

# **The Annual Quality Assurance Report**

**(AQAR)**

Of

**2011-2012**

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL,  
BANGALORE**

By

*Internal Quality Assurance Cell*

**SWAMI VIVEKANAND SARVODAYA BANK EDUCATION COLLEGE,  
MAHESANA, GUJARAT**

**Name of Institution:**

**Year of Report: June 2011-May 2012**

**Swami Vivekanand Sarvodaya-  
Bank Education College, Mehsana**

**Part A: The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year:**

**❖ The Plan of Action:**

- Created the IQAC of the institution as per the recommendations of NAAC and decided action plan to be implemented in Five phases: (A) Plan of Action for Curricular Activities; (B) Plan of Action for Co-Curricular Activities; (C) Plan of Action for Professional Development of the Faculty Members; (D) Plan of Action for Infrastructure Development; (E) Plan of Action for Social Development.

**(A) Plan of Action for Curricular Activities:**

- to recruit the faculty members in place of retired and transferred faculty members.
- to formulate different committees of faculty members along with teacher trainees.
- to develop the presentation skill of the teacher trainees.
- to arrange group-discussion, seminar, team-teaching, symposia, C.A.I. & C.A.L. model to acquaint teacher trainees with modern techniques of teaching-learning.
- to have the access of computers, printers, different software and Internet etc. for the teacher trainees to update the latest information concerning their subjects.
- to enrich the content of teacher trainees through internal assessment.
- to provide the reference books, journals, weekly and quarterly magazines along with two sets of books related to their subjects.
- to provide the teacher trainees the paper sets of the Question-paper of the previous years to develop their analytical thinking.
- to arrange the Unit Tests after the completion of every unit.
- to arrange Practice Test weekly as well as before Annual Examinations for the development of self-confidence and better performance in the examination.
- to teach the teacher trainees to conduct the Psychological Experiments and to administer the Psychological Tests to develop critical thinking of the teacher trainees.

**(B) Plan of Action for Co-Curricular Activities:**

- to teach to plan and implement co-curricular activities.
- to celebrate different days to cultivate values.
- to arrange the different programmes for teacher trainees' Personality Development.
- to arrange the programmes to develop teacher trainees' creativity and reflective thinking.

**(C) Plan Of Action For Professional Development of The Faculty Members:**

- to encourage the faculty members to participate in research oriented task.
- to empower the faculty and non-faculty members through active participation in Seminars, workshops, Orientation Courses, Refresher Courses, and Courses related to Computer Literacy etc.

**(D) Plan of Action for Infrastructure Development:**

- to increase the number of computers.
- to purchase the reference books.
- to equip the library with required furniture.

**(E) Plan of Action for Social Development:**

- to arrange the public programmes to enhance the awareness of people regarding different social, cultural, economic issues concerning the state, country, and the global world.

**❖ Outcome Achieved By the End of the Year:**

- The result of the year 2011 – 2012 is 100 %.

**Part B:**

**1. Activities reflecting the goals and objectives of the institution:**

- Enclosed in Annexure a; Annexure b and Annexure c.

**2. New academic programmes initiated (ug and pg):**

- Applied for full-time Master in Education Course.
- SCOPE (English Language Teaching Programme Implemented by Government of Gujarat.

**3. Innovations in curricular design and transactions:**

- Nil

#### **4. Inter-disciplinary programmes started:**

- Nil

#### **5. Examination reforms implemented:**

- Paper sets of the Question-paper of the previous years were provided to the teacher trainees.
- Content Tests of teacher trainees were conducted.
- For continuous and comprehensive evaluation weekly tests were organized for compulsory papers.
- After Preliminary Exams at the end of each semester the results of students were analyzed to find out the Average, Above Average and Below Average students and follow up work was accordingly done by each faculty member.
- Before annual examination the Pre-Final Examination was held by the college with a view to improve their content as well as writing style.

#### **6. Candidates qualified: Net/Slet /Gate etc.**

- Nil

#### **7. Initiatives towards faculty development programme:**

- Motivated the lecturers of the college to join, conduct and organize state, national and international seminars as well as orientation and refresher courses.
- Motivated the non-teaching staff i.e. Librarian of the college to join seminars and workshops as well as refresher and orientation course.

#### **8. Total number of seminars/ workshops conducted:**

- Five seminars in five compulsory subjects for each student in Semester-1 and Five seminar for each student in Semester - 2:

#### **SEMESTER – I**

- a) Philosophical Foundations of Education. (EDCC:101)
- b) Development of Learner and Learning Process. (EDCC:102)
- c) Development of Secondary Education.(EDCC:103)
- d) Information & Communication Technology (EDCC:104)
- e) Application of Technology in Education (EDCE:116)

## **SEMESTER – II**

- a) Sociological Foundations of Education. (EDCC:201)
- b) Teaching Process and Gauging Development. (EDCC:202)
- c) Management of Secondary Education.(EDCC:203)
- d) Computer In Education (EDCC:204)
- e) Application of Technology in Education (EDCE:216)

### **9. Research projects:**

- (a) **Newly implemented:** Nil
- (b) **Completed:** Dr. Sureshbhai.

### **10.Patents generated, if any:**

- Nil

### **11. New collaborative research programmes:**

- Nil

### **12.Research grants received from various agencies:**

- Nil

### **13.Details of research scholars:**

- Parmar Suresh R.
- Parihar Prashant B.
- Mr.Pathik D. Barot.

### **14.Citation index of faculty members and impact factor:**

- ❑ Dr. Praffulaben N Patel: Asso. Professor & Principal.(Med; M.Phil and PhD.)
- ❑ Dr. Dinubhai M Chaudhary: Asso.Professor (Med & M.Phil guide)
- ❑ Dr.Jayantibhai I Patel : Asso.Professor (Med & M.Phil guide)
- ❑ Sureshbhai R. Parmar : Assistant Professor
- ❑ Prashant B Parihar : Assistant Professor
- ❑ Dr. Pravinaben K Patel : Assistant Professor
- ❑ Dr. Maheshbhai Vaghela : Assistant Professor
- ❑ Mr. Pathik Barot : Assistant Professor

### **15.Honors / awards of the faculty:**

- Nil

### **16.Internal resources generated:**

- Nil

### **17.Details of departments getting sap, cosist (assist) / dst, fist, etc.**

#### **Assistance/ recognition:**

- Nil

### **18.Community services:**

- The institution has been actively engaged to bring awareness of Environmental issues as the abuses of plastic, deforestation, the effect of global warming on everyday life, water pollution etc. of local as well as global concern among the teacher trainees, teachers, principals of the schools and people of urban and rural Gujarat by organizing Street Plays, Rallies in rural as well as urban areas, seminars, debate, manifestation of souvenir etc.
- The institution has also been actively giving programmes to bring awareness about social issues such as Stri Brun Hatya; Dangers of Alcohol and Drug Addiction; Illiteracy; Girls' Education etc. by organizing Street Plays, Rallies in rural as well as urban areas, seminars, and debate.

### **19.Teachers and officers newly recruited:**

- Dr. Maheshbhai Vaghela : Assistant Professor (Sanskrit Method)
- Mr. Pathik Barot : Assistant Professor (Account Method)

### **20.Teaching-Non-teaching staff ratio:**

- 1:1

### **21.Improvements in the library services:**

- Teacher trainees are provided with vocational guidance through different News Papers, University News, Rojgar Samachar, and Career News etc.

### **22.New books /journals subscribed and their cost**

- During the academic year 2011-2012, four news papers, twenty nine journals and magazines were subscribed. The total cost of the subscription is 9,500 Rs./-
- During the academic year 2011-2012, total 100 books were purchased for the library. The total cost of the books is 20,000 /- Rs..

**23. Courses in which student assessment of teachers is introduced and the action taken on students feedback: and process of admissions and examination results, issues of certificates:**

- Student assessment of teachers is done in the faculty of Education. Responses of the students were statically evaluated and motivation was provided to enrich educational practices through innovative approaches.
- Process of admissions and process of final examination results are conducted from the university.
- Certificates of different cultural programs, attendance certificate, character certificate etc. were distributed from the college.

**24. Unit cost of Education:**

- Total Expenditure (2011-2012): 67,74,843/- Rs.
- Total No. of Teacher Trainees: 100
- Expenditure per Teacher Trainee: 67748.43/- Rs.

**25. Computerization of administration and the process of admissions and examination results, issues of certificates:**

- Computers are used in the institution:
  - ✓ For easy administration of everyday clerical tasks.
  - ✓ To communicate with Universities and other administrative offices.
  - ✓ To prepare Examination Papers and to prepare results of the examination.
  - ✓ To conduct critical analysis of the results.
  - ✓ To prepare invitation cards, certificates, nameplates, everyday instruction for teacher trainees' notice etc.

**26. Increase in infrastructure facilities:**

- New furniture (tables for computers in computer Laboratory) was made available for the computer laboratory.

**27. Technological up gradation:**

- 07 computers were purchased to accomplish the official work efficiently in the clerical office.
- Internet facility has been provided in clerical office, science laboratory, principal office, staff room, assembly hall, library as well as one methodology room.

## **28.Computer and internet access and training to teachers and students:**

- Teacher trainees have been provided computers, internet and one printer facilities for practical work as well as academic work in the college i.e. practical work for computer, planning digital lessons and annual lessons.

## **29.Financial aid to students:**

- This year 01 teacher trainee was given loan (10,000 /- Rs) from the VECSA, alumni of the college.

## **30.Support from alumni association and its activities:**

- The past teacher trainees are usually invited once by the institution to have lunch with other teacher trainees and faculty members.
- The suggestions from the past teacher trainees are taken and necessary steps have been implemented.

## **31.Support from parent-teacher association and its activities:**

- During the beginning of the year parents of the teacher trainees were called and informed about the schedule of Bed training of the year. Proper information and guidance were given to take care of their children for better achievement.
- Parents' instructions if any are considered.

## **32.Health services:**

- Facility for medical treatment is available (medical room; first aid box etc.).
- Immediate consultation with expert doctors (Dr. P.D. Patel) is available.
- Facility of toilet for women teacher trainees has accomplished.
- Facility to measure the weight and blood group is available. (Dr. P.D. Patel).

## **33.Performance in sports activities:**

- Sports Day was celebrated in the college in which teacher trainees took active participation.

## **34.Incentives of outstanding sportspersons:**

- Nil

## **35.Student achievement and awards:**

- The institution awards those teacher trainees who got highest ranks in the university.
- The institution awards those teacher trainees who got highest ranks in the college (First, Second, Third).



- The institution awards those teacher trainees who got highest ranks in their methods.

### **36. Activities of the guidance and counseling cell:**

- Guidance regarding selection of methods and optional subjects was given to the students.
- Guidance regarding Internal as well as external examination was given to the students.
- Guidance regarding to examinations of public service commission was given to the students.
- Guidance regarding to interviews for future job opportunities was given to the students.

### **37. Placement services provided to students:**

- Teacher trainees are usually informed about the different courses, job opportunities from University News, Employment News, Rojgar Samachar etc. by displaying the advertisement on Bulletin Board, by personally informing them on time.

### **38. Development programme for non-teaching staff:**

- Jagdishbhai Bhil, the peon of the institution has been motivated to pursue higher education for his professional development.

### **39. Best practices of the institution:**

- During the year the institution had organized an Yoga and Meditation Programme twice in a year to orient teacher trainees with life skills.
- The teacher collected a fund for social service under PARMARTH.

### **40. Linkages developed with national/ international, academic/ research bodies:**

- All the faculty members are the member of AIAER, Gujarat Chapter.

### **41. Any other relevant information:**

- Teacher educators participate in different programmes of the practicing schools as judge of different activities.
- Teacher trainees are sent to participate in different cultural programmes of practicing schools as well as trainers of new cultural activities in the practicing schools.
- Teacher trainees collected 1300 Rs. under the programme of Parmarth during the year 2011-2012.

## **Part C: Detail Plans of the Institution for the Next Year:**

The institution has following Plan of Action to be achieved for the next year besides mentioned in Part A of this report:

### **(A) Plan of Action for Curricular Activities:**

- to conduct seminars or quiz for students related to subjects of different subjects.
- To conduct field work for compulsory papers.
- To conduct weekly practice tests for compulsory as well as optional papers.
- Following curricular programmes will be implemented in the year 2012-2013:
  - (i) Quiz or seminars and field work for Compulsory Papers (ii) Quality Improvement Tests (Every Monday) (iii) Question Bank Preparation (iv) Maths & Science Club (v) Social Science club (vi) Account Club (vii) English Club (viii) Sanskrit Gaurav Examination (ix) Test in content and methodology (x) Workshop for Development of Writing Skill in Annual Examination (xi) Presentation Corner for Languages (xii) Language Improvement Programme (Gujarati). (xiii) Guidance and Lectures for TET Examinations.

### **(B) Plan of Action for Co-Curricular Activities:**

- to organize different types of co-curricular activities.
- to arrange eloquence competition, quiz competition, song competition, Enactment of different types of Plays etc.
- Celebration of national days, religious and cultural days etc.
- Celebration of Hindi and Sanskrit days.

### **(C) Plan Of Action For Professional Development Of The Faculty Members:**

- to empower the faculty and non-faculty members through active participation in Seminars, workshops, Orientation Courses, Refresher Courses, and Courses related to Computer Literacy etc.

### **( D ) Plan of Action for Infrastructure Development:**

- Computers and technological up gradation.

### **( E ) Plan of Action for Social Development:**

- to arrange Blood – Donation.
- to encourage newly married teacher trainees and others to lead the life

with integrated family.

- to arrange different programs to bring Environmental Awareness.
- to organize parents – teachers meeting.
- To organize the lecture of social dignitaries for bringing social awareness among teacher trainees.
- Parmarth Programme.

*Name & Signature of the Coordinator, IQAC*

*Name & Signature of the Chairperson, IQAC*