



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		KAUTILYA WOMEN TEACHER;S TRAINING COLLEGE
Name of the head of the Institution		Dr. Mahendra Kumar Upadhyaya
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		074432470786
Mobile no.		8426832359
Registered Email		kautilyattcollege@rediffmail.com
Alternate Email		drmahendra42@gmail.com
Address		NH - 27, Bypass Rawat Bhatta Road, Nayagaon
City/Town		Kota
State/UT		Rajasthan
Pincode		324010

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Urban			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Brijesh Kumar			
Phone no/Alternate Phone no.		07442470786			
Mobile no.		8426832359			
Registered Email		kautilyattcollege@rediffmail.com			
Alternate Email		drmahendra42@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://www.kautilyacollege.com/			
4. Whether Academic Calendar prepared during the year		No			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.88	2012	05-Jul-2012	04-Jul-2017
6. Date of Establishment of IQAC			11-Aug-2011		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Nukkad Natak Adult education	18-Aug-2016 1		16		
Guest lecture Save Girl child	21-Sep-2016 1		340		
International Girl Child	11-Oct-2016		390		

Day	1	
Aids Awareness Guest Lecture	16-Dec-2016 1	110
Youth Day	12-Jan-2017 1	126

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2017 00	0

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9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

2

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

No

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Orientation and talent search program was organized

ICT workshop was arranged

Social activities were organized

Open Air Session for sports and cultural activities were organized

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Orientation and talent search program to be organized	Organized
ICT workshop to be organized	Organized
Social activities to be organized	Organized
Open Air Session to be organized	Organized
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Management Committee of the Institution	30-Jul-2023

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

No

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

There is a Management committee of 15 members. The president is the head of the management committee. The president of the committee issues directions to the head of the institution ie Principal. Administrative office and faculty members work under supervision of the Principal. For smooth running of the institution, the Principal frames some committees which work as per the responsibilities delegated to them. This year there are 61 faculty members who act as teacherincharges. Each teacherincharge has been allotted 10 to 11 student teachers. Out of these student teachers, one student teacher is nominated as student teacher mentor by the teacherincharge. All other student teachers remain in contact with the student teacher mentor. All activities of the institution remain in

the knowledge of the president and then management committee through this chain. In the functioning of the institution various committees are involved. These committees are declared by the Principal and all these committees work independently and obtain sanctions when needed. Each committee keeps its records. The data related to admission, incoming students, outgoing students, academic record of term examinations, term exams result, feedback obtained from various stakeholders, requirements of departments, library, all sports and cultural activities conducted through houses, expenditure incurred on procuring equipment and in the maintenance or new infrastructure, mentoring of the student teachers etc is submitted to the office of the Principal, where the detail is posted in computer after the completion of task. The institution provides diaries to the student teachers at the start of the beginning of the academic session. During the session every student teacher fills the details related to her day to day working in their diaries, which are examined by the teacher concerned. At the end of the session each committee submits its report to the principal. On the basis of these reports the IQAC prepares annual report and submits to the head of the institution. The head of the institution goes through the report and after making necessary correction, if any, hands over to the President of the management committee, who places the report before the management committee. The institution tries its best to maintain all kind of data related to the institution in the office of the Principal.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution is affiliated to Kota University, Kota. It has to follow the curriculum provided by the affiliating university. However the institution has a well-planned mechanism to deliver the contents of the curriculum to all its students. The institution prepares its calendar indicating all curricular and

co-curricular activities. This calendar is prepared under the supervision of the IQAC of the institution. The calendar prepared is circulated among all students by displaying on the notice board and on the website of the institution. Therefore all students are well aware of the academic activities of the campus at the start of the session. Duration for Block teaching, micro teaching, preparation of lessons, procedure for selection of contents, workshop for preparation of OHP/ power point slides etc. are clearly demarcated in the calendar as academic part. An orientation programme is arranged by the IQAC for the newly admitted students. In the orientation programme all activities to be organized in the campus are explained in detail to all students. This being a teachers training institute, students are also introduced briefly about methodology and skills to be developed during their course. Faculty members discuss the syllabus in the classrooms and inform the students regarding part of syllabus to be covered in I or II internal exams. The institution holds internal exams twice a year in the month of January and May for which papers are set as per the university examinations. The dates are shown in the calendar. As per university norms during internship, each student teacher of B. Ed. I year maintains separate diaries for the work assigned. Each student teacher has to prepare 20 diaries; 6 compulsory papers and 2 optional papers, 2 daily lesson plans, 1 each for school observation, SUPW, school introduction, EPC-I reading and reflecting, EPC-II drama and art in education and EPC-III critical understanding of ICT.. Similarly students of B. Ed. II year maintain 22 diaries while visiting practice school namely 6 sessional work, 1 portfolio including teaching learning plan, , 1 EPC-IV understanding the internal self-assessment, 1 I-block teaching, 1 II-block teaching, 1 class room observation, 1 school observation programme, 1 observation report, 1 interaction report, 1 assessment of teaching, 1 student teacher co-curricular activities, 1 participation in administrative work of school with report making, 1 participation in co-scholastic work of school with report making, 2 criticism lessons, 2 final lesson. Each student of D. El. Ed (STC) prepares 21 diaries namely 1 for daily lesson, 1 ten days school observation, 1 for case study, 5 for criticism lesson, 10 for sessional work, 2 for final lesson, 1 for subject analysis. Similarly each student of D. El. Ed. (STC) II Year prepares 20 diaries namely 1 school observation, 1 daily lesson, 1 case study, 5 criticism lessons, 10 sessional work, 2 final lesson, 1 subject analysis.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	00	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

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

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained
<p>The Students have rated 65.12 for excellent, 20.90 for very good and 13.96 for average, The Teaching Staff members have rated 65.21 for excellent and 28.86 for very good and 5.91 average, The Alumni has rated 76.08 for excellent, 23.92 for very good, The Employers (society members) have rated 71.4 for excellent and 28.6 very good. These results have been obtained on the basis of total received answers and of students replying for particular options have been calculated. A sheet was prepared indicating the number of students who opted for option A or B or C for each question and calculated. On this basis of these calculations, conclusion is drawn. The analysis is also made available on official website. All record related to feedback is submitted to the IQAC by the committee.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BED	Nil	200	Nil	Nil
BED	Nil	200	Nil	Nil
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	Nil	Nil	46	46	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
38	30	6	4	2	1
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has developed its own system to monitor the activities of the student teachers. In this mechanism a system of chain has been established to monitor. Equal number of students are allotted under teacher - in-charges for supervision. Out of these student teachers, the teacher-in-charge deposes one senior student of the group as student mentor. All students of the group contact this student mentor to resolve their problem, if any. The student mentor tries to resolve their problems at her level. In case, she is unable to resolve, then the student mentor contacts the teacher in charge. In case the problem is related to office, the teacher-in-charge contacts the office, if it is related to academics, the problem is brought in the knowledge of faculty concerned to resolve the difficulties. If the problem is related to administration, the things are brought in the knowledge of the Principal so that the issue can be resolved. A faculty meet is organized on the last day of the month in which all the teacher-in-charges discuss their student related problems. Thus, the activities of all student teachers remain in the knowledge of all the teacher-in-charges. If required, the Principal brings the matters in the knowledge of the Management committee through the President or Secretary so that the issues can be resolved. The management committee is of the view that students can discuss their problems within their group very comfortably rather than discussing with their teachers. The system developed in the campus has really given very fruitful results as they also know that all teachers are well aware of their problems. This year total strength of the students in the institute is 639. Each teacher-in-charge has been allotted 10 or 11 students. The list of students is displayed on the notice board at the start of the session to inform the student teachers. Students participate in different co-curricular activities organized in OPEN AIR SESSION. This event is monitored by the sports committee and cultural committee. The committees report the teacher in charges regarding the students actively taking part in the activities. The student teachers who are not participating actively are motivated to participate in some of the activities so that their shyness can be removed. All student teachers have been allocated their houses and they participate in different activities through their houses. Captain and vice-captain of each house ensures the participation of maximum student teachers. In this way student teachers are mentored at various levels. This helps the institution in overall grooming of the student teachers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
Nil	46	Nil

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	31	0	0	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	83001	I Year	Nill	Nill
BEd	83002	II Year	Nill	Nill
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

For the Continuous Internal Evaluation of the student teachers, the institution uses mentoring system and extra-curricular activities organized in the campus. For watching regular activities and performance of the student teacher admitted to this institution, institutional mentoring system helps a lot. Each student teacher remains in contact with the teacher-in-charge. Through regular monthly meeting, all activities of the students remain in the knowledge of all faculty members and the Principal. At the start of the academic session, College calendar is released. Along with the release of the calendar, student teachers are simultaneously allotted their houses. In the campus all student teachers participate through their respective houses. In the calendar prepared by the IQAC cell all academic activities are clearly indicated. Calendar released at the start of the session also indicates dates of two internal examinations. This year these internal examinations are proposed in the month of January and May. These examinations are organized on the similar guidelines on which affiliating university organizes annual examinations. This helps the students to understand the pattern of examination which is followed by the affiliating university. Thus students also understand the pattern of answering the question in their university main examinations. This process helps the students in developing their ability of answering in a better way and they secure better marks. After the internal examination paper assessment is over, the teachers concerned discuss the paper in the class and answer books of one of the internal exam is returned to the students so that at the time of final examinations they can revise. After seeing their answer sheets they realize what mistakes they had done while answering the questions. Since all co-curricular activities are also conducted as per the schedule indicated in the calendar, each student participates in the activity of her interest. The House captain and vice-captain are the senior student teachers to whom student teachers contact to participate in the activities. These House captains and vice-captains remain in contact with the teacher-in-charge of the house. This system helps the institution in continuous internal evaluation.

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

Under the supervision of the college IQAC, a calendar is prepared for the smooth running of the institution and all its activities. The calendar indicates all academic activities like block teaching, preparation of class room lectures, simulating teaching (micro teaching practice), conduct of workshop for preparation of OHP sheets, power point slides etc. Class room seminars are conducted in which students present and explain at least two topics. Teacher concerned approves the contents of the topic. In the calendar, schedule for students' visit to schools for practice teaching is not mentioned as the dates for their visit are finalized by the State Government. However, the institution mentions a note in this regard and a tentative time slot is mentioned at the bottom of the academic calendar. During this tentative time period, the institution does not hold any activity. As per the affiliating university examination policy, out of 100 marks in each subject, 20 marks are to be awarded by the institution and for remaining 80 marks the university conducts final examination. Bifurcation of 20 marks to be awarded is also provided by the affiliating university. As per university norms for 10 marks institution has to conduct an internal exam. 5 marks for sessional exam, for which questions are to be set from the prescribed questions given at the back of the syllabus. 5 marks are awarded on the basis of participation in two activities like preparation of OHP sheets, or power point programme slide and presentation of the topic in class room seminar. The answer sheets are sent to the affiliating university and the awards secured by the student is declared by the affiliating university along with the final result. The marks awarded for this term exam are kept confidential. At institutional level two term exams are conducted. The answer sheets of one term exam is handed over to the student teacher which helps them while preparing for the university examination. Student teachers of Ist year of B. Ed. And D. El. Ed. courses have to complete 28 days internship whereas the student teachers of II year of B. Ed. and D. El. Ed. courses have to complete internship of 96 days.

2.6 – Student Performance and Learning Outcomes

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

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
83002	BEd	II Year	Nil	Nil	100
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2.7 – Student Satisfaction Survey

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

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
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Nil	00	NIL	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	0
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	00
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab	Duration From	Duration To	Participant
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		with contact details			
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Nil	Nil	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8035	1079364	Nil	Nil	8035	1079364
Reference Books	1050	76553	Nil	Nil	1050	76553
Journals	6	2175	Nil	Nil	6	2175
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	40	1	1	0	1	1	2	2805	0
Added	0	0	0	0	0	0	0	0	0
Total	40	1	1	0	1	1	2	2805	0

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

2805 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
No Data Entered/Not Applicable !!!			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

No Data Entered/Not Applicable !!!

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Preparation of	01/07/2016	235	College faculty

ppt slides			and computer department
Yoga	01/07/2011	220	College Principal
Language Laboratory	11/07/2011	215	College Staff
Counselling	01/07/2011	205	College faculty
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	75	B. Ed.	Education	University of Kota and Kota Open University, Kota	PG
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural Program on Republic Day	Institutional Level	65
Cultural program on Youth Day	Institutional Level	84
Diwali Mela	Institutional Level	105
Mehndi Competition	Institutional Level	64
Sports activities during house tournaments	Institutional level	245
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	00	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council is by nomination. Meritorious students are nominated for various posts by the head of the institution. The institution has adopted this practice with the view that the students having good academic background will certainly help the institution in raising academic environment in the campus. This practice has given really appreciable results. Such student council involves itself in all college activities with a positive approach. The institution also has adopted the practice of decentralizing its power by the involvement of student teachers in various administrative committees. Involvement of student teachers in these committees provides an opportunity to them to learn about the working of various committees. It increases the decision making power of these students and makes them responsible towards their duties. The student teachers learn about the working in the institution, organizing of different activities, value of cooperative behaviour, how to get the work done from juniors/ seniors/ non-teaching staff etc. In these committees students are given opportunity to participate as active members. This practice helps in overall development of student teachers. Many of the student teachers after joining their jobs in various schools realized the same and have also expressed their experiences.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

120

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The head of the institution constitutes various committees so that the work responsibilities may be distributed among faculty members. These committees work independently under his supervision. Whenever the committee feels need of any assistance, they contact the head of the institution. The teacher in charge of the committee is called convener and in every committee (except in examination committee) there is participation of student teachers admitted in this institution. The institution has constituted various committees like Admission, Timetable, Infrastructure, Maintenance, Library, Purchase, Sports, Examination, Internal audit, Cultural, Career Counselling committee and Grievance cell. In addition to these committees, four clubs namely Science, Hindi, English and Sanskrit clubs have been created in the campus. These constituted committees and clubs work independently and coordinate with other committees to know about the requirements. At the end of the session they submit their reports to the head of the institution. After compiling the reports of all committees, the head of the institution prepares his annual report. This report is forwarded to the Secretary/ President of the managing committee to place before the management committee in the meeting. In all committees except examination committees, student teachers are nominated. They also participate in the functioning of the institution. This also helps the institution in making student teachers understand about the working of the institution and in developing decision making skill among them. Second practice of decentralization of power which the institution follows is organization of House Tournaments. There are four houses namely Meera, Indra, Sarojini and Laxmi. Student teachers are nominated as Captain and Vice Captain of these houses. All student teachers are allocated houses and they participate in various cultural and sports activities through their houses. Student teachers contact the captain or vice captain of their respective houses to participate in activities. All captains and vice captains work under the supervision of their teacher in charges. All sports and cultural activities are organized by the respective committees. This practice decentralizes the power to student teachers and helps the institution in inculcating leadership quality, managerial skill and co-operative behaviour in them.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The affiliating university develops the curriculum for affiliated institutions. We being an affiliated institution follow the curriculum given by the affiliating university. At institution level the curriculum provided by the university is completed

during the stipulated time. For the proper implementation of curriculum the institution organizes class room seminars, workshops, guest lectures, group discussions, etc.

Teaching and Learning

Teachers in the institution follow blackboard method and also use audio-visual aids for explaining text to the student teachers during class room studies. The student teachers are given proper training of Block teaching, micro teaching, preparation of lessons for internship etc. The student teachers passing out this institution are also taught about the preparation of OHP slides and power point slides. Each student teacher presents two to three class room seminars. The institution has adopted this method so that the student teachers may compete globally and must be aware of use of ICT. The institution has created Language clubs (English, Hindi and Sanskrit) and Science club in the campus. The student teachers perform the task or projects allotted to them under the able supervision of faculty members.

Examination and Evaluation

Every year the institute holds internal exams twice a year. These internal exams are conducted in the month of January and May every year. The dates of these examinations are declared in the calendar released by the IQAC at the start of the session. The examination paper is set following the examination pattern of the affiliating university. Out of 100 marks in each subject, the affiliating university conduct final exams for 80 marks and remaining 20 marks are to be awarded by the institution as per the bifurcation provided by the affiliating university. For awarding 20 marks institution conducts internal exam carrying 10 marks, one sessional of 5 marks and remaining 5 marks are awarded for participation of preparation of OHP/ power point slide and its presentation in class room seminar. These awards are given in accordance with the affiliating university guidelines. For the overall development of the student teachers, we also hold simulating teaching classes. Each student has to present at least three lectures before the student teacher

fellows. This helps in removing the stage fear of the students coming from rural background. During this process weak students are identified and the teacher concerned helps them to cope up. After completion of simulating or micro teaching, student teachers visit the schools allotted to them by the state government authorities for internship. Practice of simulating teaching helps the student teachers while appearing before the external examiner for final criticism lesson. External examiner is appointed by the affiliating university who submits awards directly to the university. The evaluation of the First and Second term examination is done by the faculty members and the results and assessed answer sheets of one of the exam is handed over to the students so that they may review before appearing in the final university examination. The awards of other exam is sent to the affiliating university. The awards of the answer sheet sent to the affiliating university is not disclosed to the students as the marks are confidential and declared by the affiliating university with the final result.

Research and Development

The institution is offering courses up to graduate level. However for the upliftment of the faculty the institute regularly emphasises its faculty to participate in research activities like attending seminars, conferences and submission of papers for publication.

Library, ICT and Physical Infrastructure / Instrumentation

In the overall development of the students and faculty these facilities play an important role. The institution is committed to provide these facilities. The institution has 40 computers for this purpose. Out of these 40 it has allotted 32 computers in the ICT laboratory, STC and B. Ed departments 1 each, Library 1, Language Laboratory 1, Principal Room 1 and in office 2 computers. The institution has built 40 class rooms, 01 conference room fitted with audio-visual aids and public address system, automated library, ICT Lab., ET laboratory, Science laboratory and Psychology laboratory in the academic infrastructure, Principal's chamber, office, staff room, pantry room as

administrative infrastructure and facilities on each floor, play fields for outdoor sports and sports room for indoor sports as sports facilities to the students. All laboratories are well equipped with all necessary Equipments, Chemical, Reagents, Maps, tests etc. The institution has also provided generator facility for the time of electricity emergency and has purchased a generator set of 15HP. There are separate rooms for Chairman and Managing Director so that the management committee may remain in touch with the development of the institutional activities. This helps the institution in taking quick decisions regarding policy matters.

Human Resource Management

The management committee of this institution is of the view that human resource is the back bone of any institution. Therefore the management committee is very much concerned about it. In this institution all recruitments are completed with transparency following rules and regulations laid down by the NCTE, State Government and the affiliating University. The administrative body of the institute regularly encourages the faculty members to uplift their academic career by attending workshops, seminars, conferences and guest lectures. The institution also organizes Guest lectures in the campus so that the faculty as well as its students may come across the new developments in the field of education.

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

E-governance area	Details
Planning and Development	The institution prepares its calendar every year. This calendar is displayed on notice board and is up loaded on the official web site as well.
Administration	The institution frequently uses ICT and Office of the institution uses computers in its day to day working. All office staff is accustomed to using computer, laptop facilities available in the campus. All departments maintain their records using computer facility in the campus.
Finance and Accounts	All accounting records are maintained using computers. The institution uses tally program

Student Admission and Support	The institute obtains a list of admitted student teachers from the organizers of common admission test. The admission committee of the institution verifies on line the documents of the student teachers to be admitted.
Examination	Institution utilizes computer during internal examinations. Two term exams are conducted every year. Paper setting work is completed on computers.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	0	0
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	Nill	Nill	Nill	00
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	NIL

6.4 – Financial Management and Resource Mobilization

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

Institution conducts both internal and external audit. Internal audit is completed by the committee constituted by the principal and external audit is completed by the chartered accountant firm.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	PRINIPAL AND TEAM OF MANAGEMENT COMMITTEE
Administrative	No	Null	Yes	MANAGEMENT COMMITTEE TEAM

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

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The management committee of this institution is very much concerned about the environment in the campus. It has developed a lush green garden in the centre of the campus. Daily morning assembly in the institution is arranged in this garden. A botanical garden has been developed in the campus where a number of medicinal plants have been grown. The institution motivates the students to protect the environment. Plantation in the campus is one of the regular activities taken up. In addition to its campus, student teachers have participated in two other plantation programmes organized by the institution in nearby villages. A rally on the theme of saving electricity and water was organized in the nearby area by the student teachers. The rally was organized under supervision of 3 faculty members and total 318 student teachers participated in this rally</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	0
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>Polythene bags are not allowed in the campus. Greenery is maintained in the campus. Dustbins are placed at different corners in the building.</p>
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

First Practice Title Cleanliness Drive of the Campus **Goal** To inculcate healthy habits and generate good citizenship qualities in the student teachers. **The Context:** INSPIRATION from "SWACHH BHARAT ABHIYAN" The institution is of the opinion that the students passing out this institution must learn to live a healthy and hygienic life. To develop this quality in the student teachers the institution has adopted the Swachh Bharat Abhiyan initiated by the central government. The institution feels that this drive of the central government will result in enhancement of the image of the country worldwide. The impact of this drive will be positive on the upcoming generations. This practice will generate a consciousness about the cleanliness and healthy surroundings in the student teachers. **Objective** To inculcate the habit of residing in clean and healthy surroundings among the student teachers coming from different parts of the State and to develop good citizenship quality in them. The student teachers after passing out will serve in various schools and a large number of students will come in contact with them year after year. Certainly this good practice will be transferred to them also. Hence another objective of the institution to produce good citizens will also be accomplished. **The Practice** This practice involves the participation of each and every member in the campus. The institution has developed a unique way of maintaining clean and healthy atmosphere in the campus by inculcating a habit of cleanliness among its student teachers, teachers, staff members and employers. To achieve its goal the institution has introduced a regular practice of cleaning the surroundings around them. Under this practice, everyone in the campus gives 5 minutes at the end of the day for cleaning their spaces. Students clean their seats, benches, class room, laboratories etc before leaving for home. Teachers look after the cleanliness of their respective classes and class rooms, thereafter they clean their seats in the staff room. Office staff cleans their tables, desktop, and their sitting area before leaving the institution. Class IV employees look after the cleanliness of rest of the campus. All employees place their files or documents in shelves or cupboards or in their almirahs before leaving the campus. The managing director and the chairman also have their rooms in the campus. To enrich this unique tradition of the campus they also follow this. Separate dustbins have been placed at various places to collect the dry and wet waste. Looking to this practice developed in the campus, the institution has also applied for All India Survey Non- residential College Swachhta Ranking 2018, a national award to AISHE the ministry of HRD, Government of India, New Delhi. **Evidence of success** The cleanliness of the campus enabled the institution to apply for the award of All India Survey Non- residential College Swachhta Ranking 2018 to AISHE. Everyone who enters the campus is impressed and praises the atmosphere. Problems encountered Initially a few student teachers felt awkward. These were mentored by the teacher-in-charges and senior student teachers. They were hesitant in the beginning but when they saw everybody is keeping his or her surroundings clean and healthy, their hesitation disappeared and the things came into practice. They appreciated this drive and became accustomed to following this practice. **Resources Required** Separate dustbins for dry and wet waste were provided. **Name of the Principal :** Dr. Mahendra Kumar Upadhyaya **Name of the Institution :** Kautilya Shikshak Prashikshan Mahavidyalaya **City :** Kota **Pincode :** 324010 **Accreditation Status :** C grade **Phone number :** 0744 2470786 **Mobile :** 9602055950 **Website :** <http://kautilyaedu.com> **E-mail :** kautilyattcollege@rediffmail.com **Second Practice Title:** Development of disciplined student teachers having administrative and leadership qualities in them. **Goal** To inculcate administrative and leadership qualities in student teachers. **The Context** The institution has the vision to inculcate discipline, administrative and leadership qualities in the student teachers passing out. These qualities will help them in day to day working and establish them as efficient and self-confident teachers in the working field. **The Practice** The

management committee of the institution is of the view that all student teachers admitted should participate in some or the other co-curricular activities of her choice. The institution involves some of the student teachers in various internal committees declared after the organization of orientation course for newly admitted student teachers to organize day to day activities in the campus. By the participation in different administrative committees, a skill to organize activities or events is developed in them. The institution develops the leadership and organizing qualities in them by involving in organizational process. The institution makes sure that there is participation of all students in the activities through house tournaments. All student teachers are allocated one of the four houses namely (1) Meera house (2) Indra House (3) Sarojni House and (4) Laxmi House and all co-curricular activities such as debate, quiz, essay writing, rangoli, mehandi competition and indoor as well as outdoor sports activities are conducted through them. These activities develop discipline in them. While participating or playing, they learn the habit of accommodating and cooperating with others, to listen to others. Sometimes, decision may be not be favourable to them but they learn to honour the decision. Since sports persons have to take decision on the spot, this activity also enhances the decision making power in them. Evidence of Success The teacher in charges of various activities have observed a vast difference in the attitude and working of student teachers, when they were admitted and when they passed out from the institution. An increase in the self-confidence of the passing out student teachers was observed. Obstacle faced In some of the activities, more than required participants are interested in taking part in the activity for their house. In such a situation the captain and vice-captain jointly organize that event at their level and best student teacher is given chance to represent the house. Name of the Principal : Dr. Mahendra Kumar Upadhyaya Name of the Institution : Kautilya Shikshak Prashikshan Mahavidyalaya City : Kota Pincode : 324010 Accreditation Status : C grade Phone number : 0744 2470786 Mobile : 9602055950 Website : <http://kautilyaedu.com> E-mail : kautilyattcollege@rediffmail.com

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

7.3 – Institutional Distinctiveness

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

The institutional vision, priority and thrust is to produce student teachers who can compete globally. For this purpose the institution is committed to provide best infrastructural facilities to the students admitted here. The institution gives exposure in the field of utilization of audio visual aids by conducting workshop in which they are taught about the use of OHP, LCD projectors, preparation of OHP sheets and power point slides, development of effective communication skills using language labs through Science, Hindi, English and Sanskrit clubs, through simulating teaching practice, inculcating administrative qualities by their participation in various committees, houses and house tournaments. The institution also emphasises on its responsibility towards the society. The student teachers are engaged in social activities by their participation in nukkad natak, bringing awareness in the society through rallies to remove societal evils like girl child foeticide, dowry, etc. The institution tries to imbibe cleanliness in the nature of student teachers by involving them to clean their surroundings at the end of the day and also motivate them to have a hygienic environment. Apart from the curriculum, the institution tries to produce student teachers having good citizenship

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The institution has plan to start construction of new rooms.