

The Annual Quality Assurance Report (AQAR) of the IQAC
(Academic Year- 2013-2014)
Waymade College of Education
(B.Ed. Advanced, M.Ed., M.Phil. Ph.D.)
Managed by Charutar Vidya Mandal
Affiliated to Sardar Patel University
Vallabh Vidyanagar
NAAC Western Region (Pune)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution: Waymade College of Education

1.2 Address Line 1: Near. GCET Engg. College, Bakrol Road

City/Town: Vallabh Vidyanagar, Anand

State: Gujarat

Pin code: 388120

Institution E.mail Address: waymadedu@yahoo.com

Contact No. 02692230050

Name of the Head of the Institution: Dr. Sulabha Natraj

Tel. No With STD Code: 02692230050

Mobile: 09427856456

Name of the IQAC Coordinator: Dr. Bharti Rathore

Mobile No. 09824551839

IQAC E. mail. Address: bharti06_rathod@yahoo.co.in

1.3 NAAC Track ID: AQAR2013-14 Waymade College of Education

1.4 NAAC Executive Committee No and Date: EC/55A&A/097 Date 27th March 2011

1.5 Website Address: www.waymadedu.org

Web-link of the AQAR: www.waymadedu.org/AQAR201314.pdf

1.6 Accreditation Details:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	2.83	2011	2016
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2011-12 submitted to NAAC on 6-9-2012
- ii. AQAR 2012-13 submitted to NAAC on 15-11-2013
- iii. AQAR 2013-14 submitted to NAAC on 25-09-2014

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

1.13 Special status conferred by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

2F & 12 B

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers: 05

2.2 No. of Administrative/Technical staff: 02

2.3 No. of students: 02

2.4 No. of Management representatives: 02

2.5 No. of Alumni: 02

2.6 No. of any other stakeholder and community representatives: 02

2.7 No. of Employers/ Industrialists: 00

2.8 No. of other External Experts: 00

2.9 Total No. of members: 15

2.10 No. of IQAC meetings held 03

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? **No**

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes:

Towards Transformation of Higher Education and Higher Education: Vision 2025

2.14 Significant Activities and contributions made by IQAC

1. Presented Recommendations to Higher Education for quality education.
2. Organized Student conference on Higher Education
3. Organised sessions in Researchers' Forum and Faculty Development Initiatives to create research climate and continuous professional development of the faculty members.
4. Conducted Three minor research projects funded by UGC Women's Studies Centre, S. P. University by the senior faculty members of the college.
5. Offered consultancy services to the higher education institutions and English medium schools.

2.15 Plan of Action by IQAC/Outcome

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 *

Plan of Action	Achievements
-National Seminar -Student Conference -Participation in the Inter collegiate sports and youth festival -Teaching Aid Exhibition\ - Student conference and round table conference	-Organized National Seminar in which 130 delegates from various regions of the country participated. - Students won two prizes in the literary events of Udan Youth festival. - Exhibited Teaching aids of Various Subjects at the college. - Students from various disciplines participated and shared their views on conditions of higher education. In the round table conference students of M.Ed. Programme shared their views on educational philosophy of different thinkers.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body. Yes No

Management Yes Syndicate Any other body

Provide the details of the action taken

-As per the planning of the academic year 2013-2014, a big number of major events were organized. A list of some major events which were planned and organised is as under.

1. National Seminar on Towards Transformation of Higher Education
2. Students' conference on Youth Empowerment programme
3. Educational Visit to nearby places: School for the blind, Mogri, Old Age Home, Anand, Centre for Advanced Studies in Education, M S University, VVNagar
4. Value Week Celebrations
5. Participation in Youth Festival and Inter collegiate sports competitions
6. Guest Speeches on Life skills, Dimensions of Education, Philosophical Issues etc.
7. Various Activities under Placement cell .i.e. Resume Writing Workshop, Guest Speech on interview techniques, Mock Interviews etc.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	2	1 (M. Phil)	2	
UG	1		1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	4	01	03	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes			
Semester	2-Semester	2 Course	1 Year	B.Ed. M.Ed.
	6-semester	1 Course	3 Years	Ph. D. Part Time

	4-Semester	1 Course	2 Years	Ph. D. Full time
Trimester				
Annual	1	1 Course	1 Year	M. Phil.

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

***Please provide an analysis of the feedback in the Annexure**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes,

1. It is revised every three years.
2. The feedback from students, teachers and stakeholders was taken to make the modification in the syllabus.
3. In house sessions were held to draft the syllabus.
4. The views of some experts of education were also incorporated for the modification.
5. Needs and requirements of 21st Century at global scenario are also taken into consideration for the modification
6. Faculty members reflected over the current scenario in education and suggested change according to modern trends.
7. This draft is vetted at the Board of Studies.
8. It was finally approved by the P.G. Board and is finally accepted by the University syndicate.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

M. Phil. Programme

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	10	1	0	1	8

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
04	1							4	02

2.4 No. of Guest and Visiting faculty and Temporary faculty: Guest:

No Visiting Faculty Members

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	11	
Presented papers	02	11	
Resource Persons	01	02	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Team Teaching, Use of technology (such as digital board, use of latest soft wares etc), Constructivist approach in teaching, conducting action research in teaching, Monitor Initiated Teaching for Remediation(MITR), Mutual Academic Audit(MAA).

2.7 Total No. of actual teaching days during this academic year

210

2.8 Examination/ Evaluation Reforms initiated by the Institution

(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Yes, the college conducts open book examination and content based test as assignments at the B.Ed. Programme. Students are also given an online test during the remedial class.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

04

2.10 Average percentage of attendance of students:

92

2.11 Course/Programme wise distribution of pass

percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B Ed Advanced	93(91 PASS)	78	14	1		
M. Ed.	35 (35 PASS)	06	28	1		
M Phil	01(Result Awaited)					
Ph. D.	2 Students Awarded Degree					

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes?

IQAC contributes to the development of individuals and institutions in numerous ways. It monitors and evaluates teaching and learning processes through emphasis on preparing teaching notes and teaching- learning materials by the faculty members, making mutual academic auditing a compulsory component of teaching, learning process, emphasising constructivist and participative approaches in teaching learning instead of merely chalk and talk method.

IQAC also encourages use of technology for classroom as well as Off-campus support. At the initiative of IQAC experts are invited for interaction with faculty and students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	3
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	4
Staff training conducted by the university	5
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	05
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	00	00	00
Technical Staff	02			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Due to the initiative of the IQAC to sensitize the B. Ed. Student teachers towards research one paper 'Introduction to Educational Research' has been introduced in which they are asked to prepare a research proposal and also conduct an action research and a case study.

At the M.Ed. level there is a special research paper to familiarize students to the various concepts of educational research. They prepare a research proposal, construct tools and implement the same. M.Ed. dissertation is a compulsory component of the M.Ed. Programme in which scholars conduct various types of research such as experimental, survey, case study and philosophical research. They also do action research. For M. Phil students too research is mandatory. They submit their dissertation at the end of the programme.

Dr. Sulabha Natraj, the head of the institute is a recognized Ph.D. guide and so far has guided 13 research scholars at the doctoral level. At present 08 research scholars are pursuing their research under her guidance.

Dr. Bharti Rathore and Dr. Rucha Desai are recognized M. Phil. faculty members.

IQAC has also taken initiative to conduct Researchers' Forum at the college. So far many researcher scholars have made presentations of their research studies at the college. Not only this, faculty members of the college also attend the pre Ph.D. and Post Ph.D. presentations at the Dept. of Education to enhance research skills and comprehension.

Such initiatives also motivate the faculty members and student teachers to conduct research. Last year, two faculty members of the college were awarded Ph.D. Degree from the Sardar Patel University. One student-teacher also registered herself for Ph.D. and was awarded scholarship from Maulana Abdul Kalam Azad Trust.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	---
Outlay in Rs. Lakhs	---	---	---	---

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		08	
Non-Peer Review Journals		02	
e-Journals		02	
Conference proceedings		11	

3.5 Details on Impact factor of publications

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects	6 Months	UGC Women's Studies Centre, S P Uni.	54000	51000
Industry sponsored				
Projects sponsored by the University/ College	6 Months	UGC Women's Studies Centre,SPUni.	54000	51000
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			54000	51000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP DST-FIST

3.9 For colleges DPE DBT Scheme/funds
Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1	1		
Sponsoring agencies					1

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations:International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist.	College
2				2 Ph. D. Awards		✓

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them. Guide Students

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Community work: Visit to Special schools to develop sensitivity, orienting community about importance and use of 108.
2. AIDS awareness programmes

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2006.65 sq mt			
Class rooms	08			
Laboratories	05			
Seminar Halls	01			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				
Boys Room	01			
Girls Room	01			
Library	01			
Staff Room	02			

Pantry	01			
Administrative Office	01			
Principal Office	01			
Auditorium	01			
Conference Room	01			
Store Room	01			
First Aid Room	01			
IQAC Room	01			

4.2 Computerization of administration and library

The entire campus is wi-fi enabled. All the administrative work is done by using computers and internet. Most of the documents are available in soft copy. There is SOUL software installed in the library computers which facilitates the readers to browse the available books in library. The e- materials are also available in the library. Apart from the college website, there is a separate library website for in house use. LAN facility are available for networking. The language lab is also equipped with a smart board.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1821					
Reference Books	517					
e-Books	125					
Journals						
e-Journals						
Digital Database						
CD & Video	334					
Other(General books) (specify)	2185					
Gifted	1229					
Book Bank	555					
Reading Club	105					
Dissertation/Theses	278					

4.4 Technology up gradation (overall) WAN, LAN, Smart Board, Blogs, wi-fi facility in the premises.

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30	22	30	30	1	2	08	
Added				E				
Total								

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The faculty members are familiar with the optimum use of computers, internet and other softwares. Sessions on website upgradation are conducted by the management every year. The computer technician and the librarian at the college are very techno savvy. So often workshops are organized for in-house training.

4.6 Amount spent on maintenance in lakhs :

	85897
i) ICT	
ii) Campus Infrastructure and facilities	
iii) Equipment	
iv) Others	
Total :	85897

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Due to the initiative of IQAC, the peer council is formed. Through CREATE box(Suggestion box) students present their problems which are later on discussed, understood and solved by the teachers and college.
- Communication classes are also taken to provide help in learning English.
- Scholarships for the minority and students with weaker socio-economic background.
- Peer teaching and MITRA (Monitored Initiated Teaching for remediation) sessions are also initiated to help the student teachers.
- Library and computer hours are extended on demand by the students. Reference and reading

materials are also available in soft copy / online.

5.2 Efforts made by the institution for tracking the progression

54 Student-teachers participated in the various activities of Youth Festival for their wholistic development.

Content based test, Open book examination, Internal and external examination, viva-voce, feedback/ interaction session with school principals after the practice teaching programmes. The practice teaching sessions are the core practices to track their progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
93	36	8	

(b) No. of students outside the state

09

(c) No. of international students

Men

No	%
35	27.13%

Women

No	%
94	72.87

Last Year						This Year					
General	S C	S T	OB C	Physical y Challenge d	Total	General	S C	S T	OB C	Physical y Challenge d	Total
105	08	07	09	00	129	101	13	08	15	00	137

Demand ratio: 1: 1.09

Drop Out : 0 to 1 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Guidance for TET, TAT and NET

One faculty member also conducted sessions for NET aspirants

No. of students beneficiaries

120

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text" value="03"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="04"/>	UPSC	<input type="text"/>	Others	<input type="text" value="54"/>

5.6 Details of student counselling and career guidance

The Institute conducts many programmes for career guidance such as organising workshop for writing resume, guiding and counseling for interviews, conducting mock interviews and arranging presentations by schools and colleges, inviting schools and colleges for campus interviews.

No. of students benefitted

5.7 Details of campus placement

On Campus		Off Campus	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
45	69	65	26

5.8 Details of gender sensitization programmes

Three faculty members completed their minor research project on Gender Related Issues. The college has an Anti ragging Cell. All students were oriented about the menace of ragging. The college also has women Development Cell to look after the interests of female students.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports

State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	17	838120/-
Financial support from other sources	02	45000/-
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

College has a CREATE box (suggestion box) to address the suggestions of students. It is opened every Friday and follow-up actions are taken immediately. There is no suggestion about any major problem but sometimes students complain of sanitation which is immediately solved.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
To Contribute towards Development of
Knowledge Society

Mission
To Contribute towards Societal Reconstruction
through Quality Education

Goals
Restore the Glory of profession of teaching
&
Give to the Society Teachers who are
Committed, Concerned classroom
Practitioners Globally Competitive yet Rooted in the
Indian Ethos
Oriented to societal well-being
Sensitive, caring human beings
Sound in their understanding of the meaning
and the process of education

8.2 Does the Institution have a management Information System?

The Institution has a Management Information System. The management circulates circulars, sends reports and holds meetings to provide information. Similarly the college also sends reports. Some information is conveyed through e-mails, websites, sometimes information is also presented personally.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- A committee is formed for review of the curriculum.
- The head of the institute is the Dean of Faculty of Education, SP University, VVNagar. Therefore, the process to review and redesign M.Ed. and M .Phil programmes has also been initiated. Proposals have been placed before the Academic Staff College of the SP University for programmes in Continuing Professional Development of teacher educators.
- Two faculty members are members of Board of Studies.
- Even the opinion of experts and community sought for curriculum development.
- Curriculum is developed according to 21st century needs and requirements.

6.3.2 Teaching and Learning

Mutual Auditing, Continuous Professional Development, Cooperative Learning, Peer Teaching, MITR, Preparing Teaching Notes, Using Blogs, Use of Project method and use of Technology are various processes undertaken to ensure quality culture at the institute.

6.3.3 Examination and Evaluation

Different modes of evaluation are implemented at the institute, viz Open Book Examination, Content Based Test, CBCS Pattern and Viva voce, Digital portfolio, lesson plans, language lab, journal, community outreach projects.

6.3.4 Research and Development

The college conducts many activities to develop research at the Institute. Due to the initiative of the IQAC to sensitize the B. Ed. Student teachers towards research one paper Introduction to Educational Research has been introduced in which they are asked to prepare a research proposal and also conduct action research and case study.

At M.Ed. level there is a special research paper to introduce them about the various concepts of educational research. They prepare research proposal, construct tools and implement the same. M.Ed. dissertation is a compulsory component of the M.Ed. Programme in which they conduct

various types of research such as experimental, survey, case study and philosophical research. They also do action research. Even M. Phil Students do their research and submit their dissertation at the end of the programme.

Dr. Sulabha Natraj, the head of the institute is a recognized Ph.D. guide and so far guided 13 research scholars who completed their doctoral studies. At present 08 research scholars are pursuing their research under her guidance. Three other faculty members of the college also guide for research at M.Ed. level.

IQAC has also taken initiative to conduct researchers' forum at the college so far many researcher scholars have made the presentations of their research studies at the college. Not only this, faculty members of the college also attend the pre Ph.D. and Post Ph.D. Presentations at the Dept. of Education to enhance heuristic attitude in the research.

Such initiatives also motivate the faculty members and student teachers to conduct research. Last year, two faculty members of the college were awarded Ph.D. Degree from the Sardar Patel University. One student-teacher has also registered herself for the Ph.D. and is awarded scholarship from Maulana Abdul Kalam, Azad Trust.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college has library with all the required facilities: LAN, WAN, Wi-fi photocopier, printer, scanner etc.

-The college also has a digital smart board to acquaint student teachers the use of technology. The computers with wi-fi internet facility is available at the college.

-There is a special computer lab with 20 computers. The college subject specific lab; Language lab, Social Science lab, Psychology Lab, Mathematics Lab etc.

6.3.6 Human Resource Management

The college deals with following types of human resource:

Students, Faculty members, Administrative Staff, Support Staff, Stake holders: Management and Schools, Alumni, Parents and Guardians and Community. These are managed kindly and in a constructive manner through various programme. Everybody is able to give maximum output.

6.3.7 Faculty and Staff recruitment

On the basis of the following procedure selections are done.

-S.P. University, UGC and NCTE guidelines are followed.

-There is advertisement in National Dailies about vacancies. This is also displayed on College Website.

-Candidates are short-listed as per university and UGC guidelines.

-Interviews are held by a panel of experts approved by the university.

6.3.8 Industry Interaction / Collaboration: Not applicable

6.3.9 Admission of Students

-Admissions are done according to the university and NCTE criteria. First there is advertisement in Daily newspapers as well as on the university and college Websites.
 -Students apply and the admissions are done after counselling.
 - The procedure is completed mostly by the mid-June.
 -Every year the new batch commences by the mod-June.

6.4 Welfare schemes for

Teaching	PF, GRATUITY, Group Insurance
Nonteaching	PF, GRATUITY, Group Insurance
Students	Book Bank, Boys and Girls Hostels, Financial help to the needy students

6.5 Total corpus fund generated: 252884/-

6.6 Whether annual financial audit has been done? Yes

6.7 Whether Academic and Administrative Audit (AAA) has been done? **Yes**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	LIC		College
Administrative	Yes	Apaji Amin & Company (Chartered Accountant)	Yes	Auditors (Charutar Vidya Mandal, Managing Trust)

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Instead of only paper pencil test now there are: Open Book exam, Content Based Test, Viva-voce, e-presentations, lessons in classroom and peer tutoring.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Freedom to frame Curriculum, Freedom in Recruitment of teachers, Freedom to pursue teaching learning process, Freedom to conduct co-curricular activities and freedom to follow time schedule

6.11 Activities and support from the Alumni Association

The college has an active alumni association.

- Students Conference was organized by the Alumni Association in 2014
- Smart Board was gifted by Alumni Association.
- Coffee vending machines and oven were also gifted.
- Alumni in job come every year to recruit present batch students for placement

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association is active in the college. Every year the PTA is organized. The parents share their views on various dimensions of education and better learning opportunities for the trainees. They provide valuable suggestions to improve teaching learning process and also appreciate healthy practices of the college. Some feedback is also incorporated in the redesigning of syllabus.

6.13 Development programmes for support staff

Some sessions on grooming were conducted for the support staff and administrative staff. They were taught basics of language use, drafting letters and notices.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Less use of papers, maintaining garden, organizing activities on best out of waste, optimum use of electricity, water and other equipment also the clean monitoring use of electricity.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. A Student Conference and Round conference were organized in this academic year which created positive impact on the learners and teacher educators of the college. It was decided that this innovation will be organized on every academic year. These were part of 'Youth Empowerment programme' where students were organizer, monitor and evaluators.
2. Use of Smart Board to prepare digital lesson is made compulsory for the student teachers to develop techno-pedagogical skills.
2. Consultancy programmes: Workshops conducted by teacher educators for faculty members and students from other institutes. Talks were delivered outside the college.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Students and Round Table conference were organized
2. National Seminar on Towards Transformation of Higher Education was organised
3. Academic tour to Gandhinagar was organized.
4. Students participated in Youth Festival.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

1. Value Inculcation
2. Technology Integrated Teaching
3. Community Out-reach Programme

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

1. Community Outreach programme on environment awareness
2. There is one Method paper offered by the college on Methodology of Teaching Environment Education
3. Awareness programme for Student teachers to make the optimum use of electricity, water, paper and keeping the surroundings clean.
4. Research carried out by one research scholar at M.Ed. Programme.
5. A course on Community Awareness programme was designed.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

1. The head of the Institute instructed the faculty members to write SWOT and Sociometry to identify the areas to strengthen.
2. Teaching is seen as an opportunity to provide sincere, committed teachers to the society
3. Sometimes, a big number of students don't like to take up such responsible task of reformation of society. So the problems of getting highly intellectual students is a challenge. Students are also afraid of studying in English medium college.
4. Innovative teaching learning patterns, good infrastructure, sufficient and latest equipments, placement cell and remedial teaching are the distinguishing features.


8. Plans of institution for next year

1. National Seminar on Higher Education: Vision 2020
2. Minor Research Projects of various funding Agencies
3. Major research project by the head of the institute.
4. Student and Round Table conference
5. Participation Youth Festival and intercollegiate sports competition

6. Participation in various Intercollegiate co curricular Activities.
7. Application of Constructivist approach in teaching learning process
8. Conducting Survey and action research in the rural community
9. Awareness programme for Jan Dhan Yojna and Cleanliness will be conducted.
10. Research in various dimensions of society to strengthen the society by M.Ed. and M. Phil Scholars
11. A proposal to offer a short term course on Continuing Professional Development to UGC Academic Staff College.
12. Preparing conducive climate for teaching learning and research.
13. Organizing Intercollegiate competitions under various bands(*Sapta Dhara*)
14. Conducting Short term Course on Continuing Professional Development in collaboration with UGC academic Staff College S P University, Vallabh Vidyanagar
15. A certificate course on Communication Skills will be conducted for student teachers.
16. ISSN Publication of selected seminar papers presented in the National Seminar at the college.
17. Publication of College Magazine (Roots and Wings- 2014-2015) which will have record of all the academic and co curricular activities of the college.
18. Faculty Development Initiative: under this faculty members will be encouraged to participate in the research activities and publish their papers.
19. Placements Drive: Under this Workshop for Resume writing , Mock Interviews,, Guest Speech on Interview technique, School documentary presentation, actual interviews by the schools and demonstration lessons.
20. Academic visit to various places nearby the college will be organized.
21. Teaching programme for special children to develop feeling of empathy.
22. Researchers' forum: under this faculty members as well as the research scholars of other colleges will be invited to make the presentation of their research work to broaden their heuristic horizon.
23. A book on Model lesson plans and prayer book along with CD will be published.
24. Strengthen the functioning of IQAC.

Head of the Institute/ Chairman of IQAC

Name: Prof. Sulabha Natraj



Signature of the Chairperson, IQAC

Name : Dr. Bharti Rathore



Signature of the Coordinator, IQAC

List of Annexures

Annexure-1

Abbreviation

CREATE: Create, Respond, Enhance, Appreciate, Tell, Evaluate

MITRA: Monitor Initiated Teaching for Remediation

MAA: Mutual Academic Audit

FDI: Faculty Development Initiative

Annexure-2

Academic Calendar
B.Ed. Advanced Programme
Semester – 1
2013 -14

Sr. No.	Month & weeks	Activities
1.	17 th June to 22 nd June	Knowing Waymade, Ice breaking Activities, Getting familiar with Students, Talent Time, Visit to a Museum
2.	24 th June to 29 th June	Orientation to B.Ed. Curriculum, Guest Lecture, Subject Selection
3.	1 st July to 6 th July	Practice Teaching Orientation, Regular Teaching, Lesson Plan Orientation (SSTP), Teaching Skills Orientation, Saptadhara Orientation, Formation of Students Council
4.	8 th July to 13 th July	Regular Teaching, Peer council Meeting, SSTP Lesson Planning and Guidance, Guest Lecture in Social Science, Tutorial Sessions
5.	15 th July to 20 th July	Faculty members Demonstration Lessons, Stage Simulated Teaching Practice (Students Presentation), Regular Teaching, Bridge Course, General Secretary Election
6.	22 nd July to 27 th July	Stage Simulated Teaching Practice (Students Presentation), Regular Teaching, Bridge Course, Macro Lesson Plan Orientation, Lesson Planning and Guidance,
7.	29 th July to 3 rd August	Macro Lesson Students Presentation, Regular Teaching, Tutorial Sessions, Bridge Course, Orientation to Paper -3 Assignment
8.	5 th August to 10 th August	Regular Teaching, Block Teaching Phase
9.	12 th August to 17 th August	Block Teaching Phase, Independence Day Celebration, First Midterm Break
10.	19 th August to 24 th August	First Midterm break, Regular Teaching, Orientation to Community Outreach Programme, Orientation to Content Based Test and Blue Print, Submission of Paper – 3 Assignment
11.	26 th August to 31 st August	Regular Teaching, Tutorial Sessions, Content Based Test

12.	2 nd September to 7 th September	Regular Teaching, Tutorial Sessions, Submission of Paper – 1 Assignment, Submission of Blue Print Assignment, Orientation to TOSS Assignment,
13.	9 th September to 14 th September	Regular Teaching, Tutorial Sessions, Orientation to Foundation Papers Assignment, Orientation to Elective Papers Assignment, Submission of Content based test Marks
14.	16 th Sept 21 st September	Regular Teaching, Tutorial Sessions, Submission of Paper – 4 Assignment, Orientation to Seminars in Respective Method Papers
15.	23 rd September to 28 th September	Regular Teaching, Tutorial Sessions, Submission of Foundation papers Assignment, Submission of Elective Papers Assignment
16.	30 th September to 5 th October	Revision and First Semester Internal Examination, Supervision and Assessment work
17.	7 th October to 12 th October	First Semester Internal Examination, Supervision and Assessment work
18.	14 th October to 19 th October	First Semester University Examination, Supervision and Assessment Work
19.	21 st October to 26 th October	First Semester University Examination, Supervision and Assessment Work
20.	28 th October to 9 th November	Diwali Break

**Semester – 2
2013 -14**

Sr. No.	Month & weeks	Activities
1.	18 th November to 23 rd November	Orientation to B.Ed. Curriculum, Regular Teaching, Lesson Planning
2.	25 th Nov to 30 th November	Regular Teaching, Core 3 assignment orientation, Lesson planning and guidance
3.	2 nd Dec to 7 th Dec	Regular Teaching, Lesson planning and guidance, Off campus Programme
4.	9 th Dec to 14 th Dec	Offa campus Programme
5.	16 th Dec to 21 st Dec	Regular Teaching, Core – 2 assignment orientation, Tutorial sessions
6.	23 rd to 28 th Dec	Regular Teaching, Christmas Celebration, Teaching Aid exhibition, Tutorial Sessions
7.	30 th Dec to 4 th Jan	Regular Teaching, Sports Day, Tutorial sessions, Core- 1 Assignment Orientation

8.	6 th Jan to 11 th Jan	Regular Teaching, Tutorial Sessions, Open Book Examination
9.	13 th Jan to 18 th Jan	Internship
10.	20 th Jan to 25 th Jan	Regular Teaching, Tutorial Sessions, Core – 3 assignment submission Visit to a blind school and Special children school (MITR)
11.	27 th Jan to 1 st Feb	Regular Teaching, Tutorial Sessions, Core – 4 assignment orientation, Foundation paper assignment orientation
12.	3 rd Feb to 8 th Feb	Regular Teaching, Tutorial sessions, Core – 1 assignment submission, Annual Lesson guidance
13.	10 th to 15 th Feb	Annual Lessons (Practical Examination conducted by University)
14.	17 th to 22 nd Feb	Regular Teaching, Tutorial sessions, Orientation to elective paper assignment, submission of Core – 4 assignment
15.	24 th Feb to 1 st March	Regular Teaching, Tutorial Sessions, Submission of Foundation papers Assignment, Submission of Elective Papers Assignment
16.	3 rd March to 8 th March	Second semester Internal Examination, Supervision and Assessment work
17.	10 th to 15 th March	Second semester Internal Examination, Supervision and Assessment work
18.	17 th to 22 nd March	Showing answer sheets to the students, Declaration of the result
19.	24 th to 29 th March	Preparation for external examination second semester
20.	31 st to 5 th April	Preparation for external examination second semester, Second semester external examination conducted by the university
21.	7 th to 12 th April	Second semester external examination conducted by the university, Supervision and assessment work
22.	14 th to 19 th April	Second semester external examination conducted by the university, Supervision and assessment work
23.	21 st to 26 th April	Assessment work
24.	28 th April to 12 th June	Summer Vacation

Annexure-3

Waymade College of Education M.Ed. Programme Academic Year 2013-14 First Semester Academic Calendar

Date & Month	Activities
11-7-13 to 13-7-13	<ul style="list-style-type: none"> • Launching and Orientation of the Course
15-7-13 to 20-7-13	<ul style="list-style-type: none"> • Orientation of the Papers • Teaching sessions • Seminar orientation • Dissertation Orientation • Selection of Mentors
22-7-13 to 27-7-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 1 begins) Practical field work task on Saturday and Sunday academic visit assignment
19-7-13 to 24-7-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 1 continues) • Practical field work task on Saturday and Sunday–academic visit • Public Speaking – Assembly Activity • Assignment Orientation to Practitioner’s Research.
26-7-13 to 31-7-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 1 continues) • Practical field work task on Saturday and Sunday–academic visit assignment: Submission • Public Speaking – Assembly Activity
2-8-13 to 7-8-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 1 continues) • Public Speaking – Assembly Activity
9-8-10 to 14-8-10	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 1 continues) • Practical field work task on Saturday and Sunday– • Public Speaking – Assembly Activity
16-8-13 to 21-8-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions

	<ul style="list-style-type: none"> • Seminar Presentation (Round 1 continues) • Practical field work task on Saturday and Sunday– • Public Speaking – Assembly Activity • Submission of Assignment: Practitioner’s Research
23-8-13 to 28-8-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions
30-8-13 to 31-8-13	<ul style="list-style-type: none"> • Seminar Presentation (Round 1 ends) • Practical field work task on Saturday and Sunday– • Public Speaking – Assembly Activity • Orientation to Book Review & Review of Research journal
1-9-13 to 4-9-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 2 begins) • Public Speaking – Assembly Activity
6-9-13 to 11-9-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 2) • Public Speaking – Assembly Activity • Submission of Book Review & Review of Research journal
13-9-13 to 18-9-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 2) • MID TERM EXAMINATION
20-9-13 to 25-9-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 2)
27-9-13 to 2-10-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 2)
4-10-13 to 9-10-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 2)
11-10-13 to 16-10-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation (Round 2 ends)
18-10-13 to 26-10-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • PROPOSAL PRESENTATION BY STUDENTS- Dissertation
27-10-13 to 17/11/13	<ul style="list-style-type: none"> • Diwali Vacation

Waymade College of Education
M.Ed. Programme Academic Year 2013-14
Academic Calendar (Second Semester)

Date & Month	Activities
18-11-13 to 23-11-13	<ul style="list-style-type: none"> • Orientation to Second Semester M.Ed. Course • Dissertation guidance sessions • Preparation of Tools
25-11-13 to 30-11-13	<ul style="list-style-type: none"> • Data Collection
2-12-13 to 7-12-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions
9-12-13 to 14-12-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Orientation to Field Based Experience
16-12-13 to 21-12-13	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Preparation of lesson plans
23-12-13 to 28-12-13	<ul style="list-style-type: none"> • Internship
30-12-13 to 4-1-14	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions
6-1-14 to 11-1-14	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions
13-1-14 to 18-1-14	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Field Visit
20-1-14 to 25-1-14	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation • Submission of assignment on Material Production
27-1-14 to 1-2-14	<ul style="list-style-type: none"> • Teaching sessions • Submission of the first draft of Dissertation , Field visit • Seminar Presentation
3-2-14 to 8-2-14	<ul style="list-style-type: none"> • Teaching sessions • Modification and re-submission of Dissertation • Seminar Presentation
10-2-14 to 15-2-14	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation
17-2-14 to 22-2-14	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation

	<ul style="list-style-type: none"> • Submission of the second draft of Dissertation
24-2-14to 1-3-14	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation • Modification of the second draft of Dissertation
3-3-14to 8-3-14	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Seminar Presentation • Submission of final draft of Dissertation
10-3-14to 15-3-14	<ul style="list-style-type: none"> • Study Leave
17-3-14 to 22-3-14	Internal Examination s

Annexure-4
Academic Calendar – Ist & IInd Semester
M.Phil. Programme 2013-14

Month	Activities
AUGUST	<ul style="list-style-type: none"> • Launching and Orientation of the Course • Orientation of the Papers • Teaching sessions • Dissertation Orientation • Distribution of seminar topics in respective papers
SEPTEMBER	<ul style="list-style-type: none"> • Teaching sessions • Dissertation guidance sessions • Proposal Presentation
OCTOBER	<ul style="list-style-type: none"> • Teaching sessions • Examination
NOVEMBER	<ul style="list-style-type: none"> • Diwali Vacation • Semester Final Exam
DECEMBER	<ul style="list-style-type: none"> • Teaching sessions • Tool Construction
JANUARY	<ul style="list-style-type: none"> • Teaching sessions • Tool Construction
FEBRUARY	<ul style="list-style-type: none"> • Teaching sessions • Data Collection • Data Analysis
MARCH	<ul style="list-style-type: none"> • Teaching sessions • Report Writing
APRIL	<ul style="list-style-type: none"> • Examination • Thesis Submission

Annexure-5

Details of Feedback Analysis

The college has developed various direct and indirect methods of collecting feedback. This is collected from the students, parents, alumni, schools and alumni. The various means or procedures adopted for taking the feedback are as follow:

Online Feedback: All students, alumni and stake holders are encouraged to reflect on the work culture of the college through emails. They have full freedom to criticize, suggest and evaluate the climate of the college.

Informal Feedback: All stake holders have full freedom to present their views without any hesitation on the various issues. In the parents' meeting, alumni meeting and open forum, they present their views.

Suggestion Box: CREATE is the suggestion box to be used by the students to present their views, appreciate and criticize or suggest the various aspects of the college.

Formal Feedback: At the end of the academic year students are asked to provide their feedback about the teaching and learning process.

Visitor's Book: Guests and stakeholders also present their views by writing their comments on the visitor's diary.

Analysis of Feedback: As feedback is taken in descriptive form as well as objectively, analysis is also done both qualitatively and quantitatively. For the analysis of descriptive feedback, content analysis is done whereas for feedback in objective form, percentage analysis is done.

Mechanism to work on Feedback: All faculty members along with the principal reflect on the feedback given by the stakeholders. Genuine reflections by them are reflected on and a procedure is adopted to work on it.