The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR REPORT FOR THE YEAR 2015-16

Part – A

1. Details of the Institution

1.1 Name of the Institution	INSTITUTE OF EDUCATION, HALDIA
1.2 Address Line 1	VILL: - AMLAT
Address Line 2	P.O. + P.S.:-SUTAHATA
City/Town	HALDIA
State	WEST BENGAL
Pin Code	721635
Institution e-mail address	ioe-h@hotmail.com
Contact Nos.	03224-282196
Name of the Head of the Institution:	DR. PRADIPTA KUMAR MISHRA
Tel. No. with STD Code:	03224-282196
Mobile	09475311427

Name of the IQAC Co-ordinator: MR. DEBAJYOTI CHAKRABORTY

Mobile: 09433342310

IQAC e-mail address: ioehaldia@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* WBCOTE18804

1.4 **NAAC Executive Committee No. & Date:** EC(SC)/05/A&A/009 DATED MARCH, 03, 2015
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: http://www.instituteofeducation-haldia.org/

Web-link of the AQAR: http://www.instituteofeducation-haldia.org/AQAR2015-16.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.45	2014-15	02.03.2020

1.7 Date of Establishment of IQAC : DD/MM/YYYY 29 NOVEMBER 2013

1.8 AQAR for the year ***(for example 2010-11)*** 2015-16

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

i. AQAR _____NA____ _____(DD/MM/YYYY)4
ii. AQAR_____ _NA_____ (DD/MM/YYYY)
iii. AQAR_____ _NA_____ (DD/MM/YYYY)
iv. AQAR_____ _NA_____ (DD/MM/YYYY)

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)* VIDYASAGAR UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

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*)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	06
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	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	-
2.9 Total No. of members	16
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: No. 16 Faculty 06

Non-Teaching Staff Students 04 Alumni 02 Others 04

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] 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

- Workshop on teaching-learning materials

2.14 Significant Activities and contributions made by IQAC

- Workshop on teaching-learning materials
- Workshop on how to face competitive examination.
- Teachers to do refresher's and orientation courses
- Teachers to complete Ph.D
- Students feedback

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
➢ Implementation of new B.Ed. two years programme. ➢ Conducting workshop on teaching learning materials ➢ Implementation of IQAC recommendation.	➢ College accredited by NAAC 'B' Grade with 2.45 ➢ Inclusion of college under section 2 (f) and 12 (B) of the UGC Act. 1956. ➢ Conducted workshop on TLM ➢ Our faculty members acted as resource person at different level. ➢ Swachha – Bharat Avijan ➢ Permanent affiliation from V.U.

** Attach the Academic Calendar of the year as Annexure.*

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

Management	√	Syndicate		Any other body	

Provide the details of the action taken

- Report submitted

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				
PG				
UG (B.Ed)	1	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	1	0	0	0

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: As per the rules and regulations of Vidyasagar University.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1(B.Ed)
Trimester	
Annual	

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.

- Following NCTE regulations 2014 a uniform curriculum structure for two year B.Ed programme introduced. 4th semester curriculum, followed by classes, assignments, practice teaching and examinations. The subjects like human development knowledge access curriculum, pedagogical knowledge communication skill, Yoga Education, Health & Physical Education, Drama and Arts in education, Gender, School and Society, Vocational / Work Education, Critical Understanding of ICT etc. are added

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09+2	08	01	00	02

2.2 No. of permanent faculty with Ph.D. 01

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
08	-	-	-	-	-	02	00	10	07

2.4 No. of Guest and Visiting faculty and Temporary faculty 0 | 0 | 2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	06	02
Presented papers	-	-	-
Resource Persons	-	01	-

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

- Use of different activities in class room teaching like flowchart, checklist, crossword etc.
- Team teaching was implemented in various fields of teaching-learning
- Use of ICT in classroom teaching.
- Macro- teaching practice were held in simulated condition
- MCQ paper solving

2.7 Total No. of actual teaching days during this academic year 191

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) As per the rules and regulation of Vidyasagar University

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 0 | 0 | 5

2.10 Average percentage of attendance of students 81%

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(SEM-I)	99	00	99	00	00	100
B.ED(SEM-II)	99	00	99	00	00	100

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

IQAC monitor Teaching & Learning through ICTs

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	04
Faculty exchange programme	02
Staff training conducted by the university	-
Staff training conducted by other institutions	01
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	03	-	-	-
Technical Staff	02	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Teachers are encouraged to participate in research activities. They are encouraged to participate national and international level seminar.

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	-	1	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

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				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

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 - CAS - DST-FIST -

DPE - DBT Scheme/funds -

3.9 For colleges 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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons 06

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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides [-]

- and students registered under them [-]

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 [3]

NCC [-] NSS [-] Any other [-]

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

- Blood donation camp,
- Road safety awareness campaign
- Safai Abhijan

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	1.18 Acres	00	-	1.18 Acre
Class rooms	05	01	-	06
Laboratories	08	00	-	08
Seminar Halls	01	00	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	343	00	-	343
Value of the equipment purchased during the year (Rs. in Lakhs)	8,80,939.00	00	-	8,80,939.00
Others			Management	

4.2 Computerization of administration and library

Administration work is computerized.
Library services are semi-computerized

i. Online / offline public access catalogue
ii. Library store verification and report generation

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5630	329254	548	9783	6178	427087
Reference Books	2134	160050	18	4708	2152	164758
e-Books	12	-	03	-	15	-
Journals	26	19666	-	-	26	19666
e-Journals	05	-	-	-	-	-
Digital Database	YES	-	-	-	YES	-
CD & Video	17	1555	-	-	17	1555
Others (specify)	66*	4017	-	-	66	4017

*Audio cassettes, encyclopaedia, periodicals, magazine, important documents.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	26	01	YES	Com. Lab. & Library	NO	03	02	-
Added	-	-	WI-FI	-	NO	-	-	-
Total	26	01	-	-	NO	03	02	-

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

- Students trained for internet access, networking, Power Point presentation, online form fill in etc.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.008170
ii) Campus Infrastructure and facilities	0.080500
iii) Equipments	0.003800
iv) Others	0.001050
Total :	0.096520

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Awareness regarding health check up (blood group identification comp.)
- Remedial classes were taken by the teachers.
- Co-curriculum and cultural events were organisation
- Seminar and workshop were conducted periodical

5.2 Efforts made by the institution for tracking the progression

- Institution prepares the academic schedule indicating the contents to be target
- Stress upon continuous evaluation of student's progress through unit test, periodical test etc.
- Feedback from student
- Yearly reports regarding the functioning of the cells providing student support system.
- Guidance to slow learners

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
100	-	-	-

(b) No. of students outside the state -

(c) No. of international students -

Men	No	%
	23	23

Women	No	%
	77	77

Last Year(2014-15)						This Year(2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
63	24	05	07	01(General)	100	65	25	0	09	01(SC)	100

Demand ratio Dropout: 01%

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

- Institution organised special coaching for competitive examination and Mock Test before winter recess

No. of students beneficiaries 09

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	9

5.6 Details of student counselling and career guidance

- Institutional counselling cell counsel student's throughout the year. in every Saturday students have practiced mock counselling

No. of students benefitted 15

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
-	-	-	-

5.8 Details of gender sensitization programmes

- There is a woman grievance cell in our institution to organise various gender sensitization, Health issues programmes.
- Present year organised 'Beti Parao, Beti Bacho' programme in the institute.

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 July 2015 to June 2016

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	20	1,60,760
Financial support from other sources		
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 [2]

5.13 Major grievances of students (if any) redressed: NA_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission:

To make Institute of Education, Haldia a Centre of Excellence after being an accredited institution by the National Assessment and Accreditation Council (NAAC) and to open Post-graduate Level and Research based Teacher Education Programmes (M.Ed and M.Phil in Education) for producing competent and prospective teachers for secondary, higher secondary and higher levels education.

Vision:

- To facilitate the trainees for their active participation in the teaching-learning transaction by accepting learning as a meaning making process.
- To teach and train the trainees to give equal priority on both scholastic and non-scholastic areas of learning along with learning and practice of teaching skills focusing on Micro Teaching Skills.
- To encourage and stimulate both trainees and faculty for organization of and active participation in Seminars, Workshops, Conferences with the purpose of coming out with healthy practices both in instructional and research perspectives.
- To undertake Action Research Projects basing on the classroom, organisational climate and community related problems having bearing on teaching-learning directly and indirectly.
- To inspire the faculty for pursuing higher research degree programmes, faculty and career improvement programmes and publications for creating and maintaining research culture in the institution consistently.
- To do proper planning and management of the institution for opening M.Ed and M. Phil in Education Programmes in a long-term perspective.
- To act as a Centre for Extension Activities and Consultancy Services.
- To remain in touch with the state, national and international level Educational Agencies in the field of Teacher Education for ensuring quality and transparency.

6.2 Does the Institution has a management Information System

- Yes: Administrative and accounting system
- Evaluation and examination procedures
- Student admission and student records

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

6.3.1 Curriculum Development

- Participation of faculty in syllabus modification arranged by university
- Subject allocations are made as per specialisation of teachers
- Necessary change are made according to feedback received from alumni
- Faculty orientation programme for 2 year B. Ed programme

6.3.2 Teaching and Learning

- Use of ICT, Implementation of different activities
- Team teaching, Group guidance and individual guidance
- Lectures are conducted as per the lesson plan.
- Remedial classes are arranged for the students requiring additional help

6.3.3 Examination and Evaluation

- Seven point scale evaluation sheet for practice lessons
- Two evaluators for internal evaluation of project work of each student
- School principal is included as evaluator for internship programme different types of evaluation methods are adopted
- Transparency is imaintained in evaluation process.

6.3.4 Research and Development

- Action research project has been done by all teacher trainees
- Each teacher trainer get experience to implement the psychological test and evaluation, analysis and interpretation
- Leaves are granted for attending research conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Net browsing facility for students in library & computer lab.
- Use of multimedia projector
- Advance3d lab facilities, updated books and available.

6.3.6 Human Resource Management

- Healthy relationship with other teacher training institute
- Healthy relationship with other teacher training school
- Healthy relationship with social welfare organisation
- The BOG motivates the teaching staff attending workshop, seminar etc.
- Necessary increments are given at various our level
- Leaves for pursuing M.Phil / Ph.D /M.Ed etc.

6.3.7 Faculty and Staff recruitment

- As per requirement of faculties and non-teaching staffs are recruited by college management through proper procedure as per university and NCTE guidelines.

6.3.8 Industry Interaction / Collaboration

- Job placement programme
- Faculty exchange
- Alumni met is held events seen for exchange of ideas
- Since it is the B.Ed programme, it works with ten practice schools. So students are engaged with the field works in their respective schools.

6.3.9 Admission of Students

- As per affiliating procedures

6.4 Welfare schemes for

Teaching	EPF, Medical
Non teaching	EPF, ESI
Students	Scholarship, free health check-up

- Medical allowances
- Duty leaves are given for faculty members for paper setting , external examiner, paper assessment, seminar, work shop.
- Duty leaves are given for attending orientation and refresher programme
- Special leave are given for higher studies or any examination.
- Maternity leaves are given for pregnant lady faculty members
- Advance salary for faculty

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes [√] No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	YES	Promoting society
Administrative	-	-	YES	Promoting society

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?

- Semester system adopted

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

Not applicable

6.11 Activities and support from the Alumni Association

- Co-operation during the alumni association programme
- Be helpful to establish and maintain relations with other educational institute
- Alumni meet is help every years for exchanging innovative ideas and information

6.12 Activities and support from the Parent – Teacher Association

- As per requirement of college programme
- Meetings are conducted & invited suggestions for improvement.
- Feedback are taking from parents regarding the teaching -learning process

6.13 Development programmes for support staff

- They can get permission to join development programmes
- Computer training in given for support staff.

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

- Plantation and Gardening
- "Safai Abhiyan"- awareness for cleanliness
- Prohibition of use of polyethylene bag in campus
- And initiative was taking by college team to make plastic free environment in and around college campus.

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.

a) Introduction of "feedback" and "interactive" session with the students of the Institution

b) Conducted "Teaching Aptitude Test" in order to know the entry knowledge or behaviour of the B. Ed student teacher admitted to B. Ed programme

c) Published an ISSN Journal(ISSN-2277-4556)named " The Light of Education"

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

a) Plans and prepared Annual Academic Calendar

b) Encourage faculty for Research and Publication Activates

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

Activity No 1

1) **Title of the Activity:** Reporting, Importance of the day and National Anthem by Students every day at the beginning of the class.
2) **Goal:**
   a) Reporting is written by the students of B.Ed. based on the previous day classes taken by the professor/s according to the time-table. Summary of the topic & methodology adopted by the teacher are also written in this reports.
   b) Importance of day: Each and every day has National as well as International value, Keeping on that point in mind we have introduce it. Each & every students have to write National & International value of that particular day in one page.
   c) National Anthem: to set up mind in the class we introduce national Anthem sung by both students & teachers in class. This will make students motivate & commitment on lesson. Total three activities will complete with in 15 minits maximum (10.45A.M. -11.00A.M)
3) **The Context:** From Reporting we early understand the class performance of the teacher as well as student because they habituated with report writing which is beneficial for further development and career.

   From importance of the Day: We easily not down the impotence of day in National as well as International perspectives which is beneficial for their knowledge development.

   National Anthem: We easily noticed that our National anthem *"Jana Gana mono..."* is ranked number one in world by UNESCO. We conclude our entire reporting programme through National Anthem sung by both teacher and students presented in the class room.
4) **The practice:** Reporting is made by the students about the previous day's class activities, summarization of the topic and methodology. In reporting time at least 5-10 students out of

100 students are to come to the dias and read out the report in front of their friends, 100 students makes report every day and with in 15 and 20 days every students also read out their report at list once.

Importance of the day is followed by reporting programme. Some other students discuss the National and International impotents of the particular day. This practice will go the awareness of students about the value of that particular day.

National Anthem is jointly sung by student and teacher of the institute before starting the class activity. This will motivate learners towards lesion.

5) Evidence of success

There are specific success observed among student such proper communication, proper pronunciation and writing skill. This habit develops their writing ability with proper structure. The main objective is to develop their writing ability and summarization or synopsis of the fact. The paper writing can help them in future for research or research oriented works.

These three practices i.e. reporting, importance of the day, National Anthem will play great role in teachers training college.

The main target is to develop

I. Language and vocabulary
II. Synopsis/ summary writing
III. Importance of the day in National & International level.
IV. Motivate the learners through National Anthem lesion.

After observation of two years we can say that the result is positive.

6) Problems encounter and resource required

Required: The main problems of this programme is absentee students. Those who are absent in the class, they are unable to prepare REPORT AND submit in next day or the particular day they join the class. Major student have low voice quality they cannot reach the student of last beach properly.

For development of voice quality language laboratory and proper software is needed. And it is needed financial help / assistance from college fond of any other sources. Not only funding can help or solve the problem in language laboratory proper trainer is needed for betterment of the students.

Activity No 2

1. **Title of the Practice:** Seminar cum workshop on Micro Teaching, Macro Teaching, Achievement Test Preparation of Teaching-learning material etc.
2. **Goal:** Seminar cum workshop Micro Teaching, Macro Teaching Achievement Test and Teaching – Learning material etc. Can help student proper preparation of Micro lesson plan, Macro lesson plan construction of question paper with proper blue print and Scoring key and preparation of low cost Teaching learning material which will help them in real classroom teaching in real situation. All these activity are basically related to practice Teaching. Before

going to the practice teaching school it is very important to make lesson plan on Micro & Macro teaching, Achievement Test construction and TLM preparation.

3. **The context:-**

I. **Micro Teaching:** It is basically designed on different Teaching skills prescribed by the W.B.T.T.U.P.A. with different component related to particular teaching skill. In first session Teachers are demonstrate different skill (According to the time table) and also orient with different subject. After completion of the first session student will make a draft Micro lesson plan with the guidance of the subject teacher. After completion of their draft Micro lesson they submit it to the specific subject teacher for convection necessary classes.

II. **Macro Lesson Plan:-** After plasticising different skills through Micro Lesson, we progress to Macro Lesson through workshop. On particular day it is a organised and demonstrated by different Teaching in different areas of Macro Lesson plan such as Introduction/ Exposition, Presentation, Evaluation, Making of TLM determining behavioural objectives etc. It was one day programme. After competition students came and make a draft Macro plan guided by different subject teachers. After completion of the draft Macro lesson plan they submitted it to the subject for correction.

III. **Achievement Test:** One day workshop will be conducted on Achievement Test for making errorless question paper through Blue print. Different position of this Test after completion of the workshop students are prepared a draft blue print and submitted to the subject Teacher for necessary classes.

IV. **TLM:-** Low cost TLM preparation also done through one day workshop by different teachers papers, Thermocol, cardboard, Plastic, Plaster of Pairs are basically raw materials. After completion of the students are trying to make low cost TLM according to their subject and lesson and submitted to the subject teacher.

4. **The Practice:** -

I. **Micro Teaching:-** In our institute Micro teaching was practiced by the students through different skills in simulated situation or we can say that simulated Micro teaching was practiced here. All student are divided into 10 groups with one supervisor (teaching Education) who observed the entire demonstration of the particular skills and other completion of the demonstration he/ she gave him/ her constructive criticism with the help of the per group. After completion all skills (As provided By W.B.T.T.P.A.) successfully students are easily convert/ transfer their idea into Macro level.

II. **Micro Lesson:-** Macro lesson plan is basically useful in classroom situation. Here we arranges divided our students into from groups i.e. Language, social studies, Science and Mathematics. They demonstrate their lesson in presence of the subject teacher After completion of his/her demonstration subject teacher discussed his /her positive/negative sides of their teaching mentioning the areas of improvement in future. This activity have a positive impact our students. After successful completion of the classroom demonstration in different lesson (s) They are again quite confidence in teaching and they are able to cope up the new situation which is real.

III. **Achievement Test:** Achievement Test is Practiced through workshop for betterment in preparation of ideal question paper. The respective Teacher schools there Unit and submit division and marks allocation with different types of questions (Essay, Short Answer and very short Answer) according to Revised Bloom's Taxonomy. After completion of the workshop students are able to distribute the marks according sub-units of any topic and after making proper blue print they are able frame are ideal questionnaire where biasness of the teacher is not present.

IV. **TLM:** After observation of one day workshop on TLM it is expected that they are able make TLM through low cost materials.

5. **Evidence of Success:**-

I. **Micro Teaching: –** Basic target of this programme in development of the teaching skill through practice. The main objectives thin programmes are skill development through supervision and peer group observation. After successful completion of all skills prescribed by W.B.T.T.U.P.A., it is expected that the trainee –teacher student will acquire the teaching skill properly and implemented it in Macro level which is basically in school Internship programme.

II. **Macro Teaching: -** Macro Teaching ad Macro lesson plan helps a student in various way. Firstly he/ she can make his/ her daily lesson plan properly and correctly. Secondly accordingly to their plan he/ she can deliver their lesson in real class room without any mistakes. He/ she can use proper TLM also.

III. **Achievement Test:** A teacher can construct ideal question paper through blue print nothing else. After successful completion of this type of workshop, it is expected that a trainee- teacher student can divided a topic into, Unit, Student etc with proper makes distribution and different types of questions should also included. They gained the idea of construction of blue print and questionnaire. In school internship programme, after completion of their prescribed syllabus they take Achievement Test in specific class.

IV. **TLM:** Teaching Learning material preparation is one of the vital task in B.Ed. programme. TLM is nothing but a support system which is beneficial for teacher when he/she unable to communication verbally to the students. In this workshop we are trying to teacher to teacher students how to make low cost TLM and how to use it properly in classroom situation in different ways. This TLM will help then during classroom transaction school internship programme positively.

6. **Problems Encountered & Resource Required:** The only problems of this entire activity i.e. Micro Teaching, Macro Teaching, Achievement Test and TLM preparation is nothing but a human Resource. It faculty members are not enrich with the subject matter lack communication can be possible among the students. Another problems is absent candidate those who are unable to attend the workshop fully They are not able to cope up the idea of the workshop and the will basically in darkness though we are typing to store their problem giving extra time to them and try to solve their problem as far as possible.

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

7.4 Contribution to environmental awareness / protection

- Campus cleaning programme
- Tree plantation programme

7.5 Whether environmental audit was conducted? Yes [ ] No [√]

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

Strengths / Opportunity	Weakness
➢ Research and consultancy services ➢ Short term and value added courses ➢ Spoken English classes ➢ Well maintained campus with all modern facilities ➢ Environment friendly campus ➢ Well noon college under Vidyasagar University ➢ Well equipped labs ➢ Excellent collection of books, Journals in the Library	➢ Qualified teaching staff ➢ Increasing number of colleges ➢ Not introduce the additional courses ➢ Indentifying the founding agencies for resources projects

8. **Plans of institution for next year**

- International / National Conference
- Administration reforms
- Enhancing Resource Activities
- Enhance Consulting Services

Name *Name:*

_____ _____

Signature of the Coordinator, IQAC *Signature of the Chairperson, IQAC*

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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