



Yearly Status Report - 2019-2020

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.NalinchandraGulabbhai 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@vtcbcd.org
Alternate Email	ngpatel63@gmail.com
Address	V.T.ChoksiSarvajanic 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@vtcbcd.org																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	https://www.vtcbcd.org/upload/iqac/aqar_2018-19.pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.vtcbcd.org/upload/iqac/Academic_Calendar_2019-20.pdf																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.58</td> <td>2008</td> <td>16-Sep-2008</td> <td>15-Sep-2013</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.58	2008	16-Sep-2008	15-Sep-2013
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.58	2008	16-Sep-2008	15-Sep-2013														
6. Date of Establishment of IQAC	09-Oct-2010																		
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries								
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries																	

IQAC		
Staff Orientation 2019-2020	14-Jun-2019 1	16
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	2020 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	Achievements/Outcomes
To Strengthen Placement Cell	Two Institutions/ Agencies Approached College and Conducted Interviews for Placements

To organize Workshops and Seminars for Institutional Project: Theatre in Education	Workshops and Seminars were organized for Inservice and PreService Teachers.				
View File					
14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name of Statutory Body</td> <td style="width: 50%;">Meeting Date</td> </tr> <tr> <td>SES Administrative Committee</td> <td>15-Feb-2021</td> </tr> </table>		Name of Statutory Body	Meeting Date	SES Administrative Committee	15-Feb-2021
Name of Statutory Body	Meeting Date				
SES Administrative Committee	15-Feb-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	2020				
Date of Submission	16-Jan-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description 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 students • 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

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words V.T.ChoksiSarvajanic 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/entrepreneurship	Skill Development
NIL	NIL	01/12/2020	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
Nil	NIL	01/12/2020
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	01/12/2020
------------	------------	-------------------

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	01/12/2020	Nil
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	102
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 counselling 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 gives 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	55	55	55
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
2019	102	Nil	8	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
8	8	8	5	1	8

[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, students mentoring system is available in the institution. Details are given below:- At the beginning of the academic year the B.Ed First year and Second Year students are divided into 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 spend quality time with the mentees by having informal interaction with regards to their personal and academics problem both individually and collectively. The mentees were given proper guidance and counseling by the mentors. If a mentor teacher feels professional Guidance and Counseling, then they were refer to such professions. Further if the mentors have the freedom to invite the parents of the mentees have discussions 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 mentioned by the mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
105	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	1	6

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,	Designation	Name of the award, fellowship, received from Government or recognized
---------------	---	-------------	---

	international level		bodies
2019	NIL	Professor	NIL
2020	NIL	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	23/09/2020	21/10/2020
View File				

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

The College follows the CIE norms prescribed by the affiliating University (Veer Narmad South Gujarat University Surat, Gujarat) being non autonomous college. The College conducts CIE periodically for the theoretical aspects of 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 students' 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 necessary feedback is given to the concern faculty members. The principal conducts review meetings to give necessary feedback for the improvement of the students' performance. The institution monitors the performance of the students and reports to the parents. Progress reports are prepared pedagogy wise by staff in charge and handed over to the students/parents in person after each test. Parents / Guardians are advice to note the performance of their words and take remedial measures 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 university the college conducts CIE. The college ensures strick 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 it time plan for CIE meet for students. This allows the teachers and the students to phase out their teaching and learning, and CIE. The pattern and the marks distribution of all the components is followed as per university format. The tests are conducted in phased out manner to avoid examination stressed of students with too many test at a time. Every academic year is split into two terms. On an average of the best of the two internal tests is considered too arrived at the final internal marks of the students with regard to CIE. Apart from CIE, the college conducts model examination at the end of the 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 creates action plan to ensure timely delivery of syllabus. Every

teacher follows a strick agenda that is discussed in staff meeting. The timeline created allows the staff to complete the given syllabus on time. Students are given plenty of time before the examination to prepare and practice for semester and examinations at any cost, the academic calendar is followed with full spirit by the teachers in terms of completing the task of CIE 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/igac/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
00	BEd	Education	49	49	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/igac/Student%20Feedback%20-%2019-20%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
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	01/12/2020

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	02/12/2020	NIL
View File				

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

Incubation	Name	Sponsered By	Name of the	Nature of Start-	Date of
------------	------	--------------	-------------	------------------	---------

Center			Start-up	up	Commencement
NIL	NIL	NIL	NIL	NIL	02/12/2020
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
Education	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	Nil	0
International	Education	3	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
NIL	Nil
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	2020	0	NIL	Nil
NIL	NIL	NIL	2019	0	NIL	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
NIL	NIL	NIL	2020	Nil	Nil	NIL
NIL	NIL	NIL	2019	Nil	Nil	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	2	4	4	4

Presented papers	1	Nil	1	Nil
Resource persons	Nil	Nil	Nil	Nil
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
Glimpses of TiE	GCERT, Gandhinagar	8	102
Poetry Theater- TiE	GCERT, Gandhinagar	8	102
Tab blow Play Workshop-TiE	GCERT Gandhinagar	8	102
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
GCERT, Gandhinagar	CTE, GCERT, Gandhinagar	Childrens' Theatre Workshop: Process to Product	8	16
GCERT, Gandhinagar	CTE, GCERT, Gandhinagar	Poetry Theatre-Tie	8	102
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	0	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	Name of the	Duration From	Duration To	Participant
-------------------	--------------	-------------	---------------	-------------	-------------

	linkage	partnering institution/ industry /research lab with contact details			
Internship	12 school for internship	Primary and Secondary schools	25/11/2019	18/01/2020	49
Internship	12 school for internship	Primary and Secondary schools	01/07/2019	17/09/2020	49
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	01/12/2020	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
0.19	0.19

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	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	226	6897	Nil	Nil	226	6897
Reference Books	15119	647144	10	6150	15129	653294
Journals	68	13539	13	3496	81	17035
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	01/12/2020
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	Nil

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
0.15	0.13	0.1	0.06

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 its systematic procedure is maintained for physically, academic support facilities. The principal of the college is the authorized person for the augmentation of the infrastructures, its maintenance and also for the disposal of defective unwanted infrastructure that cannot be used. Laboratory stock checking of all equipments, instruments, glassware,

specimens, computing devices etc is done in the entire department regularly. Regular maintenance of fault registers logbooks in all the laboratories and repair works are carried out immediately. Library damaged books are bound. Every year in the month of March the stock registers is closed and condemned 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 the condemned equipments are replaced. A computer facilitator is in-charge of Computer Lab takes care of maintenance and services of the computers. Common computer problems are handled by the concerned person. Class room maintenance work related to electrical, carpentry etc of the classrooms are carried out under the supervision of maintained staff throughout the year and major repair works are done during summer vacation. Electrical technical requirements and other infrastructure facilities are maintained regularly by separate maintenance team which is provided by Sarvajanic Education Society. Working of LCDs are checked on regular basis.

https://www.vtcbcd.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	3	12000
Financial Support from Other Sources			
a) National	GOV.Scholarschip	43	285310
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
Reading Reflections on texts	27/06/2020	53	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
2019	NIL	Nill	Nill	Nill	Nill
2020	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	6

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	NIL	Nil	Nil
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	Department graduated from	Name of institution joined	Name of programme admitted to
2020	7	B.Ed.	Education	P.G. Institute	P.G.
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
Any Other	2
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
View File	

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

Activity	Level	Number of Participants
GuruPurnima Celebration Ganesh Mahotsav Celebration Hindi Din Celebration, Women Empowerment Programme, Independent Day Celebration, Teachers Day Celebration, Janmashtmi Celebration,	College	102
View File		

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
2019	NIL	National	Nill	Nill	Nill	NIL
2020	NIL	National	Nill	Nill	Nill	NIL
View File						

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 dynamic representation of students on academic administrative bodies of the institutions. Student council student forum: the student council body constitutive through a democratic selection process is an active bridge between the management and students. 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 students' suggestions and requirements are represented. The council members have avoice in quality matters of the college. Students representatives are encourage to give suggestions in academic bodies. Their feedback is taken into account in the up gradation of the curriculum, teaching-learning process infrastructure base on the need of present higher education, research placement scenario. The student council members initiate creative campaign to create awareness productively address student related irregularities to effectively and productively bring in change the various campaigns and procedures 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:

925

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 arranged batch wise with prior permission from college. Alumni and former faculty actively participate in college annual day ceremony. Every year on the occasion of the annual day celebration grand evening meet of alumni is arranged in the college. The college invites alumni as resource person for seminars, conferences workshops organized in the college. They are also invited as judges for competitions Chief guest 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
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.
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.
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.

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 rganized d, 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.

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.

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.
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.
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 curriculum development work.

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

E-governance area	Details
Planning and Development	? Planning and Development The annual plan and development of the academic year 2019 -20 had been discussed and digitalized for the implementation with a scope for modifications according to the demands. The policies and programmes with 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. Whatsapp 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
2020	NIL	NIL	NIL	Nill
2019	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)
2019	Faculty Development t programme for Teaching Staff	NIL	13/07/2019	13/07/2019	8	Nill
View File						

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
Refresher Course	2	30/08/2019	12/09/2019	14
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	1	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The Sarvajani Education Employees Cooperative Credit Society Ltd, Surat.	The Sarvajani Education Employees Cooperative Credit Society Ltd, Surat.	NIL

6.4 – Financial Management and Resource Mobilization

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

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 Chartered 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
View File		

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 meetings 3) Providing constructive feedback 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 effective office administration 3) Retreat for personal development

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

6.5.4 Post Accreditation initiative(s) (mention at least three) 1) Staff was encouraged to attend seminars / conferences/ workshops organized by the other institutions. 2) Faculty were encourage to write and published Research papers 3) Expert talk programmes were conducted for B. Ed students 4) Addition of learning resource materials 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
2019	Staff orientation	14/06/2019	14/06/2019	14/06/2019	8

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
Programme on Know Yourself	08/07/2019	08/07/2019	91	11
Women Empowerment Programme	15/07/2019	15/07/2019	91	11
VishwAdivasi Din Celebration	09/08/2019	09/08/2019	44	7
Celebration of International youth Day	14/08/2019	14/08/2019	44	7
Mental and Physical Health issues of girls Students	13/09/2019	13/09/2019	44	7
Indoor & Outdoor Game – Saptdhara Competition	27/09/2019	28/09/2019	44	7
International Women's Day Celebration	07/03/2020	07/03/2020	91	11

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 rich in floral and faunal diversities. Biodegradable 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 activities to increase the environmental consciousness among the students. These includes e-waste 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	Nil
Ramp/Rails	Yes	2
Braille	No	Nil

Software/facilities		
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Special skill development for differently abled students	No	Nil
Any other similar facility	No	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
2019	1	1	21/06/2019	1	International Yoga Day Celebration	Health awareness	110
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	01/12/2020	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Orientation Lecture by Principal and Other Staff or the new entrants	14/06/2019	14/06/2019	101
View File			

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

1. Pollution free campus 2. Litter free campus 3. Tree Plantation in college premises 4. Campus cleaning once a week 5. Swachh College Abhiyan.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

2019 -2020 BEST PRACTICES -1 TITEL:Action Research PROGRAMME Objective:Action research programme was introduced by the college to provide action research guidance to the teacher trainees. Context:Teacher trainees of Education College are not so much aware about the action research. So institution initiated action research programme. Practice:The faculty member conducted workshops on action research and encourage the teacher trainees to conduct the action research. Evidence of success:51 teacher trainees conducted the action research during their internship programme and the reports of action researches

were submitted to the method master. Problems: Because of covid-19 face to face teaching was not possible. The action research programme was imparted in online mode. BEST PRACTICES – 2 TITEL: Online Teaching Programme Objective: Online teaching programme was introduced by the college to provide online teaching guidance to the teacher trainees and teacher educators. Context: Teacher trainees and teacher educators are not so much aware about M.S. Teams app, Google meet App., and Zoom App., which are very much helpful for online teaching. So institution initiated online teaching programme. Practice: The workshop was organized for teacher trainees and teacher educators to give the training regarding M.S. Teams, Google meet and Zoom Application. Evidence of Success: All faculty members conducted the online classes on M.S. Teams, Google meet and Zoom Application. Teacher trainees were also given their lessons in online mode very confidently. This programme was very helpful in covid-19 pandemic to complete the syllabus. Problems: Many faculties and teacher trainees faced problem during the online class because of Internet connectivity and electricity cut.

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/igac/Best%20-%202019%20-20.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 Sarvajanic 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/igac/Institutional%20Distinctiveness%20\(1\)_page-0001.jpg](https://www.vtcbed.org/upload/igac/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.