



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		MAHARISHI DAYANAND COLLEGE OF EDUCATION ABOHAR
Name of the head of the Institution		DR.R.P.ASIJA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		09855607157
Mobile no.		9855607157
Registered Email		mdbedabohar@yahoo.com
Alternate Email		mdcollegeabohar@gmail.com
Address		AZIMGARH
City/Town		ABOHAR
State/UT		Punjab
Pincode		152116

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	DR.VISHAL DEEP
Phone no/Alternate Phone no.	01634232240
Mobile no.	9464233778
Registered Email	GUPTAVISHALDEEP37@GMAIL.COM
Alternate Email	mbedabohar@yahoo.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://mdcollegeabohar.org/images/AQAR2017.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://mdcollegeabohar.org/images/2018-19-Academic-calendar.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.53	2010	28-Mar-2010	27-Mar-2015

6. Date of Establishment of IQAC	02-Feb-2009
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
celebrate NMD,NSD,	02-Apr-2018	18

NATIONAL SEMINARS , INTERNATIONAL SEMINARS DURING THE YEAR 2018-19	1	
To improve your A.P.I.(Academic Performance Indicator)	18-May-2018 1	18
Preparation of PSTET/CTET	24-Aug-2018 1	18
Preparation of Youth Festival items	03-Sep-2018 1	18
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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
MAHARISHI DAYANAND COLLEGE OF EDUCATION, ABOHA	NATIONAL SEMINAR	NHRC, NEW DELHI	2018 1	50000
MAHARISHI DAYANAND COLLEGE OF EDUCATION, ABOHA	NATIONAL SEMINAR	PANJAB UNIVERSITY, CHANDIGARH	2018 1	29400
MAHARISHI DAYANAND COLLEGE OF EDUCATION, ABOHA	NATIONAL SEMINAR-NMD	PSCSCT	2018 1	10000
MAHARISHI DAYANAND COLLEGE OF EDUCATION, ABOHA	NATIONAL SEMINAR- NSD	PSCST	2018 1	15000
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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 :

4

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

Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	104450
Year	2018
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
NEW IQAC FORMED SUCCESSFULLY CELEBRATED NMD,NSD, NATIONAL SEMINARS , INTERNATIONAL SEMINARS DURING THE YEAR 201819 5 LECTURERS STARTED Ph.D.(Education) from Tantia University , Sri Ganganagar (Raj.) LECTURERS IMPROVED THEIR API s MORE STUDENTS PARTICIPATED IN CULTURAL ACTIVITIES AND PANJAB UNIVERSITY COMPETITIONS.	
View File	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
file attached	file attached
View File	
14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
WWW.NAAC.GOV.IN	02-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	2019
Date of Submission	27-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The management is faculty friendly and also aims at making the college and the faculty student friendly and making the teacher trainees realize the importance of becoming facilitators in the schools instead of having authoritarian attitude, that is, developing the schools into student friendly schools. Assistant Professors of the college pre-plan and prepare the lesson by reading more than three books and search related topics from the Google. Then the lessons are presented in the classrooms with the help of PPT or blackboard writing and then some of the lessons are recorded as audio lessons or few as a video lessons for sending in whatsapp group. There are different whatsapp groups for teaching subject and other subjects. The principal holds meeting of students and staff and gets feedback from the students as well as the faculty regarding effectiveness of curriculum delivery and the college has a suggestion box also for the same purpose , Lectures preparation , diaries, PPT, audio-visual AIDS Smarty way CCTV are available in the classroom so that curriculum delivery is under watch and therefore time is not wasted. The emphasis is on interactive teaching and the students are persuaded to go for innovations also. The students are free to approach the authorities and put suggestions and their grievances in the suggestion box. The College is spread up on a land of 5 Acres 1 Kanal 4 Marlas and the daily routine of the college starts with morning assembly and prayer. For developing self responsibility in teacher trainees and for training them in organizing various curricular and co-curricular activities, the college has an activity calendar in addition to the academic calendar and the students are divided into Sadans and associations. The various co-curricular activities are organized by Sadans and associations under the able guidance of the principal and the lecturers. The college has linkage with more than 20 schools for teaching practice. Skill-in-teaching practice continues throughout the session in the form of explaining teaching skills, practice of teaching skills through micro teaching in simulation, practice of macro lessons in simulation, exhibition of teaching aids, model lessons by lecturers, lectures and counseling on improving handwriting and improving Black Board writing, model lessons by lecturers, writing and handwriting competition, Phase I - teaching practice in schools, demonstration lessons, by the staff observation lessons, intra college competition in preparation of teachers. Teaching aids & skill in teaching competition, skill-in-teaching and preparation of teaching aids inter college Panjab University competitions, Phase II - of teaching practice and final exam in skill in teaching.

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	Nil	00	00	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

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	NA	Nil

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

	Certificate	Diploma Course
Number of Students	100	50

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
NA	Nil	0
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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	SKILL IN TEACHING	96
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Need Feedback:-</p> <ul style="list-style-type: none"> • Assess the existing curriculum • Bring in modifications. • Make it more effective and efficient from student teacher's point of view, <p>(i) Feedback from students: Students assess curriculum mainly done in two ways-</p> <ul style="list-style-type: none"> • Formal assessment: This assessment is done time to time by providing the students with questionnaire in which questions include content aspects like relevance of the curriculum, time allotted, learning, applicability, extent of coverage and the inclusion of projects and assessments. • Informal assessment: Informal interaction with the students is done every month during the academic session for seeking feedbacks on aspects like clarity, difficulty, complexity of topics dealt in the class/felt by the students during conduct of practice teaching and simulated teaching. Students' overall evaluation of performance and teaching is also done by formal home examination, class room discussion during tutorial and extempore speeches. ii) Feedback from Teachers: <ul style="list-style-type: none"> • Faculty members fill in the questionnaire on the aspects like relevance of the topics, projects, activities etc. • Faculties attend workshops/seminars on curriculum development. • Constant interactions with National organizations and with faculties of other colleges. (iii) Feedback from Employers Employer's appraisal

of the curriculum is obtained through the feedback Performa that Deals with relevance of the topics, time utilized for completion of syllabus, use of teaching aids, teaching strategies employed and conduct of tests. iv) Feedback from Alumni • Questionnaire is distributed to the passed out students and employed in schools. • Their response is studied for making modifications and its proper record is maintained. v) Feedback from Parents:- • Questionnaire is distributed to the passed out students and employed in schools. • Their response is studied for making modifications and its proper record is maintained.

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	100	120	100
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	100	0	16	0	0

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
16	11	5	2	1	3

[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)

Every mentor is allotted with about 30-40 students to take care of them depending upon the programme and Subjects. The Mentor meets the Mentees during the college hours as well as guides informally outside the class hours regarding their career options. Every faculty member is a mentor of a group of 30-35 students allocated to him or her by the head of the departments. Mentors continue for the same group of students till the course. To establish a first line of communication for each student with the institution to create a sense of belongingness among students with the institution the teacher meets the Mentees. Documentary record of the mentoring process is maintained by the mentor teacher and the head of the department for reference purposes. The mentor helps mentees work through challenges or help them to make a decision through conversation, sharing experiences, and dedicated time building a relationship. Mentor helped advancing the career goals by tapping into more knowledge, experience, and/or lived perspective of that particular area. The mentors helped the mentees in finding their talents for youth festival and develop these talents. The mentors helped in adjustment and counseling where ever needed. The mentors helped in skill in Teaching and suggested books suitable to them. The Mentors guided the mentees in maintaining good relation with their teacher and class fellows.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
200	16	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
16	16	0	1	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
No file uploaded.			

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	EDUCATION	1st 2018	31/05/2019	01/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

1. The institute regularly conducts group discussions, seminars and guest lectures. 2. Poor Performance due to frequent absenteeism is dealt by sending registered letters to the parents of such students. 3. All the notices related to the examination and academics can be circulated and communicated to all students. 4. Mentoring the improvement in learning of slow learner and encouraging the advanced learners by reviewing their performance in exams 5. The Orientation programmes at the beginning of the semester through Student address system of the college. 6. Remedial classes are conducted for the slow. Learners, absentees and the students who participate in sports. This practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers. 7. External Examination of three hours duration will be conducted at the end of every semester for all theory papers and practical papers. 8. Remedial measures are taken by conducting tutorial classes to clarify doubts and re-explaining the critical topics. 9. Unit tests are conducted prior to session examinations. 10. Topic wise question banks are provided for all subjects. 11. Students are encouraged to solve previous years University Exam Question Papers.

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

Academic calendar is prepared by time table Incharge with Consultation of Principal. In the beginning of the academic Session, the students are apprised of academic calendar and same is uploaded on College website and displayed on

notice boards and at strategic locations. Only head of the institution can incorporate minor changes in academic calendar. Academic Calendar highlighting Schedule of Continuous Internal Evaluation Parameters. For this purpose, Institutional calendar and time table committee Formed. The Schedule of all Examinations is given in academic calendar.

2.6 – Student Performance and Learning Outcomes

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

<http://www.mdcollegeabohar.org/ett.html>

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
2017-19	BEd	EDUCATION	100	98	98
2018-20	BEd	EDUCATION	96	96	100

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2.7 – Student Satisfaction Survey

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

<https://mdcollegeabohar.org/images/STUDENT-SATISFACTORY-SURVEY-SESSION-2018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	00	0	0

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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
2	EDUCATION	15/10/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
SKILL AND TEACHING	INTER ZONAL	PANJAB UNIVERSITY ,CHD.	23/01/2019	SKILL AND TEACHING

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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NA	NA	NA	NA	NA	NA	Nil
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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
00	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	EDUCATION	3	6.17
International	EDUCATION	7	6.05
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
EDUCATION	2
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
N.A	N.A	N.A	2018	0	0	0
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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
LIFE SKILL EDUCATION FOR YOUTH	MR.VISHAL DEEP	SCHOLARY RESEARCH JOURNAL FOR INTERDISCIPLINARY STUDIES	2018	6	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semi	1	19	0	0

nars/Workshops

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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
NSS	PANJAB UNIVERSITY ,CHD.	5	50
RED RIBBON	YOUTH WELLFAIR	2	20

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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

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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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Aids Awareness Programme	Youth Services	Seminar Poster Making 'World Aids day'	2	20

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
EXPERT LECTUERE	50	MAHARISHI DAYANAND COLLEGE OF EDUCATION	7

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
INTERNSHIP	INTERNSHIP	GOVT. AND PRIVATE SCHOOLS	01/08/2018	03/12/2018	100

INTERNSHIP	INTERNSHIP	GOVT. SCHOOL	19/11/2018	30/04/2019	100
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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
MOU	20/08/2018	Blended learning cooperation ,ethical moral and educational values of learning 5	50
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
1050000	1019930

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
e-Granthyalaya	Partially	3.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7559	1069604	50	2920	7609	1072524
Reference Books	2200	31756	0	0	2200	31756
e-Books	15	0	0	0	15	0

Journals	22	99721	0	7260	22	106981
e-Journals	6	0	0	0	6	0
CD & Video	80	0	27	0	107	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
No file uploaded.			

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	15	11	15	15	0	3	1	100	0
Added	0	0	0	0	0	0	0	0	0
Total	15	11	15	15	0	3	1	100	0

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

0 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
0	0

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
Nil	1402459	Nil	751841

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 books were purchased under the guidance of subject in-charges and the discussion with principal. Two books are issued to all the students for 14 days or more if needed. The college has a book bank and all the text books are issued to a large number of students for whole year and even the university roll numbers for exam are issued without getting these books back. There is a suggestion box in the library and any student can put a demand slip in it for

getting the books purchased. if any of the staff member need any book for doing research work or Ph.D. degree or research paper or class teaching or any activity, the book is allowed and purchased. The facilities are for all and are not restricted to a few one. More stress is laid on providing the facilities instead of sticking to hard and fast rules, that is rules are flexible and more importance is given to utilization than to creating rules. The staff is helpful is providing facilities to use library, laboratories and sports facilities. The library is being computerized and the binding of the books are repaired and all the books are being covered and protected in though the library open access but to maintain the books, the books are kept in almirahs. In addition to the recommendation of purchase of computers, the computer incharge recommends the repair and maintenance and the principal arrange the repair and maintenance of computers, internet instruments and printer. Most of the facilities need electricity and there for the college has two generators.

<https://mdcollegeabohar.org/images/physical-academic-support-facilities-2018-19.pdf>

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	POST MATRIC SCHOLARSHIP SCHEME FOR SC	21	338044
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0

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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
PARTICIPATION IN SPORTS YOGA B.ED. SEM-1 SEM. 2	28/07/2018	94	PANJAB UNIVERSITY , CHANDIGARH

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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
2018	PSTET	294	294	45	16

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance
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		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
PRIVATE SEC.	10	1	GOVT. SEC.	45	16
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
2018	1	B.COM	COMMERCE	PUNJABI UNIVERSITY PRIVATE	M.A ENGLISH
2018	2	B.A	ARTS	PUCHD PRIVATE	M.A HINDI
2018	3	B.A	ARTS	PUCHD PRIVATE	M.A HINDI
2018	4	B.A	ARTS	PUCHD BHAG SINGH KHALSA COLLEGE ABOHAR	M.A SOCIOLOGY
2018	5	B.A	ARTS	MGSU BIKANER PRIVATE	M.A HINDI
2018	6	BCA	COMPUTER	PUCHD D.A.V COLLEGE ABOHAR	M.Ed.
2018	7	B.A	ARTS	PUCHA GURU NANAK KHALSA COLLGE ABOHAR	M.A PUNJAI
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
View File	

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

Activity	Level	Number of Participants
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[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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	Nil	Nil	Nil	NA
2019	NA	International	Nil	Nil	Nil	NA

[View File](#)

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

Our college has active student council. The student council consists of president, vice president, secretary and joint secretaries of students, subject associations, NSS and youth welfare council. One man one post rule is followed to give representation to maximum students. The student members of the council are elected through democratic process. The council is monitored by senior faculty members. Students council of Maharishi Dayanand college of education plays an important role in curricular and co-curricular activities. Students council is in continuous touch with the students and act as a feedback system. Views of all members of student council, faculty is to be respected and equal importance is to be given to all views. Members of student council motivate the students to take parts in the college activities. The students council is also responsible for co-ordination between students and faculty members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

We have presently 94 Alumni enrolled in Maharishi Dayanand College of Education Alumni Association from B.Ed. Course. We conduct yearly Alumni get together. Alumni Meet is organized once in a year. After the Welcome Ceremony, College management interact with Alumni. Then alumni participants Anand Kumar (President) and Sanjana Rani (Vice-President) shared their valuable thoughts on this precious day. And set example for the upcoming students. All Faculty members participate in the gathering. Lunch is organized by Management.

5.4.2 – No. of enrolled Alumni:

94

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

ONCE IN A YEAR

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 has always promoted decentralization and participative management as a form of democratic governance. This is achieved by encouraging faculty, staff and students to contribute through participation at various levels.

Decentralization: In has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized Governance System.

1. **Principal and Faculty participative Management** the Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfill the vision and mission of the institute. Academic Monitoring Committee formulates common working procedures and entrusts the implementation with the faculty members. Faculty Level Faculty members are given representation in various committees/cells. These committees are allowed to conduct various programs to show their abilities. They are encouraged to develop leadership qualities by being in charge of various academic, Co-curricular and extra-curricular activities. For effective implementation and improvement of the institute, various committees/cells like IQAC, Examination Committee, Library committee, Anti-ragging Committee, Guidance and counselling etc are formed. Other units of the institute like sports, libraries etc. have operational autonomy under the guidance of the various committees/cells. The Principal, academic coordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules regulations pertaining to admission, placement, discipline, grievance, counselling, training development and library services etc Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

2. **Student bodies** Students are empowered to play an active role as a coordinator of co-curricular and extra-curricular activities, social service group coordinator. For this purpose, student's council, sports yoga cell, Social awareness like, Red Ribbon Club, Voter Awareness club, Eco-friendly club, 4 Sadan/House(Mahatama Gandhi Sadan, Maharani Laxmi Bai Sadan, Rabindernath Tegor Sadan, Sardar Bhagat Singh Sadan), Youth welfare club etc formed. In Youth Welfare Club one President, Vice-President, General Secretary, Cashier. All sadan and Club associated with 50 women participation. The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by facts, information and objectives. Staff Members are involved in deciding academic activities and examinations to be conducted by the college.

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

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	<p>1. College being an educational training institute, the students are sent to different schools for teaching practice for minimum four months. The Pupil teachers not only teach in the allotted schools but also organize different activities during their teaching practice in schools.</p> <p>2. Principals from different schools are invited for judging Final Lessons of students.</p> <p>3. Principals from different schools are invited for taking Mock Interviews of Pupil Teachers. Human</p>

Resource Management 1. Various Clubs were set up for the Smooth and efficient functioning of the Institute. 2. Faculty development Programmes. 3. The Staff, Students and other Stakeholders are encouraged in Institutional planning and administration

Admission of Students

1. The admission process is on-line and transparent. 2. The admission of students in D.El.Ed. Course is done strictly as per NCTE Punjab Govt./SCERT norms i.e. through centralized counselling on the academic merit basis. 3. The admission of students in B.Ed. Course is done strictly as per NCTE norms. The mode of admission was Common Entrance Test. 4. The number of seats in the General Streams is fixed by the Punjab Government affiliating University. Submission of forms for admission and publication of merit lists are made on line. Documents are physically scrutinized by the faculties. 5. Adherence to the reservation of seats for S.C, S.T, P.H and O.B.C candidates is maintained by the college. 6. The entire admission process is done online in case of B.Ed. and in case of D.El.Ed. online as well as offline

Curriculum Development

Panjab University prescribes the curriculum for various subjects. The teachers of various department hold meetings for developing the prescribe curriculum and development. Which become helpful for the understanding of the curriculum and also become decides. 1. Instructional plan for curriculum in all Subjects at institutional level. 2. Subject wise meetings were conducted with the faculty to identify and characterize various aspects within the curriculum, deciding.

Teaching and Learning

1. The Institute makes use of modern technology in teaching like delivering lectures with the help of PPTs, showing relevant films to students, audio recording and video recording and sending these recording to student via whatsapp. 2. Evaluation of Teaching-Learning process periodically by holding classroom test, house examinations and discussions based on classroom questioning. 3. Result Analysis is done after every term exam/unit test. 4. Monitoring and

Counselling of Slow learners are a part of teaching and learning process. 5. Necessary changes are made according to feedback received from Students and alumnis. 6. 7 to 9 Regular lectures are conducted according to teaching plan and formulated Methodology. 7. Special Lectures are also arranged as part of the teaching learning process. 8. Field trips and excursions are organized for the study of different facets related to the individual courses of study.

Examination and Evaluation

Since this college is a constituent of Panjab University Chandigarh, all instructions relating to Examination and Evaluation are followed by the college without any changes. However, class tests and internal evaluations are held regularly for students' academic appraisal. 1. Different types of evaluation methods are adopted. 2. Transparency is maintained in evaluation process. 3. Exams are conducted according to norms of Panjab University, Chandigarh and SCERT Punjab. 4. Conducting house test before each Semester exam. 5. Preparing internet assessment record of students. 6. Practical Examination is taken for various subjects. 7. Pre internship programme. 8. Feedback System is strengthened and mentoring is done in practice teaching also.

Research and Development

The scope for Research and Development being limited, faculties do not always get the opportunity to engage themselves in this particular area. However, some of the faculties have their work published in different journals and books, which are a result of their academic research. 1. The faculty members are encouraged to take part in various seminars and conferences related to their topics. 2. The College provides books needed for research. 3. The staff is given leave and support for P.hD.

Human Resource Management

.TEACHING STAFF: The college has categories in this section which are as Permanent teaching faculty. Mostly appointed by duly constituted panel of experts appointed by Panjab University. 1. Various Clubs were set up for the Smooth and efficient functioning of the Institute. 2. Orientation is given to teaching and non-teaching as well as students in the beginning of the

	<p>session. 3. Faculty development Programmes. 4. The Staff, Students and other Stakeholders are encouraged in Institutional planning and administration by given feedback and suggestions.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Library, ICT and the infrastructure of the college are upgraded periodically, based on the recommendations of the respective subcommittees. 1. Wi-Fi enabled Campus. 2. Automation of Library Books in process. 3. Internet facilities for staff and Student's are available in library. 4. The library has computer installed with Granthalaya Software and LAN connection and internet connection. 5. Upgraded Resource rooms, labs and sports room. 6. College is under central surveillance with the installation of CCTV's at classrooms, examination hall, canteen and other.</p>

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

E-governance area	Details
<p>Examination</p>	<p>1. Institution follows the rules and regulations formulated by Panjab University, Chandigarh for carrying out the process of Examination. 2. Faculty members of this college perform table marking and their evaluation duties as examiner, head examiner, superintendent, and assistant superintendent as and when appointed by the university. 3. Prior to the final exam students are made to take house exam to ensure the eligibility for university exam Results are promptly declared on the date fixed. 4. Feedback is given to students to improve their performance.</p>
<p>Student Admission and Support</p>	<p>1. The entire process of admission is done on-line, from the submission of application forms, to the payment of admission fees. 2. The E-mail ids of members of important committees like the Anti Ragging Committee 3. The admission of students in D.El.Ed. Course is done strictly as per Punjab Govt./SCERT norms i.e. through centralized counselling on the academic merit basis. 4. The admission of students in B.Ed. Course is done strictly as per NCTE norms. The mode of admission was Common Entrance Test. 5. This is one of the important things which support more students who are</p>

facing financial issues. 6. College has extended helping counter for the students which provides them several services as such Admission form Filling ,Examination form filling as well as scholarship Form filling at one place only. 7. This service counter protects the students from outside service centre where they have to pay fees for it and have to suffer for mistakes in form filing. 8. The Helping counter i.e. Service centre provided at college is free of cost.

Finance and Accounts

1. The College uses the "TALLY" software for transparent functioning of Finance and Accounts department of the College. 2. This helps to increase the efficiency of staff towards the accuracy in financial transaction. 3. Salary of the faculty members and staff is transferred directly to their bank accounts. 4. The college conducts regular audit of annual books of accounts. The administrative office keeps all financial records separately as per the events and transactions made for. 5. The administrative office maintains the Books of Accounts properly which helps in auditing procedure. 6. The accounts are duly audited by external chartered Accountant.

Administration

1. All important notices and updates are communicated to the students, teachers and non-teaching staff members, through the notice board and student's teacher whatsapp group. 2. The SMS gateway is used extensively to provide relevant information to the students. 3. The Administration of the college functions with E-governance system at Government, Society and college level. 4. The college tries their best to keep in touch with latest tools, of administration available tools in hand. 5. Such use of smart phone with inbuilt social app like Gmail and whatsapp they share the notes to Students. 6. It helps to provide the brief notice of any event to be happened on college whatsapp Group for awareness and of smooth functioning of the same. 7. The College Campus is equipped with CCTV cameras at every place of need.

Planning and Development

1. The College maintains a data base for all its teachers and non-teaching

staff and official communications are made through E-mails. 2. Planning is based on data of the college and policy of the government. 3. In computer, statutory authority's instructions are seen via internet and website, via whatsapp groups and E-mails. 4. As for planning, the specific requirements in the different areas are pointed out by the respective sub committees and other cells, and measures are adopted then, to implement or channelize these, through the electronic media.

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
2019	DR.GEETA RANI	NATIONAL INTERNATIONAL SEMINAR	MAHARISHI DAYANAND COLLEGE OF EDUC ATION,ABOHAR	1000
2019	DR.VISHAL DEEP	NATIONAL INTERNATIONAL SEMINAR	MAHARISHI DAYANAND COLLEGE OF EDUC ATION,ABOHAR	1000
2019	MS.KIRANBEER KAUR	NATIONAL INTERNATIONAL SEMINAR	MAHARISHI DAYANAND COLLEGE OF EDUC ATION,ABOHAR	1000
2019	MR.DAYANAND	NATIONAL INTERNATIONAL SEMINAR	MAHARISHI DAYANAND COLLEGE OF EDUC ATION,ABOHAR	1000
2019	MRS.NEETU BALA	NATIONAL INTERNATIONAL SEMINAR	MAHARISHI DAYANAND COLLEGE OF EDUC ATION,ABOHAR	1000
2019	MRS.RAJDEEP KAUR	NATIONAL INTERNATIONAL SEMINAR	MAHARISHI DAYANAND COLLEGE OF EDUC ATION,ABOHAR	1000
2019	MR.SARVESH SACHDEVA	NATIONAL INTERNATIONAL SEMINAR	MAHARISHI DAYANAND COLLEGE OF EDUC ATION,ABOHAR	1000
2019	MRS.SAVITA ARORA	NATIONAL INTERNATIONAL SEMINAR	MAHARISHI DAYANAND COLLEGE OF EDUC ATION,ABOHAR	1000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	orientation Staff	Training Program on Creating Time Table and Maintenance of Rooms	18/10/2018	18/10/2018	19	5
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refereshher Course	1	08/03/2019	28/03/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	16	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Provision for duty leave 2.E.P.F 3.Maternity Leave 4.Short Term Loan without interest.	E.P.F.,E.S.I.STAFF QUARTER INETNAL ,Transport, Short Term Loan without interest.	Scholarships, Fee Concession for poor students, Guidance and Counselling .facility Transport facility Book Bank facility

6.4 – Financial Management and Resource Mobilization

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

Institute has made the necessary provisions in the books of accounts towards efficient use of available funds for each academic year. The college has a well formulated financial budgets committee bursar which ensures effective and optimal utilization of finances for academic, administrative and development purposes. Towards this end OF every year, the budget for next year is prepared centrally well in advance after taking into consideration the requirements of the institution. The budget is reviewed by the management and approved after necessary changes, as and when required. The institute makes a provision for advance /additional funds. Internal audit is conducted by Principal, Director

and Bursar. External / Financial audits are conducted by a certified auditor every financial year to verify the compliance with established financial processes. The books of Accounts, Balance sheet, Income Expenditure have been audited by C.M. JUNEJA Associates Chartered Accountants up to year ending (31.03.2018). As per Report of the C.A. (ABOHAR, Punjab), all the information and explanation related to Accounts was duly checked and found Correct.

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
N.A	0	N.A
View File		

6.4.3 – Total corpus fund generated

11477129.76

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	PU	Yes	GOVERNING BODY
Administrative	Yes	PU	Yes	IQAC

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

1. Asst.Prof. of this college told about the performance of every student to their parents. 2. Suggestions are taken from the Parents to impart quality Education. 3. Parents said to the principal to make voter card, Driving License of their Pupils/Students in the College. 4. Parents told about the vehicle difficulty. College immediately provided the mobile numbers of vans for different routes to resolve the problem. 5. Routes of the vans with contact numbers of the Drivers were displayed on the notice board of the college.

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

1. Proficiency in Computer Courses and the use of a customized software, related to the up-keeping of students' data in the areas of admission, payment of fees and other necessary information salary sheets of all teaching and non-teaching staff and disbursement of salary to all college employed staff. 2. The Supporting Staff Encouraged pursuing their higher Education. 3. Efficient worker has been honoured. 4. Staff was to participate in Workshops organized by other institutions. 5. Faculty Welfare Committee is formed.

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

1. College introduced D.El.Ed. Course in the year 2012 approved by NCTE, SCERT Board, Chandigarh.NRC/NCTE/NRCAPP-671/201 St.Meeting/2012 Perm.26468 Dated. 27 JULY, 2012 2. Improved Transportation facility. 3. Teachers were encouraged to do Higher Education. 4. Library automation was started. Numbers of books were increased.

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
2018	To celebrate NMD, NSD, NATIONAL SEMINARS, INTERNATIONAL SEMINARS DURING THE YEAR	02/04/2018	02/04/2018	02/04/2018	150
2018	To improve your A.P.I.(Academic Performance Indicator)	18/05/2018	18/05/2018	18/05/2018	18
2018	Preparation of PSTET/CTET	24/08/2018	24/08/2018	24/08/2018	150
2018	Preparation of Youth Festival items	03/09/2018	03/09/2018	03/09/2018	60
2018	Skill in Teaching Competition and on the spot Preparation of Teaching Aids Competition Zone-D	12/12/2018	23/01/2019	25/01/2019	50
2019	Athletic Meet Competition among various Houses	09/02/2019	11/02/2019	12/02/2019	150
2019	National Seminar on Human rights of Women	15/02/2019	16/02/2019	16/02/2019	100
2019	Visit to AndhVidhalaya And Tapovan	02/03/2019	05/03/2019	05/03/2019	60

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebrated Women Day	08/03/2019	08/03/2019	60	10
Honoured female person by Rotary Club	04/09/2019	04/09/2019	55	5
Women cell meeting	21/04/2019	21/04/2019	15	0

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

One day NSS camp about saving the environment on 06-11-2018. Played Drama on Swachta Abhiyan on 03-01-2019 and 01-03-2018. Plantation on 06-07-2019. Awareness camp about Stubble burning on 05-10-2019. Seminar on Organic farming 01-03-2019. Hanged pots of drinking water for birds.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	24/09/2018	6	Handicapped	wheel chair	1
2019	1	1	25/10/2019	7	Seminar	flex, easy transportation	50

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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 for teachers	22/06/2019	A code of conduct followed by teachers which were issued by the

		university.
Code of conduct for students	16/08/2019	Our students follow the rules very carefully under the supervision of related teachers.
Visit Tapovan and Andhvidalya	04/10/2019	A Trip went to Tapovan and Andhvidalya to create value in the students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation Camp	15/01/2019	15/01/2019	60
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plantation Various programs about the environment. A well and maintain space for plantation, farming, etc. Sufficient clean water pots for birds. less use of paper Polythene free campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

INSTITUTIONAL PRACTICES 1. Group Discussion: The lecturers use the technique of group discussion in the class room for making the concept clear and for increasing the hidden talents of students, enhancing their creativity and make their learning easy . The teacher acts as a mentor and guide. Group discussion assesses the overall personality thoughts, feelings and behavior. A topic is presented to the group members of discussion. Students are made to understand the group discussion rules and improve and focus on group discussion skills. The lecturers choose a content or topic for group discussion and then make a group of desirable students. The lecturer acts as an expert incharge. The students are given instruction to improve an their group discussion commonly instructed by the lecturers. The students express their own views and the teacher modify their thinking whenever they go astray in the discussion. In the discussion the expert also share their views to make the GD interesting and more knowledgeable. Here are some instructions for a successful group discussion session which are mention below :-

1. Keep Eye Contact while Speaking: Do not look at the evaluators only. Keep eye contact with all team members while speaking.
2. Initiates the GD: Initiating the GD is a big plus. But keep in mind - Initiate the discussion only when you understand the GD topic clearly and have some knowledge on the topic. Speaking without proper subject knowledge will leave a bad impression.
3. Allow others to Speak: Do not interrupt anyone in-between while speaking. Even if you don't agree with his/her thoughts, do not snatch their chance to speak. Instead, make some notes and clear the points when it's your turn.
4. Speak Clearly: Speak politely and clearly. Use simple and understandable words while speaking. Don't be too aggressive if you are disagreeing with someone. Express your feelings calmly and politely.
5. Make sure to Bring the Discussion on Track: If by any means the group is distracted or deviated from the topic or goal then simply take initiative to bring the discussion on track. Make all the group members aware that you all need to come to some conclusion at the end of the discussion. So stick to the topic.
6. Positive Attitude: Be confident. Do not try to dominate anyone. Keep positive body language. Show interest in the discussion.
7. Speak Sensibly: Do not speak just to increase your speaking time. Don't worry even if you speak less. Your thoughts should be sensible and relevant instead of

irrelevant speech. 8. Listen Carefully to Others: Speak less and listen more! Pay attention while others are speaking. This will create a coherent discussion and thereby you will get involved in the group positively. You will surely make people agree with you. 9. Need not get into too many details: Some basic subject analysis would be sufficient. No need to mention the exact figures while giving any reference. You have limited time only, so be precise and convey your thoughts in a short and simple language. 10. Formal Dressing: Do not take it casually. No fancy or funny dressing. You should be comfortable while speaking in a group. Positive gestures and body language will make your work easy.

2. Title of the practice: - Newspaper reading for Educational news
The books do not provide updated knowledge. As we know it is an era of fast changes and new information is being added daily. The students do not update themselves with the latest news so there is the need to acquaint them with the latest news in the field of education and give them a view of views of the experts as well as common man related to the field of education. So for this purpose our institution provides news paper reading facility to the students. Students are allowed reading news paper in their vacant lecturer or in the recess time for utilize their time for updated their self. A Sadan group their duty for a week. During this week a student's of this particular sadan selects the news and views on the news paper of the day and reads these before all the students in the morning assembly. Since opportunity is to given to different students on each day. The students get the latest knowledge of the happenings in the field of education and the other one. So for this purpose there are many newspaper provided to the students like Jag bani ,The Tribune, Punjab kesari , Jung- e- samachar , Raster chavi ect. Our teachers allow the students to utilize their leisure time in reading newspaper and get update their self.

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

<http://www.mdcollegeabohar.org/>

7.3 – Institutional Distinctiveness

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

Vision, Mission Objective Vision To develop a leading institute for research and development having courses producing professionally trained teachers with global teaching competencies as well as values. Mission To provide quality education of global standards with the latest technology, inculcating values and patriotism and channelizing the energy of youth in the right path of service and sacrifice for the nation and the society. To do action research and research for promoting higher standards of teacher education. Objective To realize the vision and mission, the college has objectives: To impart quality teacher training to the teacher trainees. To impart knowledge and training of the latest technology for teaching. To develop the values of a good teacher, a good human being, a patriot, and a true Indian. To develop the infrastructure befitting of a quality teacher education institute. To make optimum and effective use of existing resources - the human resources as well as infrastructure. To arrange programs for the all-round development of personality of the teacher trainees. To stimulate social and national integration To educate for eradication of evils. To keep aloof the torch of knowledge kindled by Maharishi Dayanand, that is, to dispel the darkness of ignorance and to spread knowledge for the well-being of all, that, physical, moral, social, and spiritual development.

Provide the weblink of the institution

<http://www.mdcollegeabohar.org/vission-mission-objectives.html>

8.Future Plans of Actions for Next Academic Year

To upgrade the Library by r and Co-Curricular activities in the college :- Our institution will organize curricular and co-curricular activities so that students can develop physically , Mentally, emotionally. Our institioun will also organize co-curricular activites according to the interest of the students. A wide variety of activities will be planned for the sake of meeting the different needs of all the categories of students. ? Campus Placement of Students in collaboration with more innovative schools. Our institution will visit more innovative schools for students better campus placement. ? To Organize National Seminar/ Workshops :- In future , we will also organize National seminars / Workshops for students as well as for faculty development. For this purpose, different educationists, resource persons will be invite to deliver seminar on educational guidance.. By attending various national seminars /workshops students will get knowledge about different educational streams for their future purpose such as for vocational and personal guidance. ? To promote the research activities among the teaching faculties. Our Institution will promote the research activites for faculty development. With this , our institution will organize activites that are perceived to help academicians in improving their professional skills that plays vital role for carrying out the teaching research or adminintrative activities.