Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**V.T.CHOKSI SARVAJANIK COLLEGE OF EDUCATION**
Name of the head of the Institution	**Dr.Nalinchandra Gulabbhai Patel**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02612254109**
Mobile no.	**9909362835**
Registered Email	**principal@vtcbed.org**
Alternate Email	**ngpatel63@gmail.com**
Address	**V.T.ChoksiSarvajanik College of Education Near Lal Bungalow, Athwa Lines, Surat-395007**
City/Town	**Surat**
State/UT	**Gujarat**

Pincode	**395007**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr.Narendrasinh Pratapsinh Gohil**
Phone no/Alternate Phone no.	**02612254109**
Mobile no.	**9426363759**
Registered Email	**npgohil74@gmail.com**
Alternate Email	**principal@vtcbed.org**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.vtcbed.org/upload/iqac/aqar_2016-17%20(1).pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.vtcbed.org/upload/iqac/Academic_Calender_2017-18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.58**	**2008**	**16-Sep-2008**	**15-Sep-2013**
2	**A**	**3.18**	**2016**	**17-Mar-2016**	**16-Mar-2021**

6. Date of Establishment of IQAC	**09-Oct-2010**

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
Orientation to first year students 2017-18	15-Jun-2017 1	53
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?	**No**

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

• **Organization of Workshops and Seminars for Inservice and PreService Teachers under CTE Scheme • Performance Based Appraisal of Teaching Staff • Seven band (Saptadhara) Activities • Placement Training • Feedback received from all the stakeholders: Students, Teachers, Employers, Alumni and Parents**

View File

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
Orientation to first year students 2017 18 Batch	Students became aware of , (1) Teaching profession (2) The capacity and standard of the college in formation of quality teacher
Staff orientation 2017-18	Staff where given orientation (1) Self-development (Interpersonal relationship) (2) Skill development.. (micro soft word skills, Microsoft excel skill, Microsoft power point orientation skill)
TET & TAT Coaching	Student are trained for teacher eligibility test and teacher aptitude test
Placement training	(1) B.Ed. student got trained in resumed preparation, interview skill with mock interview (2) Student appointed as graduate teachers post graduate teacher in various schools through campus interview.
Performance based appraisal	(1) B.Ed. student has done the objective evaluation about the performance of teaching staff. (2) The results of feedback analysis has been presented o each teacher educators for their development and improve their weak area as pointed out by the student in their feedback.
Art in Education	(1) Music skill development (2) Drama skill development
Reflective reading	(1) Reading skill development (2) Reflective understanding
Assembly Programme	(1) Various exam preparation skill in assembly (2) Development of Different type of music instrument skill development
[View File](#)	

14. Whether AQAR was placed before statutory body ?   Yes

Name of Statutory Body	Meeting Date
SES Administrative Committee	09-Jun-2021

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

Date of Visit   26-Feb-2016

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2018**
Date of Submission	**01-Jan-2018**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**• Development of Management Information System (MIS) is in progress. • Biometric system is used to monitor attendance of faculty and student. • The library uses the SOUL 2.00 to maintain records of Books, Journals etc. • Online application system for admission. • Few departments conduct internal examinations (Theory) online. • Tally programme is used for accounting. • Microsoft Office programme is used to generate the data.**

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

V.T.ChoksiSarvajanik College of Education is presently having the subsequent mechanisms for effective delivery of curriculum. • At the commencement of an academic session, staff meetings are held in which the subjects of the Veer Narmad South Gujarat University syllabus are distributed to the teachers after discussion with them. • Number of classes for each paper is allotted according to the syllabus of Veer Narmad South Gujarat University. • Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. • College IQAC provides a well constructed time table for each year. • College Staff prepares the academic work schedule for each subject which is approved by the IQAC duly. • Teachers prepare andragogy for their allotted Teaching Subjects. • Classes are held according to the schedule under the supervision of IQAC. • We have fully rich library with vast range of books for reference which is available for teachers and also for the students. • Diverse classroom teaching methods based on diverse needs of different subjects are regularly used for the effective delivery of the curriculum such as ? Chalk and Blackboard method ? ICT-enabled teaching-learning method. ? Use of different software. ? Use of Scientific models and charts for effective lecture delivery. ? Distribution of class notes by faculties. ? Group discussion amongst the students during the class. ? Micro-teaching and seminars are done by students which are associated with the curriculum. ? Visit to innovative schools, visit to special schools, rural immersion programme and educational excursions are carried out by the college. ? Seminars, workshops and special talks by experts are also organized frequently for the students. • Regular class tests are conducted to keep track

on the improvement of the students. Basing on the performance of the students remedial classes are also conducted. The internal assessments of the students are solely assessed on the Performa of the student. • IQAC also keeps a vigilant eye on the results, student needs and also keeps record of the different activities of the College regarding teaching learning, development and improvements of different methods of effective curriculum delivery. The Governing Body of the College sits with the teaching faculty and evaluates the result of every term examination and after receiving an adequate feedback from all concerned a concrete decision is taken together as on how to improve and go about with the next academic session. • Interactive sessions with students and, sometimes with guardians are held to identify problem areas. Special care is taken to address the problems of slow learners, advanced learners and first generation learners. Social net-working sites are also used by some departments for interaction between faculty and students beyond the class hours. • Students' feedback about teaching learning process and infrastructure is collected by IQAC to improve the teaching learning method.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	08/12/2018	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	01/12/2018
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
Nill	NIL	01/12/2018

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

	Certificate	Diploma Course
Number of Students	Nil	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
NIL	01/12/2018	Nill
View File		

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	Education	98
View 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

• We collect feedback from students and parents. • Teacher's feedback is received in the internship activities. • Feedback from alumni is received informally. • Structured feedback from students is collected on course works, Institutional work and overall teaching learning process. The information received is analyzed statistically. We analyze information and prepared graphical representation. We also take out percentage of opinions per each question in the questionnaire. Suggestions are being considered for overall development of the institutions. We use all suggestions in Planning for the next years planning. • We also have the guidance and counseling cell. Suggestions are informed to each concerned department. • Sometimes informal suggestions from Alumni and parents are used for the overall development of our institutions. • Our principal discusses the feedback opinion with the staff and give the oral suggestions. • we have strong self appraisal system. Principal provide written feedback to staff members. • As the syllabus is prepared by VNSGU we just convey our suggestions academic Council BOS of VNSGU. • Suggestions are invited from the teachers and changes are made in the next syllabus before framing syllabus. • Board of Studies invite suggestion and opinions from teachers.

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	50	50	50
View 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
2017	50	Nill	8	Nill	Nill

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

Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
8	8	5	5	1	5

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)

Yes, student mentoring system is available in the institution. The details are given below : - At the beginning of the academic year B.Ed. first year and second year students are divided in two groups and one mentor teacher was assigned the responsibility of the mentoring one group at the ratio of 1: 12. There will be one mentoring class in each week as per regular time table. The mentor teachers spent quality time with the mentees by having informal interaction with regard to their personal and academic problems both individually and collectively. The mentees were given proper guidance and counselling by the mentor. If a mentor teacher feels professionals guidance and counseling, then they were refer to such professionals. Further if the mentors have the freedom to invite the parents of the mentees and have discussion for the well being of the mentees. The mentoring mechanism measures taken for promoting the welfare of the mentees had been recorded in the mentoring books mentions by the mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
100	8	1:13

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
8	7	1	Nill	7

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	Assistant Professor	NIL
2018	NIL	Assistant Professor	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 semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	00	Semester	18/04/2018	30/04/2020

View File

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

The college follows the CIE non prescribe by the Affiliating University (Veer Narmad south Gujarat university, Surat. Gujarat) Being non autonomous college the college conduct CIE periodically for the theoretical for aspect pedagogical and educational subjects. Accordingly every B.Ed. students has to pass by written test, assignments and seminar. In the case of practical aspects of B.Ed. curriculum, the teacher educators are continuously assessing the student performance right from the beginning till the end of the academic year by using the available structure evaluation performa. The students are informed in the beginning of academic year on the modes of CIE and the schedule of CIE in the academic calendar. The performance of students in CIE is analyzed by the coordinator of the examination committee. The performance of the students in CIE is monitored by the principal and the necessary feedback is given to concern faculty members. The principal conduct review meeting necessary feedback for the improvement of student performance. The institutions monitor the performance of the students and report to the parents. Progress report are prepared pedagogy wise by the staff in charge and handed over to the student/ parents in person after each test. Parents / Guardians are advised to note the performance of their words and take remedial if needed.

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

Our college follows the Academic calendar prescribed by Veer Narmad South Gujarat University, Surat Gujarat. As per the guidelines of the university the college conducts CIE. The college ensure strict adherence of time frame for CIE prescribed by the university. In the beginning of the academic year, academic calendar is published by the college which gives time plan for CIE meet for students. This allows for the Teachers the students to face out their teaching and learning, learning CIE. The patterns and the marks distributions of all the components is followed as per university format the tests are conducted in phased out manner to avoid examinations stress of students with too many test at a time. Every academic year is split in to two terms. On an average of the best of the two internal test is considered to arrive at the final internal mark of the student with regard to CIE. A part from CIE, the college conduct model examination at the end of semester in line with university semester- end examination pattern. These marks are the indicators to decide the course of nature for teaching slow learners and also to enhance their academic performance on the whole. Following the college academic calendar teaching faculties create action plans to ensure timely delivering of syllabus. Every teacher follows a strict agenda that is discussed in the staff meeting. The timeline created allows the staff to complete the given syllabus on time. The students are given plenty of time before the time to prepare and practice for semester and examinations at any cost the academic calendar is followed with full spirit by the teacher in terms of completing the task of CIE and preparing the students for semester end university examinations.

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)

https://www.vtcbed.org/upload/iqac/b.ed.%20program%20outcome.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

B.Ed.	BEd	Education	50	50	100
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)

https://www.vtcbed.org/upload/iqac/Student%20Feedback-17-18%20for%20NAAC.pdf

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
Total	0	NIL	0	0
Any Other (Specify)	0	Nil	0	0
International Projects	0	NIL	0	0
Students Research Projects (Other than compulsory by the University)	0	NIL	0	0
Projects sponsored by the University	0	NIL	0	0
Industry sponsored Projects	0	NIL	0	0
Interdisciplinary Projects	0	NIL	0	0
Minor Projects	0	NIL	0	0
Major Projects	0	NIL	0	0
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
NIL	NIL	01/12/2018

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	01/12/2018	NIL
View File				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	01/12/2018

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	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
VTCSCE	3

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	2	0
International	Education	5	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	2

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
NIL	NIL	NIL	2017	0	NIL	Nill
NIL	NIL	NIL	2018	0	NIL	Nill

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
NIL	NIL	NIL	2017	Nill	Nill	NIL
NIL	NIL	NIL	2018	Nill	Nill	NIL

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	Nill	6	Nill	1
Presented papers	1	5	Nill	Nill
Resource persons	Nill	Nill	Nill	Nill

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
Story Festival planinig : Tie	GCERT, Gandhinagar	8	98
Adolation education Through Tie	GCERT, Gandhinagar	8	49
Story Festival - Tie	GCERT, Gandhinagar	8	98
Seminar on teacher today	GCERT, Gandhinagar	8	98
Workshop on EPC -2 Arts Tie	GCERT, Gandhinagar	8	49
Story telling Festival – " VartaneeJatra	GCERT, Gandhinagar	8	98

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	Nill

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 activites	Number of students participated in such activites
GCERT, Gandhinagar	CTE, GCERT, Gandhinagar	Story Telling Festival- "VartaneeJatara'	8	98
GCERT, Gandhinagar	CTE, GCERT, Gandhinagar	Workshop on EPC-2. Arts TiE	8	49
GCERT, Gandhinagar	CTE, GCERT, Gandhinagar	Seminar on Teacher Today	8	98
KCG,	Gyandhara		8	95

Government of Gujartat	(Saptdhara, Guajarat Govt.)	DeshBhakriGeet Competition Rally		
GCERT, Gandhinagar	CTE, GCERT, Gandhinagar	Story Festival-TiE	8	97
GCERT, Gandhinagar	CTE, GCERT, Gandhinagar	Adolation .Education Through TiE	8	48
View File				

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
NIL	0	NIL	0
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	12 school for internship	Primary and secondary school	11/07/2017	20/08/2017	48
Internship	17 school for internship	Primary and secondary school	04/12/2017	27/01/2018	48
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	01/12/2018	NIL	Nill
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
0.3	0.27

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
[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 patially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	184	5203	Nill	Nill	184	5203
Reference Books	15493	626689	116	14850	15609	641539
[View File](#)						

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	01/12/2018
[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	47	25	47	4	1	1	8	50	0
Added	0	0	0	0	0	0	0	0	0
Total	47	25	47	4	1	1	8	50	0

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

50 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

NIL	Nill

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 facilites
0.3	0.21	0.06	0.05

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)

A well establish policy systematic procedure is Maintained for physically, academic support facilities. The principal of the college is the authorized person further augmentation of the infrastructure is the maintenance and also for the disposal of defective unwanted infrastructure that cannot be used. Laboratory stock checking all the equipments, instruments, glassware, specimens, computing devices etc is done all the Departments Regularly. Regular Maintenance of fault registers and logbooks in all the laboratories and repair works are carried out immediately. Library damage books are bound. Every year in the month of march the staff register is closed and condemned in equipments marked in condemned register are disposed by 31st march. Internal stock audit is Done by principal and IQAC members. At the start of next year and condemned Are Replaced. A Computer Facilitator is an In-charge of computer lab takes care of maintenance and services of the computer. Common computer problems are handled by the concern person. Classroom maintenance work related to electrical, carpentry etc of the classroom are carried out under the supervision of maintenance staff throughout the year and major repair works are done during summer vacation. Electrical and technical requirements and other infrastructure facilities are maintained regularly by separate maintenance team which is provided by Sarvajanik Education Society. Working Of LCDs are checked on regular basis.

https://www.vtcbed.org/upload/iqac/Procedures%20and%20policies_page-0001.jpg

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	SES	2	12000
Financial Support from Other Sources			
a) National	NIL	Nill	0
b)International	NIL	Nill	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 enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Basic computer	03/07/2017	48	8

course			
Reading and reflection on texts	10/07/2017	50	8
Critical understanding of ICT	27/06/2017	48	8
Understanding the self	19/06/2018	48	8
Drama in arts in Education	04/12/2017	50	8
Remedial coaching	05/03/2018	98	8
View File			

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 passedin the comp. exam	Number of studentsp placed
2017	NIL	Nill	Nill	Nill	Nill
2018	NIL	Nill	Nill	Nill	Nill
View File					

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
53	53	7

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
NIL	Nill	Nill	NIL	Nill	Nill
View File					

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
2018	10	B.Ed.	Education	P.G.	M.Ed., M.A., M.Com., M.sc.
View File					

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	Nill
SET	Nill
SLET	Nill
GATE	Nill
GMAT	Nill
TOFEL	Nill
Civil Services	Nill
Any Other	8
View File	

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

Activity	Level	Number of Participants
Assembly	College	98
Community / social service band	College	98
Yoga and sports band	College	98
Music and dance band	College	98
Theatre bands	College	98
Fine arts band	College	98
Creative expression band	College	98
Knowledge band	College	98
No file uploaded.		

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	Nill	Nill	Nill	NIL
2018	NIL	National	Nill	Nill	Nill	NIL
No file uploaded.						

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

The college has an active student Council and dynamic representation of student on academic and administrative bodies of the institutions. Student council and student Forum: the student council body constituted through a democratic selection process is an active bridge between the management and student. The student council members work along with the rest of the student forum. The SCM have frequent meetings on all matters regarding college. The student forum is conducted periodically where the student's suggestions and requirement are represented. The council Member have a-voice in the quality matter of the

college. Student representative are encourage to give suggestion in academic bodies. There feedback is taken into account in the up-gradation of the curriculum, teaching learning process and infrastructure based on a need of present higher education, research and placement scenario. The student council members initiate creative campaign to create awareness Andproductively address student related irregularities to effectively and productively bring in change the various campaigns and procedure are initiated by the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

828

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni group meets regularly in the college. Alumni meet is arrange batch wise with prior permission from college. Alumni and formal actively participate in college annual day ceremony. Every year on the occasion of the annual day celebration a grand evening meet of alumni is arranged in the college. The college invite alumni as resource person for seminar, conferences and workshops organized in the college. They are also invited as judges for competitions chief guests for cultural events.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college management decentralizes all academic and administrative matters by constituting various committees consisting teachers and student representatives with specific objectives to achieve the vision of the college. In decision-making process every member of the committees are given complete freedom to express their views/opinions and those views/opinion are well taken for the improvement of the college functions.

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

Partial

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 ? Though the institution being a non-autonomous college strictly follows the curriculum prescribed by the affiliating university. Our seven faculty members were involved in the curriculum development work.
Teaching and Learning	? Teaching and Learning ? In

	curriculum transaction, teachers were encouraged to adopt innovative teaching methods to break down the monotony in teaching and learning process by traditional methods of teaching. As soon as teaching each unit of a specific subject, certain tasks and assignments are assigned to students not only to develop better understanding but also to develop creativity in students. Teachers especially used ppt, smart board, field experience, group discussions, etc. to make learning more interesting and effective.
Examination and Evaluation	? Examination and Evaluation Even though the institution is to follow the affiliating university pattern of examination and evaluation, teachers are at liberty to adopt innovative techniques of evaluation. Accordingly, variety of evaluation techniques were used not only to enhance quality of examination system but also to ease out examination stress of students and make examination as an enjoyable one by having take ? home tests, home assignments, individual/group projects, group discussions, etc
Research and Development	? Research and Development Though the institution is having only B.Ed. Programme, the students were encouraged to take up small projects in their subjects. Teacher educators were encouraged to do higher level research ? Leading to Ph.D. and take up mini research projects in their basic/pedagogic subjects/educational subjects. Teachers were encouraged to write quality thematic/research articles and publish them in reputed journals not only for their professional growth but also to disseminate their knowledge and experiences to other academia of teacher education.
Library, ICT and Physical Infrastructure / Instrumentation	? Library, ICT and Physical Infrastructure / Instrumentation ? The college library is equipped with adequate number of books and journals to run the B.Ed. Programme. Every year, books and journals were added to update the knowledge of teachers and students. The library books and other study materials were digitalized, internet connection is also provided to the readers to make use of the e-resources

	such as e-books, e-journals, etc. to encourage the teachers and students explore maximum benefits out of the facilities available in the library. Teachers were encouraged to be technologically sound and use techno-pedagogy in their classrooms. The college management has installed LCDs in classrooms, created smart classrooms to make the teaching more interesting and effective. Students were also encouraged to make use of the ICT facilities available in the college to develop the skills in application of ICT tools. The college management has created adequate physical infrastructure including laboratories to meet the raising demands in the field of teacher education with a view to produce quality teachers and make the teacher educators of our college more competitive.
Human Resource Management	? Human Resource Management The college management has adopted a policy of recruiting fully qualified teachers as per the ? UGC / NCTE/ Affiliating University qualifications prescribed for teacher educators. Accordingly the teaching staff of the college had been recruited on merit basis and employed to provide quality input of education to B.Ed. students. Moreover the teaching staff members recruited by the college management have been duly got approved from the Veer Narmad South Gujarat University, the affiliating university. Further, their service condition is determined by the management of the college without creating any insecurity feeling of job in the institution. Hence, the college has highly qualified teacher educators with commitment and dedication. The non-teaching staff members are also in position as per the UGC/NCTE/State Government norms. They also work for the quality enhancement of education in the college.
Industry Interaction / Collaboration	? Industry Interaction / Collaboration ? Attempts had been made to have institutional collaborations to enhance the quality of teacher education in the college. On this line, the management of the college had entered collaboration with GCERT, BAOU, CCERT, SMC, NSD, BISAG, VNSGU, sister institutions of SES, various primary

	and secondary schools to enhance the quality of teacher education in the college.
Admission of Students	**? Admission of Students ? Though the institution being a non-autonomous college and affiliating with the Veer Narmad South Gujarat University strictly follows the rules of centralized B.Ed. Admission Committee of VNSGU. All admissions are given on merit base by Veer Narmad South Gujarat University, Surat. The institution has no freedom to give admission to any B.Ed. students.**

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

E-governace area	Details
Planning and Development	**? Planning and Development ? The annual plan and development of the academic year 2017-18 had been discussed and digitalized for the implementation with a scope for modifications according to the demands. The policies and Programmeswith regard to academic and administrative aspects are made available in public domain.**
Administration	**? Administration The e-governance had been implemented in the case of staff attendance, students attendance, curriculum transaction, official communications to teachers, students, alumni and other ? Agencies such as NAAC, NCTE, UCG, GCERT, EGYAN, RUSA, AISHE, VNSGU (affiliating university) apart from the procedure of giving email. What's app group had been created exclusively for college teaching and non-teaching staff, B.Ed. first year students, B.Ed. second year students and alumni for quick communication and sharing of necessary information.**
Finance and Accounts	**? Finance and Accounts The college management had created a position of accountant in the college administration wing to maintain the account of income and expenditure and the details of the finance and accounts ? Is maintained electronically and sent for periodical auditing once in three months.**
Student Admission and Support	**? Student Admission and Support ? The process of admission of students in the college had been done by Veer Narmad South Gujarat University, Surat. Further, all administrative policies**

	including the college rules and regulations, details of human resources, infrastructure and instructional facilities, academic year plan, e -learning resources, advertisement of employment opportunities for students, details of various committees to deal with students affair had been made digitally available to the students.
Examination	? Examination ? In the case of examination, the process of internal continuous evaluation being a non-autonomous college had been done with the help of electronic devices. The e-governance was involved in communicating the schedule of internal continuous evaluation, examination committee, receiving and printing of question papers, maintenance of continuous internal evaluation marks and transferring the CIE marks to the affiliating university for further process had been done electronically. The analysis of the performance of students in various tests/examinations had been done by the examination committee and communicated to teachers concerned for further action with a view to take more efforts to improve the performance of students in future.

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
2018	NIL	NIL	NIL	Nill
2017	NIL	NIL	NIL	Nill
View File				

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	Faculty Development	NIL	30/07/2017	30/07/2017	8	Nill

Year	Title for Teaching Staff	Title for Non-Teaching Staff	From Date	To Date	Teaching	Non-Teaching
	programme for Teaching Staff					
2017	NIL	Faculty Development Programme For Non-Teaching Staff	31/07/2017	31/07/2017	Nill	3
2017	CTC Awareness Programme for Teaching Staff	NIL	09/12/2017	09/12/2017	8	Nill
2017	NIL	CTC Awareness Programme for Non-Teaching Staff	16/12/2017	16/12/2017	Nill	3
2018	Creative Writing for Teaching Staff	NIL	11/03/2018	11/03/2018	8	Nill

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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
NIL	Nill	Nill	Nill	0

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The Sarvajanik education employees co-operative credit society ltd.	The Sarvajanik education employees co-operative credit society ltd.	NIL

6.4 – Financial Management and Resource Mobilization

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

The institutional accounts are maintained on daily basis. The details of income and expenditure are subject to internal auditing by a qualified Charted Accountant. The details of income and expenditure of the college is prepared by the accountant of the college for onward transmission to the internal auditing officer through proper channel (Secretary of the College) and this process is taking place. If at all any clarification or objections from the auditing officer, then the accountant will give necessary clarifications through proper channel.

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
NIL	0	NIL

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6.4.3 – Total corpus fund generated

0

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	NAAC AAA	Yes	SES
Administrative	Yes	NAAC AAA	Yes	SES

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

1. Financial support from PTA, 2. Active participation in PTA meeting, 3. Providing constructive feedbacks for the improvement of the college

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

1. Periodical interaction by the management 2. Orientation for office administration 3. Retreat for personal development

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

1. Staff were encouraged for conferences/seminars/workshops organized by the other institution 2. Faculties were encouraged to write and publish research papers 3. Expert talks and programmes were conducted for B.Ed. students 4. Addition of Learning resource material in library

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
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	Staff orientation	13/06/2017	13/06/2017	13/06/2017	8

programme				

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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
Talent Show	22/07/2017	22/07/2017	78	12
Lecture by – Yasmin Shaikh, Nayab Mamlatdar, Bharuch District under Udisha n Womens Empowerment Cell	22/07/2017	22/07/2017	80	11
CTE Seminar- ?????????? ?????? ???????? ?????? The role of the teacher in Morden Era Dr. ManharThakar& Dr. satishPathak Dr. Anil Ambasana& Dr. Rajendra Patel Dr. BhadrayuVac hchharajani& Dr. Amit Mali	28/11/2017	30/11/2017	84	13
Programme on Know Yourself	16/11/2017	16/11/2017	83	12
Poster Making Competition	22/11/2017	22/11/2017	80	8
Inspirational Lecture by Devr ajbhaiChaudhri GyanDhara	30/12/2017	30/12/2017	79	8
Game Show &Garba	30/12/2017	30/12/2017	76	12
Basic Legal Awareness Programme	25/12/2017	25/12/2017	92	13
Sarjanatmak Abhivyakti Dhara Organized	13/01/2018	13/01/2018	78	9

competition Kavyapathan, Geet , GazalCompetition Kel- kud and yogDhara Soy boro, fugga- fod, Limbu- chamchi,kothda -Dod, Sangeet -khursi, Laughing and Mimicry competition				
Slogan Writing	16/01/2018	16/01/2018	75	10

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
Our college is known for the "Green and clean" campus. Campus is reach in floral and faunal diversity. Bio-degradable and Non-Biodegradable waste is generated in the campus. The segregation of the waste is done and disposed as per the established procedures. The instruments are disposed as per the government guidelines. College has initiated many students' centric activity to increase the environmental consciousness among the students. These includesewaste awareness drive campaign for plastic free campus PUC camp and "No vehicle" day. Lectures, exhibitions, workshops on environmental awareness are organized.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nill
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nill
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

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	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

2017	1	1	21/06/2017	1	International Yoga Day Celebration	Health awareness	87

[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)
NIL	01/12/2018	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International yoga Day celebration	21/06/2017	21/06/2017	87

[View File](#)

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

1. Rallies to bring Environmental awareness. 2. Pollution free campus 3. Tree Plantation in college premises 4. Campus cleaning once a week 5. Swachh College Abhiyaan.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

2017 -2018 BEST PRACTICES -1 TITEL : STORY TELLING PROGRAMME Objective : Story telling programme was introduce by the college to create awareness of STP among the students, trainees and Teachers of Gujarat state. Context :Students / Teacher trainees and Teachers are not so much aware about the effectiveness of story telling programme . so institution initiated the story telling programme. Practice :the faculty member prepare an action plan for national level three days storytelling festival. The national level festival was organized on 26 to 28 February 2018. Evidence of Success :156 teachers / 141 trainees participated in national level storytelling festival. Problems :More affords are needed to change the teacher mind set regarding story telling. BEST PRACTICES -2 TITEL :THE ROLE OF TEACHER TODAYPROGRAMME Objective :The role of teachertoday programme was introduce by the college to create awareness among the teachers - trainees regarding the teacher role. Context : Trainees of Education college are not so much aware about the role of Teacher. so institution initiated the role of teacher programme. Practice :A seminar was organized withhelp of GCERT on the role of teachers today. It was three days seminar which was held on 28 to 30 November 2017.Six well-known teachers educators chaired the session . Avoidance :98 teachers trainees and faculty members participated in the seminar and received participation certificates. Problems :other college trainees and illumine wanted to participate in the seminar but lack of fund it was not possible.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.vtcbed.org/upload/iqac/Best%20-%202017-18.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

Institutional Distinctiveness ? V.T.Choksi Sarvajanik College of Education is the oldest college of South Gujarat Region. ? VTCSCE provide quality education in the South Gujarat Region for six decade. ? Best College award was given by Gujarat Government to VTCSCE ? NAAC and AAA accredited the College by 'A' Grade. ? Teacher trainees give first choice to VTCSCE in admission. ? The college has created benchmark in the field of Education. ? All regular Faculty members are Doctorate in Education. ? The college provides opportunity for sharing of inter-cultural, inter-religious and inter-faith values. ? The college has well furnished A.C. multipurpose hall. ? 100 students passed with distinction. ? The college has BAOU Centre ? The college has CTE Centre ? The college has CCRT Centre ? The College has active TiE center ? The college has been working actively towards environment preservation.

Provide the weblink of the institution
https://www.vtcbed.org/upload/iqac/Institutional%20Distinctiveness%20(1)_page-0001.jpg

8.Future Plans of Actions for Next Academic Year

• Plan for organising series of student enrichment programme with the focus on forming future teachers. • Plan for making the institution as Research Centre for Excellence • Submission of proposals to CTE for financial assistance to conduct seminars, conference, workshops, etc. • Plan to bring out an educational journal on behalf of the college • Plan to augment more number of books and journals and E-resources in the college library • Plan to digitalise all the books and learning resources in the library • To develop the ICT awareness among the student. • To develop the soft skill among the teacher trainees. • To involve the teacher trainees in the seven band activity.