



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	OXFORD COLLEGE OF EDUCATION
Name of the head of the Institution	Dr. Sunil Kumar
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08930682150
Mobile no.	8222001929
Registered Email	oxfordcollege2324@gmail.com
Alternate Email	oxfordcollege3047@gmail.com
Address	KHERA-KHURAMPUR, FARRUKHNAGAR, GURUGRAM, HARYANA
City/Town	FARRUKHNAGAR, GURUGRAM
State/UT	Haryana
Pincode	122506

<b>2. Institutional Status</b>																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Rural																
Financial Status			Self financed																
Name of the IQAC co-ordinator/Director			MS. SONIA MAHI																
Phone no/Alternate Phone no.			08930682150																
Mobile no.			8222001929																
Registered Email			oxfordcollege2324@gmail.com																
Alternate Email			oxfordcollege3047@gmail.com																
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)			<a href="http://www.oxfordg.com/aqar">http://www.oxfordg.com/aqar</a>																
<b>4. Whether Academic Calendar prepared during the year</b>			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="http://www.oxfordg.com/academiccalendar">http://www.oxfordg.com/academiccalendar</a>																
<b>5. Accrediation Details</b>																			
<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>2.13</td> <td>2012</td> <td>21-Apr-2012</td> <td>20-Apr-2017</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.13	2012	21-Apr-2012	20-Apr-2017
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				Period From	Period To														
1	B	2.13	2012	21-Apr-2012	20-Apr-2017														
<b>6. Date of Establishment of IQAC</b>			01-Aug-2013																
<b>7. Internal Quality Assurance System</b>																			
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No Data Entered/Not Applicable!!!																			
<a href="#">View File</a>																			

**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	2018 00	0
No Files Uploaded !!!				

**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)**

No Data Entered/Not Applicable!!!

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Academic Calendar (Holistically designed)	The Academic Calendar for the session 201718 was more elaborate and was successfully executed
Institutional Social Responsibility activities were given due importance	Many activities were organized during the session by Institute under Social Responsibility activities were given due importance
Academic autonomy was ensured through systematic check points	All courses follow a lecture plan and all teachers prepare a course-file for their respective subjects each semester.

Faculty Development Programs were organized to ensure the continuous learning for teachers	Continuous learning for teachers. Three faculty development programs were organized during the session.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>IQAC</td> <td>30-Apr-2018</td> </tr> </table>		Name of Statutory Body	Meeting Date	IQAC	30-Apr-2018
Name of Statutory Body	Meeting Date				
IQAC	30-Apr-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	31-Dec-2018				
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)	<p>Decisions regarding academic management are taken by the Internal Quality Assurance Cell, Programme Advisory Committee, Curriculum Development Committee, Guidance and Counselling Committee. These committees met at regular intervals. The Internal Quality Assurance Cell took stock of the quality aspect and the ways the quality is being created, sustained and enhanced. It directed the functionaries and committees to identify the areas/aspects that required improvement, and suggest ways and means to achieve that. At the year end, it reviewed the implementation of its decisions and sought clarifications where the decisions were not implemented the cell then, suggested how best the quality aspect may be given prime significance in the overall working of the institution. At its first meeting the PAC discussed the status of the syllabus, course contents, finalized academic calendar, time table and issued guidelines for further improvement to be carried out</p>				

in the functioning of the college. It took decision on the selection of the members of committees for the next session. At its second meeting of the session, the committee took stock of the progress registered during the first half of the session of the extent the objectives and goals achieved. The third meeting was devoted in discussing the outcome of internal examinations and different activities related to the academics and their drawbacks. The members suggested improvements, asked to develop schedule for arranging workshops on pedagogy and methodology and effective assessment and evaluation. The Committee decided about syllabus coverage, use of audio visual aids maintaining students attendance record, Internal assessment, organization of cultural activities and Annual Day Celebration, Laboratory work and use of Educational Technology

## 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

Every Faculty plan foreffective implementation of curriculum: At the outset, the Principal of the college conducts meetings with the various department heads to develop strategies for effective implementation of the curriculum. Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars and industrial visits besides the regular/traditional chalk and talk methods. We follow the academic calendar provided by the University which is circulated to all departments at the beginning of the annual year, we prepare Objective Driven Teaching Plan. Faculty members maintain course booklet throughout semester. The College encourages its faculty members to participate in Orientation/Refresher Courses/ Workshops/ Seminars organized by the University so as to update their knowledge and to improve the teaching.

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
Human Rights	HRE	07/08/2017	42	Yes	Yes
Yoga and Meditation	YM	21/08/2017	42	Yes	Yes
Ethics in Education	EE	19/02/2018	28	Yes	Yes

#### 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>Nill</b>	<b>NIL</b>	<b>Nill</b>
<a href="#">View File</a>		

### 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
<b>BEd</b>	<b>Teacher Education</b>	<b>01/08/2017</b>
<b>MEd</b>	<b>Teacher Education</b>	<b>01/08/2017</b>

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

	Certificate	Diploma Course
Number of Students	<b>112</b>	<b>0</b>

## 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
<b>Human Rights</b>	<b>07/08/2017</b>	<b>42</b>
<b>Yoga and Meditation</b>	<b>21/08/2017</b>	<b>42</b>
<b>Ethics in Education</b>	<b>21/02/2017</b>	<b>28</b>
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
<b>BEd</b>	<b>Teacher Education</b>	<b>100</b>
<b>MEd</b>	<b>Teacher Education</b>	<b>50</b>
<a href="#">View File</a>		

## 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
<b>The institution pays required attention to each category. The institution identify and respond to special educational/learning needs of advanced learners- The faculty members of all the departments who handle regular classes identify the requirements of the advanced topics and give lectures on the topics in the regular class itself. Every year information from Students,</b>

Parents, Alumni and stakeholders form. It helps us to gain an insight into how college could various parameters. We value feedback and treat it with higher courtesy, value and confidentiality. A brief analysis of the follows Feedback from students-Gathering feedback from students is a great way to get glimpse into their experience in the college campus students is helpful in several ways and builds a sense of goodwill between the students and institution. Students have rated teachers on dimensions. Using rating scale then it is analyzed for every providing weightage to different attributes. It was summarize has all round and complete knowledge not only in the subject that. The teacher uses various means very effectively to make knowledgeable and wise. The teacher has very high degree of passion and devotion for the teaching profession. Parent's feedback Was sorted and the opinion obtained for each parameter is represented as percentage of total number of feedback response obtained for represented in parentheses. Percentage overall average of rating computed for each academic session. On analyzing the feedback the course of time by the parents, it is observed that parent satisfied by the efforts made by the college administration in teaching and learning, discipline and other related matters and of satisfaction has been shown by the parents on implementations of some of the suggestions made by them. Alumni feedback-Though the college history of years, its alumni can be traced into various field political, entertainment and industry. To Every suggestion is carefully evaluated and taken in right spirit and uses same to improve different areas of services.

## **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	Teacher Education	100	100	100
MEd	Teacher Education	50	50	23
<a href="#">View File</a>				

### **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	100	23	12	10	22

### **2.3 – Teaching - Learning Process**

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
22	22	6	0	0	0
<a href="#">View File of ICT Tools and resources</a>					

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

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

College has adopted a Mentoring System as a student support measure. A mentor is a friend and a role model over a small group of students assigned to each mentor. Mentor/Mentee system of the college is object to: - developed to strengthen inter-personal relationship - to resolve personal issues and problems - to guide one to one on matter related to learning disabilities - to observe cumulative academic performance - to promote professional competence and skill - to bring attitudinal and behavioral changes wherever required - to monitor cognitive and non-cognitive activities - to maintain continuous and comprehensive record of performance. Information on student shall be recorded through following schedule: - Continuously monitors, counsels, guide students in all academic matters. •Advises students regarding choice of electives, courses • Contacts parents/guardians if situation demands e.g. academic irregularities, negative and interpersonal relations, detrimental activities etc. •Advises students in Development/professional guidance. • Keeps contact with the students even after Intimates Principal and suggest if any administrative action is called for. •Maintains a Of all discussions with students •Maintains a brief but clear record of all discussions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
123	22	1:6

**2.4 – Teacher Profile and Quality**

**2.4.1 – Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	12	3	0	5

**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	Nill	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	15401	4/2	14/06/2018	24/07/2018
MEd	1082	4/2	14/06/2018	27/07/2018

[View File](#)

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

Effective implementation of evaluation reform of the university are strictly followed and those initiated by its own are ensured by the institution by strict compliance of process and procedure devised/ suggested by the university in order to follow the continuous evaluation system. The Institute has taken following measures forth effective implementation of the evaluation reforms introduced by the University: The Institute has exam coordinators from each department for smooth conduction of the examination. The examination committee



meets periodically to discuss all the examination related matters. At Institute level, effective implementation of tutorial and pre exam test takes place and results are declared within eight days. The students can see their evaluated answer sheets and discuss the same with concerned faculty. Term test is based on the university syllabus. Theory questions and numerical questions are also included. Time duration is timed for the above examination. It is ensured that questions are relevant to thinking process of the student and of progressive nature. The answer sheets are assessed on the point view of understanding the subject as main criteria. At the same time presentation is also looked into.

Viva and oral are conducted with the current topics with the relevant academicians to give an exposure to the students of the various disciplines.

All the exams are conducted in a student friendly environment so that the student can give full and meaningful performance. For smooth conduction of University theory examination, an internal squad comprising of senior faculty members is appointed.

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

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

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.oxfordg.com/>

### 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
No Data Entered/Not Applicable !!!					
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.oxfordg.com/>

## 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
Nill	0	NIL	0	0
<a href="#">View File</a>				

### 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	

#### 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	Nill	NIL
<a href="#">View File</a>				

#### 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	Nill
<a href="#">View File</a>					

### 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
NIL	0

#### 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	NIL	0	0
<a href="#">View File</a>			

#### 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	0
<a href="#">View File</a>	

#### 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	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
NIL	NIL	NIL	Nill	0	0	0
<a href="#">View File</a>						

### 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	Nill	0	0	0
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Nill	0	0	0	0
<a href="#">View File</a>				

## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation	AMMA CHANDRAVATI EDUCATIONAL AND CHARITABLE TRUST	6	80
National Youth Day	AMMA CHANDRAVATI EDUCATIONAL AND CHARITABLE TRUST	9	80
Say No to Plastic	AMMA CHANDRAVATI EDUCATIONAL AND CHARITABLE TRUST	8	80
<a href="#">View File</a>			

### 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	0
<a href="#">View File</a>			

### 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
Beti Bachao Beti Padhaao	OXFORD COLLEGE	Beti Bachao Beti Padhaao	9	41

Tree Plantation	OXFORD COLLEGE	Tree Plantation	8	40
Voter Awareness	OXFORD COLLEGE	Voter Awareness	11	54
<a href="#">View File</a>				

### 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	NIL	NIL	0
<a href="#">View File</a>			

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
TEACHER TRAINING	TEACHER TRAINING	RAJMALA SR. SEC. SCHOOL	01/11/2017	28/02/2018	25
TEACHER TRAINING	TEACHER TRAINING	OXFORD CONVENT SCHOOL	01/11/2017	28/02/2018	25
TEACHER TRAINING	TEACHER TRAINING	CAMBRIDGE INTERNATIONAL SCHOOL	01/11/2017	28/02/2018	25
TEACHER TRAINING	TEACHER TRAINING	DRONACHARYA SR. SEC. SCHOOL	Nil	Nil	Nil
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
<a href="#">View File</a>			

## 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
600000	600000

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
No file uploaded.	

## 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
NIL	Partially	NIL	2015

### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5904	1180800	480	96000	6384	1276800
Reference Books	896	179200	48	9600	944	188800
CD & Video	75	7500	10	800	85	8300
Journals	15	5500	5	1000	20	6500
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
<a href="#">View File</a>			

## 4.3 – IT Infrastructure

### 4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	22	1	1	1	1	2	2	100	0
Added	2	0	0	0	0	0	0	0	0
Total	24	1	1	1	1	2	2	100	0

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

100 MBPS/ GBPS
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### 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	<a href="https://www.oxfordg.com/">https://www.oxfordg.com/</a>

#### 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
350000	30000	95000	90000

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

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is censoriously linked to the mission of our Institute –“To prepare outstanding educators, scholars and researchers and to advance the profession of Teacher Education, To promote research, development and consultancy, To develop critical thinking, effective communication and learning skills in the student Teacher To impart value based education suitable to the needs of the society.” through technically advanced educational methods.

The institute has adequate physical infrastructural facilities to run the Educational Programme efficiently as per the Norms and Standards laid down by National Council for Teacher Education by affiliating body. College has developed complete physical infrastructure as per NCTE norms to run the B. Ed course. . ? There are four classrooms and six method rooms with proper lighting and ventilation and all the classrooms are well equipped with proper furniture, dais, projector and display boards. ? Administrative office, a staff room and a Principal room with adequate space to conduct meetings and discussions with the faculty. ? Well-equipped library and a reading room having seating capacity for 60 pupil teachers. Library has internet connectivity and a photocopier with the facility of photocopying. ? ICT Resource Centre fully equipped with 20 computers with latest configuration and internet facility with each system. ? Psychology Resource Centre with sufficient number of Tests and Psychological Testing Equipment’s. ? The Curriculum Laboratory is a Centre for instructional materials in teacher education institutes. It is designed for the professional development of pupil teachers. ? Art and Work Experience Resource Centre with adequate material. ? We have well-furnished Tutorial rooms, Seminar Hall and a Multipurpose Hall having seating capacity of more than five hundred persons to conduct various academic and cultural activities. ? The institute has separate common rooms for boys and girls. There is a Rest cum Medical Room provided with First aid facility. Sports, Music Room, Canteen and a Store Room are also available in the college campus. ? Morning assemblies are conducted in Open Air Theatre as well as in Multipurpose Hall. A well sized Parking Space for vehicles is also available in the campus. ? There is provision for indoor games such as Carom, Chess as well as outdoor games like Volley ball, Badminton, Shotput, Discus throw, Relay-race, Kho-Kho, Tug-of- war and 200 metre athletic track for all athletics activities. ? There are separate toilets and wash rooms for boys, girls and college staff. Proper Fire Safety measures (Fire Extinguishers) are also placed in the college building. Institution has heavy Gen-set for the power backup to meet the emergency need. Its campus is surrounded with lots of greenery, ornamental plants, flowers and trees. It has proper water supply system (own submersible pump) for the maintenance of whole campus and water harvesting system.

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## 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	NIL	0	0
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Ethics in Education	19/02/2018	42	AMMA CHANDRAVATI EDUCATIONAL AND CHARITABLE TRUST
Remedial Coaching on the bases of house test	05/01/2018	55	AMMA CHANDRAVATI EDUCATIONAL AND CHARITABLE TRUST
Human rights	22/08/2017	50	AMMA CHANDRAVATI EDUCATIONAL AND CHARITABLE TRUST
Yoga and Meditation	17/08/2017	34	AMMA CHANDRAVATI EDUCATIONAL AND CHARITABLE TRUST
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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	CAREER COUNSELLING	80	80	0	0
<a href="#">View File</a>					

#### 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
0	0	0

### 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	0	0	NIL	0	0
<a href="#">View File</a>					

#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	0	TEACHER EDUCATION	B.ED.	NA	NA
2018	0	TEACHER EDUCATION	M.ED.	NA	NA
<a href="#">View File</a>					

#### 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	0
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Cleanliness Campaign	College Level	92
Awareness Campaign	College Level	90
Horticulture Competition	College Level	90
100 Mt. Race Competition	College Level	92
Chess Competition	College Level	20
Chair Race Competition	College Level	66
Salad Competition	College Level	85
Room Decor Competition	College Level	95
Fancy Dress Competition	College Level	35
Food Contest	College Level	95
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### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	NIL	Nil	Nil	Nil	Nil	NIL



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

A representative structure for students, through which they can become involved in the events of the institution, maintaining discipline, proper smoothening of events time to time. Vision : To augment the innovation in student life, excellence edification and learner contribution. Mission: To bring transformation, appropriate access to professional learning and competence. To contribute to maintaining disciplined and professional behavior of students in their academic and social settings. To arbitrate the gap between the students and management. To advance precision through consistent communication with the students. To persuade and maintain active participation of all students in community engagement projects. Purpose: The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out Institute activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body. Student Council is an organization conducted by students and supervised by adults. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body. They help share student ideas, interests and concerns with the school wide community. The function of the student council is based upon parliamentary procedures. Ideas are presented, voted upon and confirmed by the student body president. Any student that is interested in leadership, organizational behavior, event planning or becoming more involved in the school are welcome to become involved. Traits Required: Self confidence. Per DuBrin, "A leader who is self-assured without being bombastic or overbearing instills self-confidence in team members" Humility Core self-evaluations Trustworthiness Authenticity Extraversion Assertiveness Enthusiasm Optimism and warmth What Student Council Does The student council helps share students ideas, interests, and concerns with teachers and Institution Principal. They often also help for Institution-wide activities, including social events, community projects, helping people in need.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

#### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 – Institutional Vision and Leadership

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

The Admission committee counsels' prospective candidates for Admission before the Application Forms for admission are released. The Admission committee (for admission) involves all members of the staff who co-operates and work at different levels. They also sit in at interface meetings and meet parents and students prior to admission. Planning Board (for financial Planning and implementation) involves the participation of Management and non-teaching staff related to Accounts. Library committee prepares and plans for the book budget for next academic session. There is a building Committee with members from faculty, architects, engineers, Contractors and office staff to assist with the planning and execution of vertical extension of the college and planning for infrastructure associated with the new wing.

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

Yes

## 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
Industry Interaction / Collaboration	We have more than 15 collaborations for the internship/teacher training purpose.
Human Resource Management	We strongly believe in Team work and collective decision making. The College organizes various orientation programmes for both teaching and nonteaching staff members for upgrading their skills in the latest technology. Salary, pay-scale and increments are given to staff members as per Government norms which leads to employee satisfaction. Institute grants Medical, Casual, On Duty and Special Leave to its faculty members. And Non Teaching gets Medical, Causal and Earned Leave as per the norms of University. It also provides Maternity Leave according to norms to its female members.
Research and Development	For promoting research in the College, we have library with so many books for the teachers and students.
Examination and Evaluation	University norms are followed by the College for Examination Evaluation.
Teaching and Learning	Our teaching learning process includes presentations, Group Discussions.
Curriculum Development	Curriculum is set by the University. Suggestions from curriculum committee related to different subjects were forwarded to the University. Academic mentoring of students is done by the Teachers.

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

E-governance area	Details
Planning and Development	We use emails for the same
Administration	We are maintaining the office records on MS - Word and MS - Excel since ages.
Finance and Accounts	MS Excel
Student Admission and Support	we follow the rules and regulations of M.D. University. And as per University Guidelines there is one Pre Examination conducted in a year and at the end of year End Term Examination is conducted by the University.
Examination	University norms are followed by the College for Examination and Evaluation.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Nil	NA	NA	0
<a href="#">View File</a>				

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	NIL	NIL	Nill	Nill	Nill	Nill
<a href="#">View File</a>						

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	0	Nill	Nill	0
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
22	Nill	10	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Maternity Leave with Pay, Free Health Check up Camps	Maternity Leave with Pay, Free Health Check up Camps Maternity Leave with Pay, Free Health Check up Camps	Scholarships, Personality Development Sessions

#### 6.4 – Financial Management and Resource Mobilization

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

The College conducts only internal audit which is as follows: The Audit objections raised by the auditor while performing the audit are dealt with, in the following manner :- 1. On receiving the audit objections report from the auditor, the concerned accounts and administrative staff, gives this report a top priority and prepare the documents/reply to settle the objections (if possible) before it goes up to the level of top management. 2. To resolve the backlog of audit objections, and for speedy resolution of audit objections, initiatives are taken to convene bipartite/tripartite meetings where possible. 3. The decision of these meetings are complied with immediately and necessary rectifications are done to resolve the audit objections. External Audit: The Institution is not required to conduct any External Financial Audit.

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
AMMA CHANDRAVATI EDUCATIONAL AND CHARITABLE TRUST	100000	A Study of Health and Hygine Concept among the Resdients of nearby villages
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6.4.3 – Total corpus fund generated

160000
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#### 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	No	Nill	Yes	Principal
Administrative	No	Nill	Yes	Principal

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

Parents Teacher meetings are held to assess the academic process of students, Parents are informed timely regarding the performance attendance of students.

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

Sexual Harassment at Workplace, Play on Beti Bachao Beti Padhao and Play on Swachh Bharat Abhiyan

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

1. IQAC cell is established for assure quality culture as the prime concern with internal and external support. 2. College is recognized under 2F 12B for

receiving grants from UGC for research projects. 3. Enhanced the use of ICT by faculty in the teaching learning process. 4. Initiatives for green campus, Barrier free campus for person with disabilities.

#### 6.5.5 – Internal Quality Assurance System Details

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

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	National Seminar on "Teacher Education -Issues and Challenges" by IQAC	04/09/2017	04/09/2017	04/09/2017	15
2017	A Workshop on Drama and Art in Education by Ms. Barkha Singh	16/10/2017	16/10/2017	16/10/2017	18
2017	A Workshop on Art of Living by A P Singh	18/12/2017	18/12/2017	18/12/2017	15
2018	An extension lecture on Micro English by Mr. Akash Gadhewal	01/01/2018	01/01/2018	01/01/2018	20
<a href="#">View File</a>					

### 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
Sexual Harassment Awareness Programme	17/08/2017	22/08/2017	60	5
National Youth Day	12/01/2018	12/01/2018	75	5

International Women Day	19/02/2018	19/02/2018	80	6
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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
10

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Rest Rooms	No	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	5	5	02/10/2017	6	Swachh Bharat Abhiyaan	Awareness Program for Local People of the village, teachers and students	94
2017	5	5	30/10/2017	5	Anti Drug rally under buddy group Programme	Awareness rally for local villagers and students of the Institute	90

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct of Students	30/08/2017	code of conduct of different teaching and non-teaching for the College is printed in small booklet which is handed over to the students during the orientation week after their admission. it is also displayed on the website of the college. during the orientation week faculty explained them and made them to understand and observe the code of conduct as long as they are student of the college.
Code of Conduct of Teachers	30/01/2018	code of conduct of different teaching and non-teaching for the shyam shiksha mahavidyalaya, sakti is printed in small booklet which is handed over to the teachers during the orientation week after their admission. it is also displayed on the website of the college. during the orientation week faculty explained them and made them to understand and observe the code of conduct as long as they are teacher of the college.
code of conduct of principal	27/02/2018	code of conduct of different teaching and non-teaching for the College is printed in small booklet which is handed over to the principal during the orientation week after their admission. it is also displayed on the website of the college. during the orientation week faculty explained them and made them to understand and observe the code of conduct as long as they are principal of the college.

code of conduct of nonteaching staff	02/04/2018	code of conduct of different teaching and non-teaching for the College is printed in small booklet which is handed over to the non-teaching staff during the orientation week after their admission. it is also displayed on the website of the college. during the orientation week faculty explained them and made them to understand and observe the code of conduct as long as they are nonteaching staff of the college.
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#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day Celebration	21/06/2018	21/06/2018	82
Human Rights (Value Added Course)	04/04/2018	12/04/2018	25
Ethics in Education (Value Added Course)	11/04/2018	16/04/2018	25
Yoga And Meditation ( Value Added Course)	18/04/2018	23/04/2018	25
<a href="#">View File</a>			

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

a) Recycling of paper - using rough paper b) New laptop bought in exchange of old laptop for faculty members c) More trees/grass planted in the campus d) Rain harvesting system cleaning on regular time intervals e) No use of plastics inside the campus- paper plates and glasses in canteen and in college pantry steel/glass utensils are used.
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### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

GOAL To ensure that academic calendar should followed and complete the syllabus accordingly. To encourage teachers to adapt to technological advancements including ICT adoption in class room teaching. To ensure the peer is tutoring and Cooperative learning. To ensure percentage will improved semester wise and enhance the number of ranks bagged by the institute at the university level examinations. THE CONTEXT Division of the syllabus in different section have always keeping in the mind by the teacher, unit test class test are planned accordingly. If teachers find it difficult to keep pace with the techno - savvy pupil learners, the peer tutoring and cooperative teaching will take place in the regular classroom it will beneficial for the teacher and as well as for the



students. It has become essential for the teachers to adopt to the latest pedagogic styles and include ICT in class room teaching. To avoid mismatch between the pupil learner and the teacher handling varieties of tools available for teaching - learning the peer tutoring and cooperative teaching helps at various stages of teaching. The PRACTICE Students got information of overall academic year by the information handbook and institution website The teaching - learning committee along with the head of the Institute monitor the pace of coverage of the syllabus. Teachers upgraded their knowledge and engaged in various faculty development programme to enhance their knowledge and skill in teaching. Informal feedback is obtained from students regarding the content delivery by different teachers. Students evaluation is done with the help of assignments, tests, classroom behavior, attendance and project works. Different resource rooms and ICT lab communication lab are available to teach the future teachers how to teach in the classroom. Computer experts and other expert staff train the teachers in the use of Power Point Presentations, browsing the internet for useful resources, uploading content on the college website, use of google docs for information sharing, etc. EVIDENCE OF SUCCESS Teachers have adopted modern pedagogic styles and ICT in their classes. Teacher Recorded lectures are available on You Tube Appropriate media is used to teach the students. Appropriately paced and timely completion of syllabus. Students feedback have taken time to time. Improvement in results.

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

<https://www.oxfordg.com/>

### 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

GOAL To ensure that academic calendar should followed and complete the syllabus accordingly. To encourage teachers to adapt to technological advancements including ICT adoption in class room teaching. To ensure the peer is tutoring and Cooperative learning. To ensure percentage will improved semester wise and enhance the number of ranks bagged by the institute at the university level examinations. THE CONTEXT Division of the syllabus in different section have always keeping in the mind by the teacher, unit test class test are planned accordingly. If teachers find it difficult to keep pace with the techno - savvy pupil learners, the peer tutoring and cooperative teaching will take place in the regular classroom it will beneficial for the teacher and as well as for the students. It has become essential for the teachers to adopt to the latest pedagogic styles and include ICT in class room teaching. To avoid mismatch between the pupil learner and the teacher handling varieties of tools available for teaching - learning the peer tutoring and cooperative teaching helps at various stages of teaching. The PRACTICE Students got information of overall academic year by the information handbook and institution website The teaching - learning committee along with the head of the Institute monitor the pace of coverage of the syllabus. Teachers upgraded their knowledge and engaged in various faculty development programme to enhance their knowledge and skill in teaching. Informal feedback is obtained from students regarding the content delivery by different teachers. Students evaluation is done with the help of assignments, tests, classroom behavior, attendance and project works. Different resource rooms and ICT lab communication lab are available to teach the future teachers how to teach in the classroom. Computer experts and other expert staff train the teachers in the use of Power Point Presentations, browsing the internet for useful resources, uploading content on the college website, use of google docs for information sharing, etc. EVIDENCE OF SUCCESS Teachers have adopted modern pedagogic styles and ICT in their classes. Teacher Recorded

lectures are available on You Tube Appropriate media is used to teach the students. Appropriately paced and timely completion of syllabus. Students feedback have taken time to time. Improvement in results.

Provide the weblink of the institution

<http://www.oxfordg.com/>

### 8.Future Plans of Actions for Next Academic Year

Internal Quality Assurance Cell starts working as per the direction and guidelines of Coordinator Ms. Sonia Mahi. All the future activities are planned by the IQAC Cell and handover to Principal for further action briefly all the members and discussed their role and responsibilities. A brief discussion was done with the important role to be played by IQAC for the overall growth of the institution. She discussed strengths and weaknesses of the institute so that rigorous discussions and decisions are made for the betterment of the institute. A well-designed action plan developed by the concerned team to track and realize intuitional goals and presented to the IQAC members for the implementation in the department. New admission committee for the new session i.e. 2017-18 for strengthen admission framed and presented the names of the members picked for the admission committee. The main responsibility to the committee was given to Mrs Chaya. for the smooth conduct. New admission committee for the new session i.e. 2017-18 started working and doing satisfactory work for the admission. Different types of skill based courses framed as per the need of students for the future and same are started within the campus along with the regular study of students to enhance more piratical knowledge