

Accredited by NAAC Grade 'A'

Part I: Format for Self-Appraisal Report

1. Profile of the Teacher Education Institution

1. Name & Address:

MASTERMIND COLLEGE OF EDUCATION, GEHRI BUTTER, BATHINDA,(PUNJAB) 151001.

2. For Communication:

Office:

Name	Region Code	Telephone,Number	Ext. No
Principal Dr.(Mrs.)Vinod Devgun		9888785255	-----
Vice Principal Mr. Mangal Singh		9217976903	-----
Self Appraisal Coordinator Mr. Parmjeet Kumar		84273-51088	-----

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Residence:

Name	Region Code	Telephone Number	Ext. No
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Level	Prog.	Type of institution	Constituent of	Affiliated to	Open/ Distance	Others
Elementary Teacher Training	E.T.T	Self financed	10+2	Punjabi university ,Patiala	12 Km	
Secondary Teacher Education	B.Ed	Self financed	Graduation	Punjabi university ,Patiala	12 m	

4. Financial Category of the institution:

Unaided, Self-Financed

5. Are there Provisions for giving autonomy to institutions ? Yes

Has the institution applied for autonomy? **Yes**

give details of application for autonomy.

6. Date of establishment of the institution: Month & Year ? 8-7-2005

7. (a). NCTE recognition particulars of each programme?

Elementary Teacher Training	E.T.T	F.NRC/NCTE/F-7/8186-8197 Dated 14/11/2006
Secondary Teacher Education	B.Ed.	F.NRC/NCTE/F-3/PB-164/12733 Dated 05/02/2005
Secondary Teacher Training	B.E.d.(Additional Intake)	NRC/NCTE/F-7/PB-454/49366 Dated 14/05/2008

(b). Is the recognition conditional ? No

(c). If yes, what are the conditions ? NA

8. Is it a recognized minority institution ? No

9. Campus area in acres : 5 acres

10. Location of the institution : Rural area

11. Current programmes offered by the institution

Programmes	Duration	Nature of Award	Sanctioned Intake
Elementary	2 Yrs	Diploma	50 seats
B.Ed	1 Yr	Degree	200 seats

12. List of teachers with qualification and experience :

Yes, List enclosed annexure no-

13. Number of members of non-teaching staff :

Yes, List enclosed annexure no-

14. (a) Number of students/trainees enrolled:

Elementary	Female	Male	Total
From the same district where the institution is located	2009-11=20	9	29
	2010-12=6	18	24
From the same state where the institution is located	2009-11=24	26	50
	2010-12=22	28	50

15. Details of the last two batches of students/trainees :

	Batch 1/2 Year of entry	
	2009-10	2010-11
Admitted to the programe(entry year)	200	200
Appeared for the final year Examination	197	199
Passed in the final Examination	192	196
Passed in first class	192	196
University ranks, if any	---	----

16. Details of expenditure for the previous financial year.

Item	Income	Expenditure
2010-11		

17. What is the 'unit cost' of education training ?(unit cost=total annual recurring expenditure divided by the number of students/trainees enrolled).

Unit cost excluding salary component 5347.00

Unit cost including Salary component 17092

18. What is the temporal plan of academic work in the institution ?

Semester system E.T.T

Annual system B.Ed

Any other specify Nil

19. Is the credit system followed ? NO

20. Does the institution have the following support services :

Library Yes

Computer Yes

Health center/Sick room Yes

Sports facilities (Indoor)	Yes
Sports facilities (Outdoor)	Yes
Workshop	No
Housing	Yes
Canteen	Yes
Grievance redressal cell	Yes
Vehicle parking shed	No
Non-resident student center	No
Any other(specify)	

21. Does the institution have collaborations/linkages with local/regional/national/international agencies? No

22. Details of other departments/educational institutions run by the University/management. No

23. Sources of funding of the institution during the last year :

Sr. No	Source of funding	Amount (Rs.)
1.	Donations	-----
2.	Fund raising drives	-----
3.	Alumni association	-----
4.	Consultancy	-----
5.	Self-financing courses	-----
6	Grant-in-aid	-----
7.	Fees	9083000/Rs.
	Any others	-----

II Criteria –wise Inputs

Criteria Design and Planning

1.1 How are students/trainees selected for admission into various course?

In accordance with parameters laid down by University/State Govt/NCTE.

1.2 Furnish the following information(for the previous year):

1. **Date of start of the academic year** (1-9-2010)
2. **Date of last admission** (31/8/2010)
3. **Date of closing of the academic year** (20-4-2011)
4. **Total Teaching days** (185)
5. **Total working days** (242)
6. **Total pre-practice preparation days** (
7. **Total practice teaching days** (38)
8. **List of schools taken for practice teaching** (19)
9. **No. of practice lessons for each trainee** (76)

1.3 Is there a provision for assessing students/trainees' knowledge and skill for the programme(after admission)? Yes

1.3.1 Does the institution provide bridge/ remedial courses to the educationally disadvantaged students/trainees ? Yes

Examples:-Institution extends facilities to provide assistance economically weaker students like books, concession in fee.

Organize Guest lectures on various social culture & religious values.

1.3.2 How are advanced learners challenged to work ahead of the rest?

Technology Supportive, Books, individual monitoring, funds for innovative activities & Action Research.

1.4 Does the institution encourage the faculty to prepare course outlines?

Yes, the faculty prepare course outlines file on the starting of every session.

1.5 Are syllabi unitized according to a teaching schedule through the semester/year?

Yes, syllabi unitized according to the teaching schedule through the year as per university norms.

1.6 Do students/trainees have flexibility within a programme?

Yes, teacher trainees have flexibility with the provision of different subject combination and optional papers.

1.7 How are the institution's mission and goals, if any (other than the general transmission and generation of knowledge), reflected in the teacher education institution?

Yes, the institution has its mission, goals which are reflected in the functioning of the college in scholastic & Co-scholastic activities.

1.8 Is there any mechanism to obtain feedback from academic peers and employers on the teaching programmes?

Yes, the institution has a provision to obtain feedback through informal discussions, Meetings, Being an affiliated college there is no role of college in redesigning of curriculum. Last review carried out in 2011.

1.9 How long does it take for the institution to introduce a new programme within the existing system ?

Yes, the institution has already applied for M.A (Education) to Punjabi university, Patiala.

1.10 Has the institution introduced any new courses in teacher education during the last three years?

Yes, the institution introduced E.T.T (Two years) course in teacher education in 2010.

1.11 Give details of institution –schools-community networking.

N.S.S Rallies, Blood Donation Camp, Extension Lectures on different issues, P.T.A meeting, teaching practice in different schools, Participation of teaching practicing school in College activities

1.12 Furnish details on the following aspects of curriculum design

1. Interdisciplinary/multidisciplinary strategies

2. Promoting Self learning

3. Internship approach to practice teaching

4. School experiences

5. Community work

6. Work experiences/SUPW

Interdisciplinary/Multidisciplinary

Interdisciplinary or multidisciplinary approach is evident as topics such as environmental education. Educationists from different disciplines explain and specify the role of education in various fields. Various activities are incorporated in curriculum . Further, the curriculum in the different subjects offered by the College carries value based components through topics like national integration, human rights, women upliftment through education and Indian constitution.

Promoting Self learning

Self Learning among the students is ensured by encouraging them to participate and organize variety of co-curricular and social activities such as Morning Assembly, House-wise different activities, Inter-house competitions (Teaching, Black Board Writing, Preparing and Using Teaching Aids, Culture theme based Drawing, Card making, speech, poem recitation & painting) Social Awareness Rallies, Debates & Declamations. In addition to this macro-teaching in different schools is organized to provide actual school experiences.

Internship Approach to Practice Teaching

The aspect of teaching Practice is ensured by providing a compulsory period in the Time-Table for all the students by dividing them in to micro-groups during micro teaching. The simulated teaching is also practiced in the College. In order is provide actual teaching experiences School Teaching Practice is organized twice a year.

School Experience

School experiences are provided during their School Teaching Practice for thirty eight days in different schools. During School Teaching Practice students are also given opportunities to frame time table other day-to-day activities with the active involvement of school teachers and the College faculty.

Community Work

NSS unit of the college organizes awareness rallies and blood donation camps.

Work Experience-SUPW

Students are provided with different Socially Useful and Productive Work experiences through different subjects like gardening, computers, community services, NSS, campus beautification, drawing and painting etc.

1.13 How does the institution ensure that it achieves its specific goals and objectives?

The achievement of goals and objectives is reflected in the excellent results produced by the Institution every year. The grant & Grade 'A' by NAAC also testifies the achievement of goals by college.

1.14 Any other highlights under the criteria –Curricular Design and Planning.

1. Arrangement of one period of House meeting in the time table.
2. Internet facility to the staff and the students.
3. Organize regular Teaching Aid (Chart/Model making) competitions.
4. Inter-House competitions of different teaching subjects, seminars etc.

Criteria 2: Curriculum Transaction and Evaluation

2.1 Does the institution develop its academic calendar?

Yes, institution develops its academic calendar every year (copy of the current academic calendar is attached as annexure).

2.2 How does the institution promote interactive teaching-learning ?

Interactive teaching practice is done through discussion method, question method, group discussion etc.

2.3 To what extent does the institution prepare and use audio-visual materials and other teaching- aids? Give details.

For making teaching-learning process more effective and interesting the

teachers use OHP, LCD projectors, Various Teaching Aids in the classrooms.

2.4 How does the institution provide for the following teaching-learning experiences, according to its academic calendar?

- I. Transaction of theory courses including methodology courses.**
- II. Preparation for practice teaching**
 - a). Pedagogic-content analysis**
 - b). Lesson planning**
 - 1. Developing of core teaching skills in simulated settings (micro teaching)**
 - d). Observation of demo lesson**
- III. Practice teaching in schools**
 - 2. Classroom teaching**
 - 3. Observation of peer teaching**
 - 4. Peer feedback**
- IV). Supervision and evaluation of practice teaching**
- V). Reflection on teaching by trainees**
- VI). Interaction with the school/community**

2.5 Are evaluation methods communicated to studies/trainees at the beginning of the year ?

Yes, an induction programme for the newly admitted students is organized to acquaint them with course-outlines and evaluation methods and other activities.

2.6 Does the institution monitors an overall performance of students/trainees to ensure the achievements of the course objectives ?

Yes, the institution monitors an overall performance of trainees to ensure the achievements of the course objectives.

2.7 Mention the Seminars/conferences / workshops which teachers have attended as participants/resource persons in the last two years:

	Participants	Resource Persons
Regional Level	----	2
State Level	----	----
National Level	20	----
International Level	----	----

2.8 Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension ?

Yes, the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching. Teachers are encouraged to use the feedback for the development.(copy of feedback Performa is attached in annexure).

2.8.1 Does the institution follow any other teacher performance appraisal method ?

Yes, student evaluation of faculty.

2.8.2 Give details of refresher Courses/Seminars/Conferences/ Symposia /Workshops/Programmes for (1) faculty development (2)School teachers/administrators conducted in the institution?

Yes, two national seminars ware conducted for faculty development and extension lectures are also conducted for staff and students. Detail available in 2.9.

2.9 Give details of faculty development programmes and the number of teachers who benefitted during the last two years.

Faculty development programme	No. of Beneficiaries
Two national seminars	All faculty members

Computer classes for faculty	20
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2.10 List the faculty members who have received professional recognition/awards.

Nil

2.11 What are the local, national and international Linkages established by the institution for teaching and research?

Institution linkage

Local Level- Teaching practicing schools

National Level- Council for teacher education

2.12 How does the institution strengthen the regular academic programmes through non-formal and distance education modes?(Give details).

The faculty reviews the study material of various universities used for distance education. The heads of various schools informally motivate students for executive learning.

2.13 What are the practices of the institution to impart value based education?

The institution imparts value based education through curricular and co-curricular and developing various life and social skills.

2.14 How does the institution inculcate civic responsibilities among the students/trainees?

Through NSS rallies and students participation and different committees.

2.15 What are the efforts of the institution towards all round personality development of the trainees?

Social Skills, debates, group discussion and scholastic achievement help to develop all round personality.

2.16 What are the efforts of the institution to bring in “community orientation” in its functioning?

NSS activities, Help practice schools, Blood donation, awareness rallies, Help Community orientation.

2.17 Indicate the efforts of the institution to promote general/transferrable skills among the students/trainees such as.

Competitive activities, Helping Peer in time-management, Helping Weaker fellows in academics.

2.18 Give details of the evaluation scheme as approved by the university.

Evaluation scheme as approved by the university is attached as annexure.

2.19 Give details of the internal evaluation and the processes used for each of the following :

1. Theory papers	20	
2. Assignments	5	
3. Project work.		
4. Practice teaching and related activities (including school experiences)		100
5. Curricular activities		25
6. Work experience including SUPW		
Computer Application/gardening	10	
B.B Work	10	
7. Tutorials and Seminars		5
8. Community work.	25	
9. Any other. (Games & Sports)	10	
Co-curricular activities	25	

2.20 Any other highlights under the criteria-Curriculum Transaction and Evaluation.

For better teaching-learning/evaluation the following innovations are introduced by the institution:

Twice a month test of each subject.

Daily oral test of previous lecture.

Internet facility to students and staff.

Weekly seminars are conducted on every Saturday in different Groups of students.

House test to evaluate the progress of the students

Criteria 3 : Research, Development and Extension

3.1 Describe how the institution promotes research in education. Mention if the institution has a research committee and if 'yes', its composition.

Ans:- The institution motivates the teachers to take up research in education by giving them opportunity to attend seminars, conferences and workshops pertaining to research in education. The teachers encouraged to prepare and present research papers in various seminars and conferences. Apart from this, institution also encourages the staff to increase their academic qualification by obtaining M.Phil. and Ph.D. degree Presently none of the teacher is working on any research project but the institution is always ready to help and encourage the teachers for taking up the research projects. The institution provides the loan facility without interest for enhancement of teachers' knowledge and qualification.

The institution doesn't have a functional research committee. And thus no thrust areas of research have been identified. The Institution has prepared a panel of experts to guide aspirant faculty for M.phill&Ph.D.

Panel of experts

- 1. Dr. (Mrs)Vinod Devgun Principal M.M.C.E ,Bathinda.**
- 2. Dr. Satnam Singh Reional Center Patiala University, Bathinda.**
- 3. Dr. S.M Devgun Principal B.M.M.S.S.School, Dabwali.**
- 4. Dr. Savita Bhatia S.S.D College,Bathinda.**
- 5. Dr. (Mrs.) Aruna Gupta,Malwa College,Bathinda.**

3.2 How does the institution motivate its teachers to take up research in education?

⇒ Teachers are given study leave ⇐ **Yes(on the request)**

⇒ Teachers are provided with seed money ⇐ **Yes(soft loan 50,000/-)**

⇒ Adjustment in teaching schedule ⇐ **YES**

⇒ Providing secretarial support and other facilities ⇐ **YES**

3.3 Give details of teachers engaged in research in the institution and the nature of research carried out.

Yes, institution encourages Action Research. The institution encourages Action Research by helping the teachers by providing finance and resources and is also done by the teacher educators for the improvement in the teaching-learning process.

3.4 Give details of published work by the faculty during the last 5 years and the current year and the nature of research carried out.

	Number
Books	1Khetibari & Bagwani
Journal	Nil
SOUVENIR of other colleges	6
Book published by college carrying activities of faculty & resource persons	

12 Students have done M.A(Education),M.Ed & M.Phil from various universities supervision by Principal Dr.(Mrs.)Vinod Devgun.

3.5 Give the following details in respect of teaching faculty:

10. Fellowship of academic bodies and societies --- **No**

11. Membership of academic bodies/societies ----**Yes(Dr.(Mrs.)Vinod Devgun, Principal) Academic council Punjabi University, Patiala**

12. Awards/recognition for research work for the last three years----**No**

3.6 How many are full time research scholars and how many have registered as part time research scholars ? (Research scholar means M.Phil. and Ph.D. student)

Full Time	No
Part Time	No

3.7 Does the institution provide financial support to research students/ trainees?

Yes

3.8 Number of research degrees awarded during the last 5 years.

1. Ph.D. _____ **No**

2. M.Phil. _____ **No**

3.9 Provide details of the ongoing research projects:

Funding agency	Amount (Rs)	Duration (years)	Collaboration, if any
x	x	x	x
x	x	x	x
x	x	x	x
x	x	x	x

3.10 Number of completed research projects during last 5 years.

No

3.11 Does the institution provide consultancy services ?

If yes, give details.

No, the concept of formal consultancy is yet to grow in this region. We are thinking of starting formal consultancy services. But the students are helped by the faculty informally.

3.12 Does the institution have a designated person for extension activities ?

Yes

If yes, indicate the nature of the post.

Additional charge

Mr. Paramjit Kumar Assist. Professor in the college is coordinator for extension activities.

3.13 Indicate broad areas of the various extension activities of the institution :

i. Community development

ii. Blood donation camp

iii AIDS awareness

iv. Medical camp

v. Health & Hygiene awareness

Any other: Extension Activities

3.14 Are there NSS and NCC programmes in the institution?

Yes, (NSS programmes).

3.15 Are there any other outreach programmes carried out by the institution ?

If yes, give details

Yes, Rallies on various issues. Educational Tour to historical places.

Attend the extension Lecture, Seminars & Conferences.

3.16 How are students/ trainees and teachers encouraged to participate in extension activities ?

Multi skill development among the students is ensured by encouraging them to participate and organize variety of curricular, co-curricular and social activities such as Morning Assembly, House-wise different activities, Inter-house competitions (Teaching, Black Board Writing, Preparing and Using Teaching Aid, Culture theme based Drawing, Card making, Speech, poem recitation & Painting) Social Awareness Rallies, Debates & Declamations. Eye-care, Health Programme, Social skills are the areas of extension Activities.

(a) The different programmes and workshops are organised in the institution such as:

- **Extension Lectures**
- **Teaching Aids Chart & model-making in inter House Competitions in the College**

(b) The staff attends every activity organized in the institution.

3.17 Does the institution work and plan the extension activities along with NGO's and GO's ?

The future plans and major activities which the institution would like to take-up for providing community orientation to students are:

- **To organize educational and awareness camps.**
- **Organization of a citizenship training camp (CTC) in the outskirts of the area (in the community).**

. Sharing views with NGO's, GO's, local bodies on rural development and area development.

. Awareness regarding hygiene and environment.

3.18 What material development activities have been undertaken by the institution?

1. Self instructional material ⇐ **Unit Plan, Lesson Plan Dairy**
2. Print materials ⇐ **Power Point**
3. Non-print material (e.g. Teaching aids/audio-video, multimedia inputs etc.) ⇐ **Chart, Models, Transparencies, Educational CD.**
4. Question bank ⇐ **Every Teacher prepares question bank(MCQ etc.) with concern subjects.**
5. Any other Nil

3.19 Any other highlights under the criteria – Research, Development and Extension

The institution aims at promotion of ethics, culture & heritage through various activities such as Rallies, Lectures, Seminars and Organization of Morning Assembly which includes of G.K, P.T, News, etc. The institution also introduced action research, established Committees to conduct research work smoothly, use IT & website, Extension activities, presentation of papers, attending seminars & workshops.

Criteria 4: Infrastructure and Learning Resources

4.1 Enclosed the master plan of the institution indicating the existing buildings and the proposed expansion in the future.

Map attached

4.2 How does the institution plan to meet the need for augmenting the infrastructure to keep pace with academic growth ?

As per the intake capacity, the institution follows the norms set by NCTE for the expansion of infrastructure. It is done by making the provisions in the annual budget for purchase of latest technological aids for teaching-learning activities. Physical facilities are added on priority in infrastructure.

4.3 How does the institution maintain its infrastructure ?

The advice of staff and students are taken for the addition of any infrastructural facilities and same is added as per their needs and importance, the preference in the budget for the purchase of articles is made.

4.4 How does the institution ensure optimum utilization of its infrastructure facilities?

The Institution prepares its academic plan for the whole session and the different activities are so systematically planned that the available infrastructure is optimally used by the students and staff keeping in view of the course, contents and curriculum.

4.5 Does the institution allow the use of the academic facilities by external agencies?
No physical infrastructure is shared with other programmes of the institution or other institutions of the parent society or University. Whole of the facilities and physical infrastructure is exclusively utilized by Mastermind College of Education.

If yes, give details. NA

4.6 What efforts are made to keep the campus beautiful and pollution free ?

Ans: **Institution takes care of the environmental issues associated with the infrastructure as:-**

- 1. Maximum utilization of the resources(material)**
- 2. Most of the rooms have good space and light and hence minimum use of the electricity.**
- 3. The campus is idyllic and environment friendly and has developed green zones.**

4.7 Is there an advisory committee for the library ?

Yes, the institution's library is having books according to the subject wise arrangement. There is subject wise arrangement of book which saves the time of its users. The composition of Library committee is:

Convener: Mrs. Inderpreet Kaur

Library Assistant: Ms. Karamjit Kaur

Teacher Members: Ms. Naginder Kaur & Ms. Bharti

Student Members: Ms. Sheffy, Mr. Kuldeep, Ms. Rajni

The different functions of the Library committee are to provide help in maintaining better library facilities and purchase of books etc.

4.8 Is the library interconnected with other libraries for inter-library borrowing?

No

4.9 Is there a book bank facility in the central library?

Yes

4.10 Are the following activities of the central library computerized?

Lending of books (√) Purchase of books (√)

Lending of audio-visual material (√)

Book bank (√)

Stock verification

Any others

The library is kept dust free and moisture free for better up keep of books.

4.11 Provide the number of books/ journals/ periodicals that have been added to the library during the last two years and their cost.

	Year before last		Year before	
	Number	Total cost (Rs. '000)	Number	Total cost (Rs. '000)
i. Text books				
ii. Other books				
iii. Journals/ Periodicals				
Any others				
iv				
v				

Give the list of journals/periodicals subscribed by the institution.

List of Journal

1. Educational Tracks
2. Teacher Support
3. Journal of Indian Education
4. University News
5. National Curriculum Framework for Teacher Education
6. Organizing Teaching Learning Resources in Teacher educational institution.
7. Indian Journal of Teacher Education
8. Demand & Supply Estimate of School Teachers and Teacher Educators.
9. Indian Educational Review
10. Journal of Community Guidance & Research.

4.12 Does the library have the following facilities?

⇒ Photocopier –**yes**

- ⇒ Computers – **yes**
- ⇒ Audio & video cassettes along with viewing apparatus – **yes**
- ⇒ Internet ⇐ **yes**
- ⇒ Resource material on digital media such as CD ROMs, etc ⇐ **yes**
- ⇒ Any other (specify) ⇐

4.13 If central library facilities are available Are the students availing of the same?

4.14 Furnish the following details :

- ⇒ Working days of the library : **6days a week**
- 1. Working hours of the library: **9.a.m - 4 p.m (7 hours)**
- 2. On working days other than 'b' & 'c' below
- 3. During holidays : Library remains open as when required on holidays, It also remains available on the demands by staff and students.
- 4. Before and during examinations - **7 hours daily**
- 5. Total number of books in the library - **7196**

4.15 Are there computer facilities in the institution?

Yes

If yes, give the configuration and other details of hardware and software.

1. Monitor –View Sonic
2. CPU-Forontech
3. Keyboard-Touchmate
4. Mouse-Quantum
5. Window-XP
6. Hard Disk-160GB
7. Ram
8. Processor-2.7 GhZ
9. DVD Driver-Samsung
10. Graphic-2.56MD
11. Printer
12. Scanner
13. Internet
14. Networking

4.16. What is the output of the institution in developing computer aided learning packages in various subjects during the past three years ?

Yes, there is a provision in the curriculum for imparting computer skills to the students through the optional subject viz. Computer Application and through the topic computer assisted instructions (C.A.I) in paper IV Essentials of Educational Technology and Management. The computer facility is available to all the students and staff members.

4.16.2 To what uses are computers put ?

It is mandatory for all the staff members to teach with the help of ICT resources available in the Institution like OHP, LCD and other audio visual aids for making the teaching more interesting and effective to the students.

4.17 How are computers and their accessories maintained in the institution ?

The College has annual maintenance contract (AMC) with Neuron Computers Bathinda.

4.18 Have the following laboratories been established as per NCTE Norms ?

- a) Maths lab-- **Yes**
- b) Psychology lab-- **Yes**
- c) Science Lab(s) --**Yes**
- d) Education Technology lab --**Yes**
- e) Workshop for fabricating teaching aids --**Yes**

Give details of facilities and inventories and indicate the deficiencies if any.

Language Lab/Art & Craft/Sports Room/Ground Facilities/Library Facilities/First-Aid Room/Language Room/ Language Lab/Social Sci Room

Weakness

- 1. E library is to be initiated.
- 2. Research Activities are Lacking.
- 3. Lack of Publication by the faculty.
- 4. Due to rural area and most of the student, Communication in English to some extent will poor.

Inventories

- 1. Job Placement.
- 2. Higher Education
- 3. Community Work for environment
- 4. To develop more social skills.
- 5. Adopt teaching as mission

4.19 What are the learning resources available with the institution and how are they utilized ? Give details.

The institution has various audio-visual facilities like:

- 1. VCR and DVD Player
- 2. Audio Cassette Player
- 3. Computer and Internet facility
- 4. Television, Radio
- 5. Different Kinds of Maps
- 6. Audio Cassettes
- 7. OHPs and LCD Projector, Photocopier
- 8. CDs, DVDs of different school subjects and educational films' Charts and Models covering the teaching subjects etc.

The teachers regularly motivate the student teachers to use the technological aids during their micro teaching, simulated teaching, class seminars and weekly seminars.

The different instructional activities are so systematically planned in the institution so that the available infrastructure is optimally used by the College personnel and the feedback is also taken from time to time to ensure the maximum utilization of the resources. The Institution helps some local govt. schools in providing them with the teaching aids prepared by the student teachers.

4.20 Give details of the availability of multi-purpose/ special purpose rooms, if available.

The institution has well furnished multipurpose hall. The facilities which are available in the hall:

- LCD, OHP, Chalk Board
- Sound system
- Eight Lecture stands and furniture.
- Proper Electricity and light system

Every class room's measurements are mentioned in Master Plan.

4.21 Provide details of classrooms available along with area of each.

The class rooms are equipped with technological aids for teaching such as Chalk Boards, charts etc. and to provide the instructions to the students on the LCD and overhead projects are available in the Seminar hall for the use of students and staff.

4.22 Give the details of the furniture available in the institution for the following :

- a) Laboratories ✓
- b) Seminar room ✓
- c) Classroom teaching ✓
- d) Group work ✓
- e) Library work ✓
- h) Any other details of function and fixture are enclosed as annexure .

4.23 What are the various health services available to the students/ trainees, members of the teaching and non-teaching staff of the institution?

For health and hygiene of the staff and students, the College has first aid facility, sickroom, separate girls and boys' common rooms, canteen, proper sanitary system for staff and students and healthy environment for teaching learning process by providing

well equipped infrastructure. The emergent & general medical services are provided as and when required.

4.24 What are the physical and infrastructure facilities available for sports and physical education? Give details.

The instituion has well furnished sports room. The facilities which are available in the field of sports in the institution are:

1. Volleyball,Basketball
2. Badminton,Cricket Bat & Balls
3. Carom Boards,Chess Boards
4. Discuss throw, Javelin throw,Shot put,tug of war, high jump for boys etc.

4.25 What are the incentives given to encourage participation in sports and related activities?

The College One teacher incharge, two teacher members and three students members work out stands organizes the sports, inter house meets. College purchases the sports articals and requisite material.

4.26 Give details of the participation of students/ trainees during the past year at the university, state, regional, national and international meets.

	Participation of students/ trainees	Outcome
State	9	
Regional		
National	32	
International	2	

4.27. What kind of facilities are available in the SUPW/Work Experience workshops?

Students are provided with different Socially Useful and Productive Work experiences through different subjects like gardening, computers, community services, NSS, campus beautification, drawing and painting etc. Moreover the different activities or competitions are organized in the college like painting, teaching aid preparation (i.e. charts, models, and transparencies) which are helpful in developing their dignity of labour and work ability. In order to develop aesthetic

sense the students participate in Rangoli Competition, flower arrangement, recipe making and table manners.

4.28 Give details of the hostel facilities available on the campus?

No, the College has no permanent hostel facility as most of the students admitted are local. But in any case on students demand for hostel facility the College arranges for paying guest (PG) facility for boys and provides hostel facility for girls in Red Cross working women hostel at Bathinda.

4.29 Any other highlights under the criteria – Infrastructure and Learning Resources?

The various innovations/best practices in 'Infrastructure and Learning

- i. Separate sitting arrangements for staff and students in the library.
- ii. Organizing regular extension lectures for the benefit of staff and students.
- iii. Different committees are established for smooth functioning of teaching learning process.
- iv. Provide opportunity to the staff and students to participate in different activities organized by other organizations and institution.

No, financial aid from central government/State Government

5.6 Mention the number of students/ trainees who have received financial aid during the past two years.

Financial Aid	Year before last	Year before
(i) Merit Scholarship	-----	4
(ii) Merit-cum-means scholarship	-----	----
(iii) Fee concession	1	----
Any other	----	----
Post Metric Scholarship for SC students	2	2

5.7 Does the institution provide guidance and counselling to students/trainees? If yes, give details.

Yes, time to time vacancies are informed to students by guidance & counselling cell.

5.8 Do teachers participate in academic and personal counselling? No

5.9 Does the institution provide placement services and career counselling to students/trainees? If yes, give details.

The college has vocational guidance committee that provide sources of about vocational information with displays advertisements and guides students who approach the committee members. The committee directs the students who approach the committee members.

5.10 How many students/ trainees were employed through placement service during the past three years ?

Top ten Alumni occupying prominent positions:-

1. Mr. Paramjeet Kumar (2005-06) – Lecturer, MMCE
2. Miss. Priti Arora (2005-06) – Lecturer, MMCE
3. Mr. Mandeep Singh – (2005-06) Inspector Food & supply
4. Mr. Jasvir Singh-(2005-06) Established own School
5. Mr. Jaskaran Singh (2005-06) Government Lect.
6. Mr. Amandeep Singh-(2007-08) Lecturer, GGSE (Talwandi Sabo)
7. Mr. Resham Singh (2008-09) - Inspector Food & supply

8. Mr. Vishal Kumar (2008-09) –Inspector Food & supply
9. Miss. Manpreet Kaur (2009-10) – Lecturer, MMCE
10. Mr. Jaswinder Singh (2009-10) – Established own School

5.11 Does the institution have an Alumni Association/Council?

Yes, alumni association meet once a year.

5.12 Does the institution have a Student Association?

Yes, The institute have student council.

5.13 How are the policies and parameters of admission made clear to prospective students/trainees?

Yes, The admission policy & other information regarding calendar of events combination of optional subjects, course offered the structure of fund rules and regular regarding discipline, available, list of management members as well as teacher's list, evaluation multihand information regarding facilities available in college, various moments are give through the college prospectus.

5.14 State the admission policy of the institution with regard to foreign students/trainees.

No. foreign students and trainees are there .

5.15 What are the support services given to foreign students/ trainees?

- i. One window admission
- ii. Foreign students/ trainees office
- iii. Special accommodation
- iv. Induction courses
- v. Socio-cultural activities
- vi. Welfare programmes
- vii. Police clearance

No, support services given to foreign students/ trainees.

5.16 What are the recreational/leisure time facilities available to students/trainees ?

- i. Indoor games
- ii. Outdoor games
- iii. Nature clubs
- v. Student magazines
- vi. Cultural activities
- vii. Audio video facilities
- Any others
- viii. House competition
- ix. Mono-acting

5.17 Any other highlights under the criteria – Student Support and Progression

Library facilities, feedback from various bodies, community co-operation, practice teaching school, College faculty, Technology, Innovative methods of Teaching, Students' participation in all academic and administrative affairs of

college extend wide support to students' progression.

Criteria 6: Organisation and Management

6.1 Does the institution have an efficient internal co-ordinating and monitoring mechanism?

Yes, we have internal quality control committee of IQCC for an efficient internal coordinating and monitoring of college.

6.2 What has been done during the past three years, to improve the organization and management of the institution?

1. Introduction of Mastermind best teacher of the year award (Trophy and Token money) is under consideration.
2. Financial help for the needy teaching and non-teaching staff members.
3. Provide various technological resources to strengthen teaching learning process.
4. Freedom to purchase the books and other study material for the institution if they think it of any importance to the college.

6.3 Does the institution have an inbuilt mechanism to check the work efficiency of the non-teaching staff? No, yet to be start.

Yes, we have admission & academic committee to check the work effort.

6.4 How is the academic calendar prepared?

Yes, on the basis of previous experience /calendar and further new planning.

6.5 During the last two years have all the decisions taken by the institution been approved by the competent authority?

Yes, the major decision are approved by competent authority means advisory committee and governing body of the institution.

6.6 How are teachers recruited? When and how are new teaching positions created? Give details

The faculty is recruited as per NCTE/UGC/Punjabi University service and recruitment conditions through an interview by duly constituted interview committee. The selection committee for the recruitment of faculty as per the requirement of ordinance of Punjabi university, Patiala consists of:
Chairperson- President of the managing committee (MMCE)
Member-vice chancellors nominee .
Member-One subject- expert nominated by the vice chancellor.

Member-Principal of the college.

6.7 Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from			
Same State		Other States	Year
Same institution	Other institution		
5	9	No	2009-10
4	15	2	2010-11

6.8 Does the institution have the freedom and the resources to appoint and pay temporary/ ad hoc / guest teaching staff ?

Yes , To appoint and pay temporary/ ad hoc as a resource person.

6.9 Does the institution conduct professional development programmes for nonteaching staff?

Yes , the institution conduct professional development Programmes for non-teaching staff is computer classes and provide books facility on request basis for further study.

6.10 What are the current tuition and other fee structure?

S.No	Programme	Tuition	Library	Laboratory	Others/ Spl. Fees	Hostel	Mess
1	B.Ed	19,000	200				

Attached fee list

6.11 Have there been changes in the tuition and other fees during the past three years? yes

S. No	Year	Tuition fee
1	2009-10	35,000
2	2010-11	49,000

6.12 Furnish the amount spent under the various heads of expenditure in the past year.

Attached audit report annexure-

6.13 During the last two years did the institution have an excess/deficit budget?

Excess

6.14 Is there an internal audit mechanism?

Yes, we have a chartered accountant(C.A).

6.15 What are the various welfare programmes of the institution? Give details.

The study loan facilities 50,000 and fees concession and books for needy students and also welfare programmes of the institution.

6.16 Is there a grievance redressal mechanism in the institution?

Grievance redressal committee has been establish last year in the institution. Its function is to know the problems of students and faculty members and help them in solving the problems with the help of higher authorities or other resources which may provide solution.

6.17 List the various loans available to the members of the teaching and the nonteaching staff of the institution. What are the requirements and the eligibility Parameters necessary to obtain loans that are available?

Yes, 2, 50,000. Without any interest loans are provided on their request.

6.18 Have endowment funds and reserve funds been deposited as per NCTE norms? (for unaided institutions) Give details.

Yes, attached .

6.19 Has the institution adopted any mechanism/process for internal quality checks?

Yes , we have IQCC committee to check the internal quality and progress of the college.

6.20 Is the institution sensitized to modern managerial concepts such as strategic planning, team work, decision making, computerization and TQM? Yes ,

6.21 Does the institution have

1. **Twinning programmes** No
2. **Student Exchange Programmes** No
3. **Collaboration with National and Regional Agencies like NCERT, NIEPA and SCERT.** No

6.22 Any other institution specific innovations, which have contributed to its growth.

1. Any other highlights under the criteria – Organization and Management

Salient Feature 2011-12

Org:- The discipline committee, library committee, committee for redressal of grievances, vocational guidance examination committee, Practice teaching , Enviroment, Student's welfare cultural, quality control ,campus beatification,educational technology plan for NSS, Alumni association are constituted which plan & implement , reviews & reinforce implementation in its institute.

Mgt:- The of institution is Participation transparent & democrate distribution Distribution of work is decentralized through committees, Participants of students in Management least inference by management, extension lectures on leadership and innovative teaching practice community help & feed back, practice schools co-operation add to the best governance & institution.

Excellent Achievement

The National Assessment & Accreditation Council Peer team visited & inspected Mastermind College of Education, Gehri Butter, Dabwali Road, Bathinda on February 9th & 10th 2012.The College has been Grade 'A' (CGPA 3.13) by NAAC. This is for your kind information Please.