



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		RAO LAL SINGH COLLEGE OF EDUCATION
Name of the head of the Institution		DR. VANDANA GANDHI
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0124-2970028
Mobile no.		9873421770
Registered Email		rls.principal@gmail.com
Alternate Email		rlsiqac2014@gmail.com
Address		V.P.O.- SIDHRAWALI, GURUGRAM, N.H. 48
City/Town		SIDHRAWALI
State/UT		Haryana
Pincode		122413
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. YUDHISTER
Phone no/Alternate Phone no.	01242970028
Mobile no.	9416575869
Registered Email	rls.principal@gmail.com
Alternate Email	rlsiqac2014@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.rlscoe.ac.in/aqar/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.rlscoe.ac.in/academic-calender/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	72.25	2004	08-Jan-2004	07-Jan-2009
2	B	2.80	2014	21-Feb-2014	20-Feb-2019

6. Date of Establishment of IQAC	17-Aug-2004
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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
MEETING ONE	30-Aug-2018 1	8

MEETING TWO	18-Apr-2019 1	10
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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
Nil	Nil	Nil	2018 0	0
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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 :

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)

The IQAC made significant contribution in the qualitative improvement in the college. The Principal conducted meetings with IQAC and other faculty members to discuss to progress. Demands from various lab incharges are also invited to upgrade the labs. IQAC promoted interaction between college and community by organizing social awareness rallies in village Sidhrawali. The interaction between college and nearby schools for internship programmes and placement of students after completing B.Ed. Course was also organized. The college also organized various academic and co curricular programmes from time to times by different committees as suggested by IQAC.

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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	Achievements/Outcomes
Preparation of Academic calendar Orientation programme Internal Audit Educational tours and trips Making the college environment eco friendly Renovation of infrastructural facilities Faculty Development Programme Feedback from students/stake holders Physical Audit of labs	The calendar was prepared and implemented successfully. Newly admitted students were oriented about teacher education programmes and college. Principal conducted meeting from time to time regarding the progress of the syllabus and other activities. Tours and trips were organized as per requirement. Green project was implemented to keep the campus Eco friendly During the session the required renovation work in the campus was done properly. Faculty members attended various academic programmes in the college and other institutions. Student/ Stake holder feedback was taken from time to time to make improvements. The principal discussed with various lab incharges regarding the requirements and physical verification was also done.
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14. Whether AQAR was placed before statutory body ?	No
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	09-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

Our institution's programme delivery and documentation are meticulously organized for all courses. The academic core committee meets frequently to ensure effective planning and implementation of curriculum delivery and documentation, generates an academic calendar and timetable, and events are

documented in the session's event diary by the responsible event diary incharge. Various academic committees have been formed to plan for co-curricular activities, seminars, and workshops. Students can obtain hands-on experience in a variety of labs while taking theoretical classes. Each faculty member of their individual teaching subjects evaluates the lesson plan file, and the teaching practice incharge performs internship training. To supplement normal classroom learning, regular exams, tutorials, group discussions, projects, seminars, and internships are used. In a friendly classroom climate that stimulates active learning, students develop a sense of team spirit, responsibility, and professional ethics. Google classrooms, whats app groups, Edmodo, google slides are used by faculty members for sharing, discussing content and receiving assignments.

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	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	1. REAL TEACHING PRACTICE	98
BEd	2. MICRO AND SIMULATED TEACHING	97
BEd	3. EDUCATIONAL TRIP	80
BEd	4. INTERNSHIP	98

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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

Students feedback: Structured feedback performas were used to receive feedback of students towards curriculum, skills, infrastructure, support systems.
Teachers Feedback: To study faculty views about content, framework related issues, ICT tools, structured input were taken from encouraging workforce and their ideas were taken in to thought for enhancing quality. Parents Feedback: Structured input was taken from guardians of students to study support of their ward in co-curricular exercises, teaching skills acquired, usefulness of course curriculum in real life, safety concerns of their ward and further suggestions for improving teaching learning process in institution. Alumni Feedback: structured feedback was taken from alumni regarding curriculum, practical implication of course in real life, helpful in getting job, attaining required teaching skills, improving teaching learning process etc. Employers feedback: Data was analysed by NAAC committee following proper mechanism and put forward to higher authority for providing guidelines for quality enhancement in every aspect .

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
Med	SECOND YEAR	50	Nil	9
Med	FIRST YEAR	50	Nil	Nil
Bed	SECOND YEAR	100	Nil	90
Bed	FIRST YEAR	100	Nil	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	190	9	Nil	1	11

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
12	12	7	4	1	7
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Our institution has developed its own mentorship system. The objectives of mentorship are made clear to all faculty members and students. The students are grouped into small groups and each teacher is responsible for providing appropriate guidance to their mentees. The mentorship program aids in the development of a positive relationship between students and teachers, as, well as providing support to the students. Mentorship meetings are held weekly as per the scheduled time- table. Mentors provide students also a support system in: a grievance redressal cell has been established to listen to and act on student problems a placement cell has been formed to provide B.Ed. pupil teachers with information on career and placement services there are co-curricular and cultural activities planned for the students periodic seminars and workshops are also held for students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
190	12	1:16

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
13	11	2	Nil	9

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
2018	Nil	Nil	Nil
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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	Nil	SECOND YEAR	01/06/2019	13/09/2019
Med	Nil	SECOND YEAR	01/06/2019	13/09/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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The college has implemented an internal evaluation framework to provide feedback to pupil teachers about their academic performance. The students are evaluated formatively by their teachers after completion of each unit. Practical activities are also evaluated. As per the affiliating university norms, Continuous assessment of students have weightage of 20 in internal marks. Teachers assess students' performance in two mid-term theory examinations and other various mechanisms like class tests, quizzes, home assignments, everyday attendance, projects etc. To assess the teaching skills discussion lessons are given by the students.

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

The academic calendar is prepared by the college at the beginning of each session, taking into account the academic calendar of the affiliating university. The principal discusses with all faculty members for preparing academic calendar. It includes a list of all the curricular and co-curricular activities to be conducted by the college during the year. Detailed schedule for internal house exams, class tests, practical activities etc. are given. The tentative dates of other extension activities, cultural events, college sports etc. are also mentioned in the academic calendar. Teachers plan their activities accordingly. A copy of academic calendar for 2018-19 session is attached

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.rlscoe.ac.in/courses-b-ed-m-ed-and-d-ed/>

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
Nil	BEd	Nil	90	90	100
Nil	MEd	Nil	9	9	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)

<http://www.rlscoe.ac.in/student-satisfaction-survey/>

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
Nil	0	Nil	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
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	Nil	Nil
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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
Nil	Nil	Nil	Nil	Nil	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
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	EDUCATION	7	3
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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
Nil	Nil
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2018	0	Nil	Nil
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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	Institutional affiliation as
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					excluding self citation	mentioned in the publication
Nil	Nil	Nil	2018	Nil	Nil	Nil
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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/Seminars/Workshops	2	9	Nil	Nil
Presented papers	2	6	Nil	Nil
Resource persons	Nil	3	Nil	Nil

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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
Employability Training for Girls	UNDP-DISHA project sponsored by Hero Motors group	2	60

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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	Nil

No file uploaded.

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
Save the Girl Child	Women Cell	Awareness Rally on 'Beti Bachao, Beti Padhao'	3	190

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0

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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	Skill-in-Teaching	1. Government Senior Secondary School, Sidhrawali 2. Government Senior Secondary School, Kapriwas 3. Rao Lal Singh Public School, Sidhrawali	18/12/2018	15/03/2019	90
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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
Nil	Nil	Nil	Nil
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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
170000	166687

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

Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	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
Nil	Partially	Nil	Nil

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	20327	4025045	160	43515	20487
Reference Books	4144	568830	10	5510	4154	574340
Journals	48	50000	Nil	Nil	48	50000
Others(s pecify)	1717	257550	Nil	Nil	1717	257550
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

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	18	1	1	1	1	1	1	100	0
Added	0	0	0	0	0	0	0	0	0
Total	18	1	1	1	1	1	1	100	0

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

100 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
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	recording facility
COMPUTER LAB WITH VIDEO RECORDING FACILITY	http://www.rlscoe.ac.in/e-contents/

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
80000	76353	180000	176711

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 college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the funds/grants received by the college as per the requirements in the interest of students.

- **Laboratory:** Record of maintenance account is maintained by Lab In charge and supervised by Principal.
- **Maintenance of laboratories are as follows:** - The calibration, repairing and maintenance of sophisticated lab equipment are outsourced by the concerned committees.
- **Library:** - 1. The requirement and list of books is taken from the concerned faculty. The finalized list of required books is duly approved and signed by the Principal. 2. Suggestion box is installed inside the reading room to take users' feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. 3. To ensure return of books 'no dues' from the library is mandatory for students before appearing in exam. 4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- **Sports:** - Regarding the maintenance of sports equipment the college sports in-charge is deputed. Annual athletic meet is organized in the college. Students are sent to inter college sports events.
- **Computers:** - 1. Centralized computer laboratory has been established for the students and faculty. 2. Internet and WiFi Enabled campus.
- **Classrooms:** - 1. The college has various committees for maintenance and upkeep of infrastructure. The faculties submit their requirements to the Principal regarding classroom furniture and others.
- **Additionally:** - 1. Stock registers are maintained by physically verifying the items round the year. 2. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees. 3. College campus maintenance is monitored through regular inspection. 4. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. 5. Regular maintenance of the water cooler and water purifier is done regularly. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

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	Nil	Nil	Nil

from institution			
Financial Support from Other Sources			
a) National	Post Matric Scholsharhip	23	Nil
b) International	Nil	Nil	Nil
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
• Workshop on Personality Development and Placement (Two Days) 13 - 14 March 19	13/03/2019	60	UNDP-DISHA project sponsersd by hero Motors Group
• Communication Skill Development (According to time table by concerned subject teacher)	Nil	180	Institutional Level (Language lab In charge)
• Tutorials (According to time table by concerned subject teacher)	Nil	180	Institutional Level (All teachers according to subject)
• Mentoring Programme (Every Friday Saturday)	Nil	180	Institutional Level (concerned Mentors)
• Yoga Meditation Programme (Every Saturday)	Nil	180	Institutional Level (Yoga and Meditation Cell)
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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	Guidance Programme	170	Nil	20	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Various Secondary and Senior Secondary schools	80	20
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	37	BED	Nil	Various Universities Higher Education Institutions	M.A., M.Sc., M.Com., M.Ed., Ph.D.
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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	2
Any Other	20
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Celebration of Raksha Bandhan Festival	Institutional Level	170
Celebration of Rao Lal Singh ji Birth Anniversary	Institutional Level	175
Gandhi Jayanti Celebration	Institutional Level	168
Fresher Party Talent Hunt Programme	Institutional Level	165
Lohri Celebration	Institutional Level	150
Women's Day Celebration	Institutional Level	160
Annual Athletic Meet	Institutional Level	155
Farewell Party	Institutional Level	175
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
View File						

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

Students have representation in IQAC, Youth Red Cross, various committees, clubs and also work as editors in college magazine. They work together with various committees and are the interface between various committees and students to identify the issues that affect students directly or indirectly. Suggestions and perspectives of the students are put forward to principal and committees by student representatives for consideration. Students representatives remains active throughout the year and organize several activities with the help of various committees with great enthusiasm and success. Every year two students from each section are selected as Student representatives. These student representatives work with various committees for organizing extra-curricular, co-curricular and academic activities like Talent Hunt Programme, Sports Meet, celebration of various days (Women's Day, Teacher's Day etc.) and festivals. This year SR actively participated and worked with cultural committee, Sports Committee, Women Cell, in organizing activities like Fresher Party and Talent hunt Programme, Lohri Celebration, Women's Day Celebration and Farewell party.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1800

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Informally every year meetings are organized by alumni.

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 IQAC has been constituted as per guidelines of the affiliating University. The Committee comprises of representatives from the management, teaching staff, supporting staff, administrative staff, students and IQAC Coordinator. It reviews the activities of the college and makes recommendations about infrastructure development and other administrative matters. Views of all concerned stakeholders are taken into consideration before taking any decision.

The coordinators supervise the conduct of these programmes from admission stage to declaration of results. They also provide relevant data to the administration and various committees. Decisions about day-to-day functioning of the programmes and problems encountered during their implementation are routed through the conveners of various committees. The concerned coordinators also play a key role in finalizing academic timetable, examination schedule and school visits.

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
Admission of Students	The admission schedule of the courses is strictly followed as per the university calendar. A centralized On-line admission process is adopted for all courses at UG PG level as directed by DHE, Haryana and the affiliating university. Admission is strictly according to eligibility criterions of the affiliating University wherein State Government reservation rules are stringently followed.
Industry Interaction / Collaboration	The College has a productive association with various schools for internship, teaching practice and teaching observation and placement facility is also provided to the students
Human Resource Management	The College follows a decentralized management structure that ensures all stakeholders have a well-defined role to play and all resources are effectively used. The Principal, Staff members, various committees, teachers-in-charges, the Bursar, and student representatives ensure active monitoring of all College functioning. Annual self-appraisal of the staff is done. Alumni meetings are held. Faculty and staff attend self-development programmes regularly.
Library, ICT and Physical Infrastructure / Instrumentation	The Library is a rich resource centre for printed and electronic resources with constant addition of latest publications. In 2018-19, the library procured books in various disciplines. Capacity of around 100 students and separate space for 15 faculty members is available. Library staff is also engaged in active research. ICT 04 classrooms fitted with projectors for multi-media assisted classroom

teaching. The computer laboratory is fully Wi-Fi enabled with 25 computers.

Research and Development

A favourable and encouraging environment for research is provided in the form of adequate infrastructure, human resources, rich library and resourceful Wi-Fi. The college encourages faculty members to take study leave and duty leave to promote their research interests. One of the faculty members serve as doctoral advisors, guiding 4 doctoral candidates. Faculty and students regularly publish their research papers and articles in reputed national and international journals

Examination and Evaluation

Evaluation process is well communicated to the students through different means. Summative exams are conducted efficiently by Examination Committee. Continuous evaluation of the students' performance is assessed by class tests, presentations, quizzes, etc. Practical exams are conducted during the University prescribed time period by one external and internal examiner under the supervision of a Superintendent of Practical Exams. Mechanism is in place to address internal assessment grievances.

Teaching and Learning

The institution follows and adheres to the Academic Calendar of the affiliating University. Innovative teaching methods like group projects, seminars, group discussions, field trips etc., are adopted to make teaching learning more effective and participative. Self-learning and lifelong learning are encouraged. Critical thinking is encouraged through debates and newsletters. Creativity is fostered through extra-curricular activities. Mechanism to make the entire learning experience socio-economically relevant. Student feedback is collected and analyzed regularly to enhance teaching-learning. E-content and e-resources are created by faculty members.

Curriculum Development

The College being affiliated to the state University, syllabi are framed by the University Boards of studies. The college follows the same, with an emphasis on the practical aspect of the curriculum. The college organise extension lectures, seminars e-

presentation by both experts and students which explore the limits of the prescribed curriculum and contribute to curriculum development. In addition visits to innovative learning centres, special schools, NCERT and Science museums and procurement of resources are regularly undertaken to prepare and professionalize the prescribed courses.

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

E-governance area	Details
<p>Planning and Development</p>	<p>The Principal and management insist that activities schedules are promptly displayed on the institution website through Web-Calendar and E-Notice Board. The Management is informed of every activity in the college through emails as well as WhatsApp group.</p>
<p>Administration</p>	<p>A dedicated e-mail for all the employees is created for the dissemination of all information electronically. AISHE data on MHRD portal is uploaded regularly. The students' data related to registration in the affiliating university is fully based on electronic system. The information to all the stake holders are shared electronically. Whatsapp group had been created exclusively for college teaching and non-teaching staff, B.Ed first year students, B.Ed second year students and alumni for quick communication and sharing of necessary information.</p>
<p>Finance and Accounts</p>	<p>All the financial data and management of the accounting records are prepared electronically. The transactions related to the staff salary and expenditures are completed electronically.</p>
<p>Student Admission and Support</p>	<p>The process of admission of students in the college had been done digitally. Further, the college website has been used for display of the administrative policies including the college rules and regulations, details of human resources, infrastructure and instructional facilities, academic year plan and e-learning resources,</p>
<p>Examination</p>	<p>The e-governance was involved in communicating the schedule of internal continuous evaluation under the supervision of the examination committee, which involves receiving and</p>

printing of question papers, maintenance of continuous internal evaluation marks and transferring the CCE marks to the affiliating university for further process.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Vijay Laxmi	Refresher Course	UGC-HRDC JNU Delhi	1000
2018	Dr. Vijay Laxmi	Orientation Course	CPDHE- University of Delhi	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)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
National workshop 'Theoretical framework of MOOC' through online mode from January 21-27, 2019, SNDT Women University under PMMNMIT, MHRD.	2	21/01/2019	27/01/2019	7
National Workshop Design and Development of MOOCs, TLC,	2	21/01/2019	09/02/2019	21

SNDT Womens University, Mumbai (PMMMNMTT, MHRD)				
National Workshop Blended Learning Approach for Teacher Educators, TLC, MGAHV, Wardha, Maharashtra (PMMMNMTT, MHRD)	4	26/09/2018	28/09/2018	3
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Meditation Programmes, One day trip	Meditation Programmes, Uniforms given by the Management	Urmil Dua Scholarship and Post Matric Scholarship

6.4 – Financial Management and Resource Mobilization

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

The institutional accounts are maintained on daily basis as current account. The details of income and expenditure are subject to internal auditing by a chartered accountant. The details of income and expenditure of the college is prepared by the accountant of the college for onward transmission to the internal auditing officer through proper channel. External financial audits are also done regularly by the affiliating university and salary and grant related audits are done by the D.H.E.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	All the staff members and IQAC
Administrative	No	Nil	Yes	Governing body of the college

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

Nil

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

Nil

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

1. Staff was encouraged to publish quality articles in reputed journals and attend workshops and Faculty Development Programmes (F.D.P). 2. Addition of learning resource material in library. 3. Extension lectures and enrichment programs were conducted for the staff and the B.Ed Students.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	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	Talent Hunt Program	29/11/2018	29/11/2018	30/11/2018	190
2019	2-Days Workshop on Personality Development and Placement	13/03/2019	13/03/2019	14/03/2019	180
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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
Poster making and slogan writing competition on the topic women	23/08/2018	25/08/2018	76	9

	advantages and disadvantages	and contribute to local community					
2018	1	1	02/10/2018	8	Gandhi jyanti week celebration	<ul style="list-style-type: none"> • Cleanliness of the campus • Awareness programme in villages on personal hygiene • Women empowerment • Learning by doing <p>All the issues were addressed by the organizing different activities during the whole week.</p>	187
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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)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1. Hawan Ceremony	02/09/2018	02/09/2018	169
2. Lohri Celebration	12/10/2018	12/10/2018	135
3. Personality Development Programme	13/03/2019	14/03/2019	145
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Pollution free campus 2. Tree plantation 3. Green campus 4. Eco-Club 5. Creation of green environment
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE- I TITLE: ENCOURAGE UNIVERSAL ETHICS AMONG STUDENTS CONTEXT: An

important area of the foundations work aims to foster universal morality among students through workshops, dialogues, and training. At the core of the personality, values are the factors that govern behavior. Individual behavior trends are affected by value orientation, attitude trends, and belief systems.

These belief systems have specific references and relevance to the broader social background of the individual. Designing a better future for humanity requires a values orientation. Moral behavior is defined as behavior recognized by people, and unethical behavior is defined as behavior not recognized by people. Only when a person understands what is good and what is bad, what is right and what is wrong, can he develop moral behavior. Moral values are the knowledge of good and evil, good and evil. Moral growth is an important aspect of development.

OBJECTIVES OF THE PRACTICE: In today's world, most people simply care about themselves. The college understands the need of instilling universal principles such as truth, charity, and fairness. Our college's values education team is working toward this aim. They establish conduct criteria against which we can assess the quality of human behavior. Education values are determined by the ever-changing demands of society and nation. They are attempted to be met through education and teachers. The objectives of human values and professional ethics of learners of education college are as follows:

- To inculcate rich human values among learners.
- To focus on professional ethics which are broader indicators of desirable actions vis-à-vis undesirable actions.
- To lay down broader guidelines of values and ethics for internal and external stakeholders.
- To suggest operational guidelines for value-based and ethical practices in the higher educational institutions leading to implementation and monitoring.
- To indicate the outcomes of creating a value-based and ethical culture in B.Ed college.
- To suggest indicative reinforcement programmes for nurturing human values and ethics among learners.

4.PRACTICE: The college behavior is the need of fostering universal values like truth, charity, and justice. The values education team at our college is working toward this goal. Internal forces are used to cope with academic and emotional stress. Develop an optimistic mind-set among learners. Various extension lectures on value education had been given by experts. Values in a human being get established in early childhood but value awareness, ethical awareness and reasoning skills in favor of value-based and ethical decisions can be improved throughout life. Human values and professional ethics in a combined way influence right conduct, behaviors and decisions. The ethical decision depends upon how one feels about oneself, stages of moral development and behavioral environment. Blanchard and Peal suggest that ethical behavior is related to self-esteem. Learners, who feel good about themselves, have what it takes to withstand outside pressure and to do what is right rather than do what is merely popular.

5. THE TEAM SHOULD ORGANIZED THE FOLLOWING ACTIVITES:

- The course on moral values is held on time.
- Remedial and remedial classes are offered to pupils on a regular basis.
- To improve student awareness, the school organised a mediation plan.
- For female students marking International Womens Day, a psychological counselling was provided.
- The continuation of fraternities, fraternities, and affection is celebrated.

OBSTACLES IN ENCOURAGING ETHICAL VALUES:

- Issues of Discipline.
- Ethnic and Social Diversity. Typically, conflicts arise between the principal, school administration, and the childrens parents. The principal, school administration, and parents usually collaborate to select the instructor or teacher. Such an issue usually has two predictable outcomes: the principal either reluctantly agrees to the parents request or publishes a blanket statement outlining the policy against respecting parents choice of teachers for a particular class. Educational institutions, particularly public ones, must adjust their curricula to address the issue of diversity. Ethnic sports and ethnic festivals should be organized in schools to help bring kids from all backgrounds together and foster harmony. On the other hand, who is to blame for the student(s) failure – the somewhat inept teacher or the slacker student.

Strategies to encourage ethical values: • Religious and spiritual activities, as well as community service and service learning. • Leadership training • Diversity training • Student activities programming • Traveling

8. EVIDENCE OF SUCCESS: B.Ed Students are increasingly interested in this approach. Although their daily courses are very comprehensive, they still attend these courses regularly. It has to be naturally acceptable to the human being who goes through the course and when we live on the basis of such values it leads to our happiness.

9. OUTCOMES The primary goal of this endeavor is to instill a set of values and ethics in college students. The physical infrastructure, psychological infrastructure, knowledge infrastructure, and financial infrastructure all need to be brimming with ethical practices and principles. Its vital to have the large things in place, but its equally crucial to have the little things in place. To create such an environment, the following five systems must be established: (1) The learning process for holistic development (2) Impeccable governance (3) Effective institutional management (4) A well-defined system of rewards and chastisement (5) An institutional climate in which rights are celebrated and wrongs are punished.

BEST PRACTICE- 2 Title of the practice: ICT oriented teacher training programmes. Context R.L.S. College of Education, Sidhrawali (Gurgaon) was established in 1974, in the loving memory of Sh. Rao Lal Singh Ji, a great visionary and social reformer. The college is situated in the most natural surroundings at the foothills of Aravalies on NH-8 just 35 Km. away from Gurgaon and 50 Km. from IGI Airport, New Delhi. The college is one of the most prestigious institutions of Haryana. It offers D.Ed, B.Ed, M.Ed courses with the aim of providing innovative teacher education and undertaking plethora of research initiatives. The college has a forceful mission of helping and grooming pupil teachers for the future of the nation. The college is dedicated to the supreme and noble cause of education that strives to produce professional teachers and teacher educators. The biggest asset of the college is its teaching faculty, embarking upon higher values of dedication, discipline and determination, always endeavor to keep treading the path of the set tradition of yielding teachers for excellence and thus eventually contributing towards the reservoir of knowledge and glory of nation. Education is the most important factor in the growth and development of a country. The teachers play a very important role for successful implementation of an education system. The schools may have excellent buildings, well designed curricula, good teaching aids but if the teachers are not efficient, educational programme can never be successful. Thus, teachers are the greatest assets of education system of a nation. Teachers acts as a pivot for the transmission of knowledge, skills, values and traditions to keep the lamp of civilization burning.

Objectives of ICT oriented training: ? The most important benefit of ICT in education is to improve learning outcomes. ? It will provide the skilled labor required by the knowledge society while increasing the cost/benefit ratio. ? It is also important to hope that this will speed up the learning process, on average, much faster than it is now.

Need of ICT teacher training: ICT permeates all aspects of life, providing students with newer, better and faster ways to interact, network, seek help, obtain information and learn. In addition to being ubiquitous, information and communication technology is also of great economic importance. Teachers spend most of their class time planning and teaching, rather than processing. The use of ICT integration increases the time available in the process stage. Digital content, animations, and videos make the course rich and interesting. It is easy for students to understand. The current need is to collect learning objects, electronic content and open source materials on the Internet for free use by teachers and students. It is in this context that the agency decided to use ICT extensively in all its processes and deploy the required technology.

Description of Practice of ICT teacher training: Students are eventually divided into groups according to their teaching subjects. Each group of teaching subjects is divided into smaller working groups of 4 or 5 students in

turn, and note that each group includes at least one student with ICT literacy. Provide all students with a one-week general ICT training program. After that, a two-day concise ICT training will be provided for the illiterate group of ICT. Subject teachers in each stage of teaching and learning, that is, entry, exit and process, guide students to write behavior goals, teaching methods, assessment and integration of information and communication technology. When the micro lesson starts, the micro lesson will be recorded and used for feedback purposes. Since it is impossible to record all micro-classes, you can use cameras, webcams, etc. to record randomly or as needed. Organized presentations of digital materials available in the library and selective access to the Internet. It was after this exposure and orientation students

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

<http://www.rlscoe.ac.in/best-practices/>

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

Recognizing its privileged position as a premier institute of Teacher Education, Rao Lal Singh College of Education, Sidhrawali, Gurugram, college stands out from other institutions in Teacher Education making consistent efforts in fulfilling its social responsibility towards all the sections of society. The college authorities, staff and students believe that the true essence of empowerment lies in creating sustained forms of emancipation by generating lasting opportunities for all. The outreach aimed to highlight that education and independent thought are the most effective means of breaking down social taboos. The college pursues distinctiveness as a way of focusing intellectual energy and using limited resources wisely to provide quality teachers rather than quantity teachers to the society. Our efforts to be distinctive must be in harmony with our vision, priority and thrust area. Institutional distinctiveness sets a central theme around which excellence is built. For this, college focuses on the holistic development of our students by developing their competencies and chisel their professional skills. With the rare amalgamation of the Indian cultural traditions and modern technologies, the college aims at creating the best human resources reservoir to produce world class professionals and citizens. 'Education' is synonymous with 'liberation' liberation from all shackles, liberation from all vices, liberation from cruel customs and unjust traditions. The college expands all its resources, human as well as material to prepare passionate, innovative, secular, and humane teachers with commitment to excellence and professional outlook. The college enshrines and espouses certain objectives to keep itself in sync with the society: 1. To stimulate academic environment for enhancing quality of teaching-learning process by encouraging innovative practices. 2. To re-invigorate research in teacher education by promoting interdisciplinary approach, essential for innovations in the field of Teacher Education. 3. To help the prospective teachers to become a part of 'wisdom society' through organization of seminars, workshops, conferences and other techniques of higher learning. 4. To provide exposure to prospective teachers to diverse cultures and prepare students for global education challenge by bringing internationalism to the campus through student/faculty exchange programmes. 5. To develop the students holistically by inculcating ethical, social, aesthetic values among prospective teachers through value-oriented education and community service programmes. We aspire to become an institution known for its integrating inquiry and action, theory and practice. Our general liberal education program, which offers students a common exploration of the modes of intellectual inquiry and gives them processes of thought to use in their major fields of study. The expertise

we have in the scholarship of teaching and learning, and in problem-based and inquiry-based learning. Our creation of classroom situations that facilitate and encourage students to become intellectuals, problem solvers, and agents of change. Our requirement that all students participate in a culminating course or experience in which they apply the lessons of their discipline. The fact that our students and their teachers, indeed all members of the Rao lal singh College of Education, sidhrawali, are engaged in professional or service activities.

Provide the weblink of the institution

<http://www.rlscoe.ac.in/>

8.Future Plans of Actions for Next Academic Year

1. Strengthen the teaching-learning process through more use of technology. 2. Enhancing collaborations and linkages with practice teaching Schools. 3. Conducting more inter and intra college competitions. 4. Carrying out more activities by different committees. 5. Lay greater Emphasis upon inviting social, cultural, economic, human and environmental values. 6. More participation in sports and games is to be encouraged. 7. The remedial classes for the academically weaker students and enrichment programmes for the fast learners to be continued. 8. Organization of FDP, workshop, extension lectures for professional growth of teachers and students.