject prior to the commencement of the semester. Academic calendar is provided to the students through information handbook of the institution as well as display on the notice board. In addition to the mid-term exams other Institutional Internal activities such as beginning of session, Orientation Programme, Celebration of Important days other activities etc are also part of academic calendar.

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://www.pmcce.org>

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

021	BEd	Teacher training	97	96	99.9
View File					

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)

http://www.pmcce.org

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
Minor Projects	190	PSM Public School Educational Society(Regd.)	45000	2017

View File

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
Workshop on Lesson Planning Achievement Test	Education	15/08/2017
Workshop on Microteaching	Education	22/08/2017
Workshop on Action Research	Education	24/08/2017
Multimedia Lesson Planning	Education	28/08/2017
Workshop on Celebrating cultural icons	Education	01/09/2017
Swachh Bharat Abhiyan	Education	03/09/2017
Workshop on Observation Lessoning to nature different situations	Education	26/09/2017
Yoga Workshop	Education	29/09/2017
Workshop on Youth Socialization through community participation	Education	03/10/2017
Action Research	Education	12/10/2017
Water conservation	Education	16/10/2017
Energy Policy	Education	24/10/2017
Waste Management	Education	30/10/2017
Workshop on Personality development "Group Discussion"	Education	23/01/2018

Art and Drama in Education	Education	12/03/2018
FDP on "Research Skills Development "	Education	07/05/2018
National Seminar Education for Diversity Social Justice	Education	29/05/2018

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
NIL	NIL	NIL	Nil	NIL
View File				

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
One	TET Mock Interview	PSM Public School Educational Society(Regd .)	School Plant	School Plant	09/02/2018
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
15000	50000	0

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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	0
View File			

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
View File	

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
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0	0	0	2017	0	0	Nil
View File						

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
0	0	0	2017	Nil	Nil	0
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	5	5	5
View File				

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
00	0	Nil	Nil
View File			

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
Nil	Nil	Nil	Nil
View File			

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
Swachh Bharat	PMC College of Education	Swachh Bharat	15	97
Workshop on celebrating "Road Safety"	PMC College of Education	Workshop on celebrating "Road Safety"	15	190
Nukkad Natak	PMC College of Education	Nukkad Natak	15	190
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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
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Road Safety	97	NO	2
View File			

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	School Internships	Schools	17/07/2017	17/11/2017	96
View File					

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
NIL	Nil	NIL	Nil
View File			

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
1000000	973000

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
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
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KOHA	Fully	0	2016
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Nil	10488	2097600	201	46071	10689	2143671
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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	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	40	1	1	1	25	3	1	75	0
Added	0	0	0	0	0	0	0	0	0
Total	40	1	1	1	25	3	1	75	0

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

75 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
PPT of Lesson	http://www.pmcce.org

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
500000	438800	1000000	973000

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)

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is censoriously linked to the mission of our Institute -"To prepare outstanding educators, scholars and researchers and to advance the profession of Teacher Education, To promote research, development and consultancy, To develop critical thinking, effective communication and learning skills in the student Teacher To impart value based education suitable

to the needs of the society." through technically advanced educational methods.

The institute has adequate physical infrastructural facilities to run the Educational Programme efficiently as per the Norms and Standards laid down by National Council for Teacher Education by affiliating body. Pradeep Memorial Comprehensive College of Education Institute of Education has developed complete physical infrastructure as per NCTE norms to run the B. Ed course. The institute has modern and updated infrastructure and learning resources. The Institute is a self-financed institute. ? Out of total area, 2760.22 sq. meters is exclusively earmarked for PMC Institute of Education. It has 7778.4 sq. meters built up area that accommodates the administrative offices and the academic wing. ? There are four classrooms and six method rooms with proper lighting and ventilation and all the classrooms are well equipped with proper furniture, dais, projector and display boards. ? Administrative office, a staff room and a Principal room with adequate space to conduct meetings and discussions with the faculty. ? Well-equipped library and a reading room having seating capacity for 60 pupil teachers. Library has internet connectivity and a photocopier with the facility of photocopying. ? ICT Resource Centre fully equipped with 40 computers with latest configuration and internet facility with each system. ? Psychology Resource Centre with sufficient number of Tests and Psychological Testing Equipment's. ? The Curriculum Laboratory is a Centre for instructional materials in teacher education institutes. It is designed for the professional development of pupil teachers. ? Art and Work Experience Resource Centre with adequate material. ? We have well-furnished Tutorial rooms, Seminar Hall and a Multipurpose Hall having seating capacity of more than five hundred persons to conduct various academic and cultural activities. ? The institute has separate common rooms for boys and girls. There is a Rest cum Medical Room provided with First aid facility. Sports, Music Room, Canteen and a Store Room are also available in the college campus. ? Morning assemblies are conducted in Open Air Theatre as well as in Multipurpose Hall. A well sized Parking Space for vehicles is also available in the campus. ? There is provision for indoor games such as Carom, Chess as well as outdoor games like Volley ball, Badminton, Shot-put, Discus throw, Relay-race, Kho-Kho, Tug-of-war and 200 metre athletic track for all athletics activities. ? There are separate toilets and wash rooms for boys, girls and college staff. Proper Fire Safety measures (Fire Extinguishers) are also placed in the college building. Institution has heavy Gen-set for the power backup to meet the emergency need. Its campus is surrounded with lots of greenery, ornamental plants, flowers and trees.

<http://www.pmcce.org>

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	0	0	0
Financial Support from Other Sources			
a) National	EWS	5	112550
b) International	0	Nil	0

[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	Date of implementation	Number of students	Agencies involved
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enhancement scheme		enrolled	
Ethics in Education	13/02/2018	30	PMC College of Education
personal counseling(family issues, social insecurities, phobia)	08/08/2017	4	PMC College of Education
Remedial Coaching on the bases of house test	04/12/2017	30	PMC College of Education
2. Human rights	07/09/2017	40	PMC College of Education
1. Yoga and meditation	21/08/2017	35	PMC College of Education PMC College of Education
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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 activities	Number of students who have passed in the comp. exam	Number of students placed
2017	CTET Workshop	94	94	35	35
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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	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	PSM School ,jeevan Public Scgool , Bal Bharti Public School, DAV Public School,, Akash Model	89	48

School

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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	Department graduated from	Name of institution joined	Name of programme admitted to
2017	14	BED	Education	DU, IGNOU, MDU	M.A(Hindi), M.A(Eng), M.Com, M.Sc, M. Ed

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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
Nil	Nil

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

Activity	Level	Number of Participants
Fresher Party	UG	182

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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
2017	NIL	National	Nil	Nil	NIL	NIL

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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)

Managing Committee of the college formulated the student welfare Council. .the student welfare Councilof the college shall be promulgated from the date of its notification STUDENT WELFARE COUNCIL Students' Welfare Council of the college provides an environment where welfare activities of the students are taken care in a well planned manner.The Council promotes and co-ordinates the different students' activities and to nurture students mental, physical, cultural growth with various activities to improve their overall personality development and to make them good member of civic society .. Department of Students' Welfare undertakes the following prominent activities: Students Representation in Various Committees Institute take it on priori to make students responsible and empower them to participate in the functioning of the institutes. It is an initiative towards decentralization of functioning. Student-Participation in Seminar/Conferences/Workshops/Camps etc. Institute encourages more and more students to conduct , attend, participate and present their papers in various seminars, conferences, workshops and camps to enable them to become successful professionals. The details are given below: Financial support/Assistance to the

students Institute has a Council under which different kind of Financial support/Assistance to the students is given . Such are : - Financial Assistance/ Fee concession to the EWS students - Partial Fee concession to the meritorious students - Book grant to the students who needs it - Travel expenses to those who present their paper in nation seminars Anti-ragging unit Anti Ragging Committee of the University is headed by the Dean, Student Welfarea senior faculty of the University. All case of ragging on the Complaint it received, the committee will take immediate action including the filing of FIR with the local police depending on the seriousness of the case. Every student has to take a pledge not to be involved in any kind of ragging.If found indulging and / or abetting any form of ragging shall be meted out with exemplary and justifiably harsh punishment including debarring such students from taking admissions in any institutions of higher learning in the country. Self defence campaign for girls The main objectives of this Council includes development of self confidence how to defend oneself in any situation, training in self defense and finally make them fearless and be ready to face any unwanted situation.. . Placement Cell The Placement cell provides career planning support , counselling and to get students placed in reputed multinational companies, government organizations, and private sectors through organising campus interview or job mela. All final year students are registered with CPC will be provided placement assistance for employment ,conducting mock interview, periodical psychological testing etc. CPC also plan and negotiate with various organisations where students could be deputed for internship. Communication Skills This Program includes training on spoken and written English communication. Focus is also made to improve atiquates , manner how to appear for an interview and total personality development basically good and effective communication skills. Students' Safety Insurance Council Institute is concerned about healthy, safe and secure environment: one which enhances the experience for students and allows

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

105

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

40260

5.4.4 – Meetings/activities organized by Alumni Association :

1

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 Admission committee counsels' prospective candidates for Admission before the Application Forms for admission are released. The Admission committee (for admission) involves all members of the staff who co-operates and work at different levels. They also sit in at interface meetings and meet parents and students prior to admission. Planning Board (for financial Planning and implementation) involves the participation of Management and non-teaching staff related to Accounts. Library committee prepares and plans for the book budget

for next academic session. There is a building Committee with members from faculty , architects, engineers, Contractors and office staff to assist with the planning and execution of vertical extension of the college and planning for infrastructure associated with the new wing.

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
Curriculum Development	? Curriculum Development: Curriculum is set by the University. Suggestions from curriculum committee related to different subjects were forwarded to the Guru Gobind Singh Indraprastha University. Academic mentoring of students is done by the Teachers
Teaching and Learning	? Teaching and Learning
Examination and Evaluation	? Examination and Evaluation:- As per University rules, there is one Midterm examination to be conducted in a semester by the institution and at the end of semester End Term Examination is conducted by University, which is a centralized process managed by University. We at PMC follow a disciplined strategy for evaluating our students, which includes. • Continuous evaluation is done through class tests, assignments, viva and presentations. • For comprehensive evaluation: Students are evaluated on all parameters of personality
Admission of Students	? Admission of Students: - PMC is an affiliate College of GGSIP University. The admission is done through Entrance Examination conducted by University and based on their online admission procedure, students are admitted to Colleges based on their preferences and ranks. College is allowed to admit 10 students under Management seats, which is done on the basis of percentage in Graduation examination and rank in CET Exam.
Research and Development	Students and faculty encouraged to undertak action research project

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

E-governace area	Details
Planning and Development	Institutional planning which includes academic calendar teaching learning schedule, evaluation schedule etc

Administration	Recruitment and allocation of duties, formation of various committees
Finance and Accounts	Annual budget ,salary and its distribution, maintenance of cash book, purchase
Student Admission and Support	Students admission, teaching learning schedule, performance and achievement record
Examination	Examination schedule, issuance of hall tickets, internal assessment record, final examination and achievement record

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
2017	Ms. Beena Devi	FDP	Kamal Institute of Higher Education	1000
2017	Mr. Sunil Kumar Pandey	FDP	Kamal Institute of Higher Education	1000

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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 programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	National Seminar Education for Diversity Social Justice	National Seminar Education for Diversity Social Justice	29/05/2018	29/05/2018	35	5
2017	FDP on "Research Skills Development	FDP on "Research Skills Development	07/05/2018	19/05/2018	30	5

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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
National Conference on Quality Enhancement in Teacher Education	1	03/03/2018	03/03/2018	1
Conceptualization of autonomy	2	23/02/2018	24/02/2018	2
Emerging trends in teacher education	1	31/10/2017	04/11/2017	4
One Day interdisciplinary national seminar on teacher education in india:scope andchallenges	1	23/04/2018	23/04/2018	1
National Seminar Education for Diversity Social Justice	15	29/05/2018	29/05/2018	1
FDP on "Research Skills Development	15	07/05/2018	14/05/2018	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
15	15	3	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Medical, Transport, Maternity Leave, Academic Leave Contingence For Research	Medical, Transport, Maternity Leave, Academic Leave	Free Bus Service, Medical Facility

6.4 – Financial Management and Resource Mobilization

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

yes, Institute conduct internal and external financial audits regularly every year by the Guru Gobind Indraprastha Unversity twicw a year.

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
PSM Public School Educational Society(Regd.)	50000	IQAC
View File		

6.4.3 – Total corpus fund generated

2000000

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	GGSSIP University	Yes	Principal
Administrative	Yes	GGSSIP University	Yes	Principal

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

Yes, 1. Feedback

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

FDP

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

1. To promote student centric activities and providing health insurances to the students. 2. Introduction of students enrichment and faculty development programmes. 3. Regarding health and counselling cell, grievance Redressal cell, slow and Advanced learners.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	To promote students centric activities and providing health insurance to students	14/08/2017	11/09/2017	14/10/2017	87

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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 programme	Period from	Period To	Number of Participants	
			Female	Male
International Women Day	08/03/2018	08/03/2018	176	10
Awareness HIV/Aids	01/12/2017	01/12/2018	170	9

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

Use LED Blubs and Tubes in the campus Encourages to use Natural Sunlight during day time for save electricity. Plane in process to install renewable energy resource (solar System)

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil

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
2017	Nil	Nil	Nil	Nil	NIL	NIL	Nil

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Hand Book of Professional code of conduct	30/03/2018	Code of conduct for different persons are mentioned in institutional handbook of information and college website. Code of conduct committee of the institute monitoring the rules and regulation and code of conduct of the

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga and Meditation	03/01/2018	18/01/2018	22
Human Rights	05/03/2018	08/03/2018	21
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plastic Free Campus Smoking Free Campus Large Area Green campus Proper Sanitation facilities Water Conservation Energy Policy

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: Diverse Needs of Students
Goal The institution has appointed qualified and well experienced faculty who is dedicated and committed for the cause of education. Excellent infrastructural facilities are provided to carry out all the academic activities efficiently. There is a cordial relationship among the management, faculty and the students. Individual attention and constant motivation is provided to all the students. Institution also makes efforts in providing maximum opportunities to the students for the all-round development of their personality.

Practice

- The students participate in various curricular and co-curricular activities according to their interest and ability.
- Curriculum is transacted in the classroom in democratic atmosphere.
- Individual guidance and motivation is provided to the students during seminars, Practical activities, micro teaching and lesson plan writing.
- Special attention is given to physically challenged students.
- Provision of remedial teaching for educationally backward students.
- Special coaching for students with no basic knowledge about computer.
- To retain diverse students population the institution follows English, Hindi and Punjabi as the medium of instruction.

Evidence of Success

- Students participate in various college functions like talent hunt, activity days, celebration of important days, Community activities, youth festivals and inter college skill in teaching competition and other activities.
- All the students are trained to organize and participate in community centered activities like visit to home for the destitute- Pingalwada, Yateemkhana - Orphanage, Andhvidhalya-School for the blind, Milvartan-Old age home etc.
- Field trips and educational excursions are organized for the students to get the field experiences.
- Recreational activities are provided and encouraged such as games and sports activities.
- Major festivals of different religions are celebrated by the students.
- Various clubs like Literary, Sports, Science, ICT, Red Ribbon etc. which have student representation are formed. The clubs plan and organize various curricular and co-curricular activities through which student develop various skills.
- The modest and diffident students were reluctant to cross their academic borders affecting the successful conduct of awareness programmes.

The first awareness camp for female students on HIV/AIDS received a discouraging response as women's talking about AIDS is still a taboo.

Ensuring the all-round support and participation of women teachers in the programmes is also a tough task

- Women students' impulsiveness in the matter of love in the adolescent age is a sensitive issue to be dealt with by women teachers.
- Organizing various programmes during working hours, sometimes, has led to sacrificing the class work.
- Sometimes, the participants were put to disappointment as the resource persons did not turn up for the camp.

Best practice Title: Personal Contact Programme (PCP) Mentor Mentee System
Goals

-

To provide the platform to the students to have face-to-face interaction with theMentor without any hesitation. • To provide an opportunity to students to share their learning experiences. • To develop confidence among the students to seek guidance from mentors to solve their problems related to academic and even personal matters. • To help the students to overcome the barriers in their learning. • To facilitate in building the rapport of the Mentor with the students. • To facilitate in knowing plans of the individual student regarding her aspirations for further studies and employment. The context Students from different socio-economic background take admission in the our institution so it becomes important for teacher to understand the professional needs and prepare them for to be a teacher. The practice: Personal Contact Programme (PCP) aims at gauging the requirements and aspirations of our students. PCP is held every year in the beginning of the session in the first week of month of August whenever the session begin, wherein a panel/group of members of the faculty meets new students individually. The information of each student pertaining to her educational and family background as well as her interest and aptitude, career aspirations, challenges in pursuing the studies etc. is recorded during PCP programme. Members also assess the needs of the students in terms of the latest trends and change in the teaching profession. Evidence of success • It initiates bonding between the students and the institution at once. • The teachers get an overview of the class, the family background, their educational background they had and so on which is quite helpful in adopting the teaching style that suitsthem the best. • Most of the students open up and share the problem, if any, without any hesitation. The Problem Encounter: • Students' shyness and hesitation in sharing the problems they face. • Time required for putting even the student at ease to know them well.

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

<http://www.pmcce.org>

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

Promote Girls Education Provide education at border area Special Concession for SC and ST students

Provide the weblink of the institution

<http://www.pmcce.org>

8.Future Plans of Actions for Next Academic Year

- PMC college planning to take more course of IP University Organise more in-service programme to build the capacity of its faculty. - Strengthen its ICT labs and other learning resource centre so as to provide more facilities to the students - Create an eco friendly environment where social, cultural, humanistic and national values are promoted - -Depute its faculty to the various institutes of eminence for interaction and under exchange programme - Develop a social lab where all social issues are discussed and shared - Improve its research activities and encourage faculty to undertake action research and minor research projects. - Create an environment of motivati0n and mobilization of faculty for writing papers and present these in the national and international seminars.