

Accredited by NAAC Grade 'A'

Self Appraisal Report
Of
Teacher Education Institution
As per
NCTE



Master Mind College of Education
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Master Mind College of Education, Gehri Butter, Bathinda

Summary of SAR



The Preface

Master Mind College of Education, Gehri Butter, Bathinda (Pb.) was established by Saraswati Advanced Educational Society (Registered) on July 8, 2005. The College has been approved by NCTE Jaipur and is affiliated to Punjabi University, Patiala (Pb). This co- educational self financed College offers one year B.Ed Programme to 200 students .College also offers two-year Diploma Programme of E.T.T to 50 Students approved by Govt. of Punjab. The medium of instructions in both the Programmes is Punjabi, Hindi & English.The College has been established with Vision, Mission, Values & Objectives. The Vision of the College is to produce professionally committed teachers. The Mission is to produce teachers with humane attitude having innovative sensibilities and to inculcate values to transform intelligence into wisdom. The Objective is to provide opportunity to the learners to grow up to totality so that a teacher possesses entire spectrum of skills, knacks, technologies and strategies to be used in teaching learning process. The College grants admission to both the Programmes in

accordance with the policies laid by Punjabi University and State Govt. and also charges fee the per as norms specified by State Govt./Pbi University. The College follows the contents of the courses of both Programmes as prescribed by Pbi University and SCERT respectively. The College has wide ranging infrastructure for scholastic, sports and extra-mural activities. The College extends all opportunities to staff and students to upgrade their knowledge and the skills and to develop expressions through inter-house and inter-college competitions and Educational Conferences.

Staff 2011-12

The College has qualified and experienced faculty. The College has on its panel educationists, scholars who are helpful in various scholastic and co-scholastic activities. The Academic session 2011-12 began w. e. f 01-09-2011. The College appoints faculty on the recommendation of the selection panel constituted by Punjabi University, Patiala.

(a) Dr (Mrs.) Vinod Devgun is M.A (Hindi) M.Ed, Ph.D (Education) Her appointment has been approved by Punjabi University .She has been working as Principal of College w. e. f 24.10.2007.The Principal has guided 15 students to prepare dissertations

(b) M.A. Education = 14

(c) M. Phil = 1

Her articles on Education have been published in various journals and books .She has also attended State level and National level conferences organized by various colleges.

There are 14 lecturers, 3 Instructors, 1 Librarian; 1 Assist. Librarian 1 Member as technical staff. This is in accordance with NCTE norms. There are 6 members of supporting staff. Out of 14 lecturers 4 are permanent and 9 are on temporary basis, all lecturers possess requisite qualification. Principal teaches Hindi.

(d) The College has unit cost of teacher Education as follows:-

Session 2009-10

1. Unit cost excluding salary component. Rs. 8443.00.

2. Unit cost including salary component.Rs.16906.00.

Session 2010-11

1. Rs. 5347.00

2. Rs. 17092.00

II. Criteria- wise Inputs

The College admits students on the basis of merit of qualifying examination or any parameter set by the University/State Government /NCTE/Federation of self financed colleges of Education (Registered in Punjab)

(a) The Academic session 2010-11 began w. e. f 01-09-2010.

(b). The College in its academic calendar has 242 working days out of which 185 were teaching days during the session2010-11.

(c) 1. Time allotted for B.Ed Course. Theory=68% Practice Teaching =12.5% and Practicum=19.5%

2. Pre-practice teaching work is done 3 days a week.

3. Each student prepares and delivers 20 lessons.

4. During the 38 days practice teaching each student delivers minimum 76 lessons.

5. 4 lessons are given by teacher-student in simulation.

6. There is continuous process of evaluation and monitoring of practice teaching.

7. The weightage (in percentage) is 26.67% for internal and 73.33% is external.

8. Two sessional tests are held for each paper.

9. Each student has to prepare 2 assignments for each paper.

10. The information & communication technology includes (a)

Computers (b)Internet (c) CDs (d) Audio Resources(e) Video

Resources(f) Teaching Aids (g) LCD Projector (h)OHP (i)Slide

Projector(j)Digital Camcorder (k)Video Cassette Player

l)Digital Still Camera (m) TV (n) Radio (o) CD & Audio Cassette Player .

11). The College offers Computer Application as an optional subject.

(d) There is provision for assessing students' knowledge and skills for the programme by various scholastic and co-scholastic activities .

(e) Institution provides remedial courses to educationally disadvantaged students by fee concession remedial classes and academic support to diverse students.

(f) The College has proper teaching staff and non teaching staff, provided proper teaching methodology, vast range of scholastic and co-scholastic activities, adequate infrastructure and Practice of life-skills and social skills

Criteria.2 Curriculum Transaction and Evaluation

- (i) The institution develops its academic calendar for every session and promotes interactive teaching learning by skills i.e Skills of Introducing Lesson , Probing Questioning, Re-inforcement ,Stimulus variation, Illustrative Skills.
- (ii) The institution organized audio visual material and teaching aids for the teaching learning experiences
- (iii) Practice teaching has been made compulsory for each student.
- (iv) Pupil teachers spend 40 working days for practice teaching under supervision of College faculty in an allotted school. Each Student delivers 2 lessons a day. Such lessons are planned .The delivery is supervised and adequate feedback is given to pupil teachers. Besides the lesson the pupil teachers are engaged in various activities of school like morning assembly, preparing time-table, maintenance of records, daily school report, action research, and adjustment periods and other co-scholastic activities. 10 Students under the supervision of a teacher in the practice teaching. The school staff & head extend full cooperation.
- (v) The teachers have attended national seminars/conferences both as participants and resource persons.
- (vi) The institution follows the self appraisal method to evaluate the performance of the faculty of teaching, research and extension.
- (vii) The feedback on curriculum delivery is taken from student educators, teaching Practice schools. Feedback is also taken from proceedings of discussion in Seminars & Conferences
- (viii) College follows individual monitoring system. Students are encouraged to bring forth their problems. Healthy teacher taught relations are established through various committees and interaction in class room.
- (ix) The internal assessment is granted to students by evaluating their proficiency in various teaching skills.

(x) All theory papers carry internal assessment in which internal assessment includes skill in teaching, discussion lessons, preparation and use of teaching aids, practice teaching, co-curricular activities, work experience, games & sports, community work and caring for environment.

(xi) The internal assessment in all House Examinations is displayed on Notice Board and is communicated to all students individually.

(xii) Students weak in studies are identified and special attention is focused on them by providing extra classes and extra study material.

Criteria 3: Research, Development and Extension

Opportunity to staff to attend seminars, conferences, workshops with their research papers. Provision of loan for enhancement of qualification is available. There is panel of experts to provide guidance and assistance to teachers for research.

(i) Panel of Experts:-

Dr. Satnam Singh,

Dr. (Mrs.) Vinod Deygun,

Dr. S.M Deygun,

Dr. Savita Bhatia,

Dr. (Mrs.) Aruna Gupta.

Dr. (Mrs.) Indira Arora

(ii) The College provides provision for Action Research for solving immediate and class room problems. Technology is utilized to improve weak students.

(iii) Innovative teaching aids preparation is done in College as well as in inter- college competitions. Students study research methodology and referencing. Guidance is given in preparation of models, transparencies, use of internet, and location of research material.

(iv) The concept of formal consultancy is yet to grow in this region. We are Planning of start formal consultancy services. But the students are helped by the faculty informally.

(v) Eleven Faculty members have M. Phil degrees.

(vi) Principal attend one international Seminar at Bombay(DMIER), 2006

- (vii) 46 paper at National Level and 15 paper at State Level seminar.
- (viii) Organization of awareness Rallies, Functions, PTA meetings, Free Medical Camps Yoga & Meditation Camps, Charity, helping in Education , NSS Camps in College Blood Donation camps are organized . The Institution is also benefitted from community in taking feedback, help in NSS camps, co-operation of NGOs, Teaching Practice activities get co-operation from community.
- (ix) Institution has strong links with community schools. It provides charts, models during teaching practice, helps in the time table and keeping records, protecting environment in the school. It also gets help of the faculty of such school. Similarly promotion of cultural activities, NSS camps, Blood donation, Awareness Rallies, Extension lectures and strengthen the bonds between Institute–School-Communities
- (x) College faculty and school staff collaborates in organizing practice teaching.
- (xi) The College supports staff for research by providing them with study material, soft loans of Rs.50, 000 for study
- (xii) Introduced Action Research, established committees to conduct research work smoothly, use IT & website, Extension activities, presentation of papers, attending seminars & workshops.
- (xiii) Organization of weekly seminars, problem solving in group discussions, and preparation of innovative teaching aids help in lesson planning and action research.

Publication : The institution publishes own magazine Sarsawti “Informa cum Souvenir” every session, one book on Emerging Trends in the Era of Globalization” was published by Master Mind College of Education and Prospectus of the college is very published every session.

Criteria 4: Infrastructure and Learning Resources

The College has 24,000 sq meters as built up area which includes, Class rooms, labs, Library, Lavs, Staff Room, Principal's Office, Administrative Office, Rest rooms for boys & girls separately and a multipurpose Hall.

The Departments

- i) The College has Science Lab, Psychology Lab, One Computer Lab, ET Lab, Teaching-Aids Workshop, Language Lab and SUPW Workshop. 30 Computer Terminals are available.
- ii) The institution has complete infrastructure as per NCTE norms, having Administrative Complex Area, Library, Laboratories, Play ground, Lecture –halls, Visitor's Room, Drinking water, Male Female separate Laboratories, Art Workshop, Canteen and Staff Room.
- iii) The Institution has seminar Hall, Play ground; Public address system, Recording system & camera, LCD and other material is made available for cultural and co-scholastic activities.
- iv) The institution has adequate infrastructure for all activities and there is virtually no necessity of sharing any infrastructure with any organization for want of infrastructure.
- v) For health & hygiene College has sick room, first aid facilities, doctor on call available, pollution free environment.
- vi) Hostel is arranged with help of Red-Cross society on demand.
- vii) The self financed institution has adequate budget provision for Building, Labs, Furniture & Fixtures, Technology, Library, Transport, Requisite equipment, Health Hygienic & Environment, Sports and Co- curricular activities, Scholastic Programmes, Administrative necessities. The infrastructure is used optimally. The Institution takes care of environment while designing and developing infrastructure.
- viii) The Institution has adequate and qualified staff in Library. Library Committee helps and assists librarian. Library has sufficient stock of books and adds new titles every year besides subscribing to journals, magazines, reference books. (a) Books 7196 (B) Journals 10 (c) Magazines 5(d)Text books 4027, (e) Reference books 213. (f)Internet is available.

(g) Photocopier available. The Library committee includes librarian, faculty members and students who take collective decisions to improve library. Though library is not yet computerized but computer services are available in library along with photo-stat facility. The Library remains open on all working days for 7 hours and is kept open on Sundays and holidays on demand by faculty or students. The display board reflects arrival of new titles.

ix) Computer Lab, Internet, TV, Radio, Tape Recorder, VCR, DVD, OHP, LCD, Slide Projector, Educational Films, Camera, Language Lab etc are available.

x) All students are provided with infrastructure to Master Computer skills, Educational Technology is taught as project

xi) Staff Teaches with the help of ICT resources. It is Compulsory for all teachers to master over ICT resources

xii) The Institution has arrangement for sports, work experience workshop. There's multipurpose hall. Agriculture tools for gardening and environment activities, material for fine arts, sound system, and requisite furniture are available. Indoor facility of chess, carom, and outdoor games like athletic events, races, volleyball, badminton and cricket are available.

xiii) The Class rooms are fully equipped with teaching technology material and well furnished with furniture and fixtures.

Criterion V Student support & progression

(i) Student progression at the time of admission, the College assesses academic and co-scholastic achievements of pupils besides communication skill, behaviour and confidence level and the feedback is also taken from parents. After joining a talent hunt programme, introductory session, class room question answers, seminars, discussion and practical is continuously assessed through wide ranging activities.

(ii) The campus is idyllic and environment friendly.

(iii) The Students are provided guidance and counseling and expert group advice so that they pursue programme of higher studies or plan their career.

- (iv) The College motivates and does counseling for careers of students. College provides books, journals and guidance for competitive examination for jobs like SLET, NET, etc. In 2007-2008 Priti Arora cleared NET, 2 students cleared exam for Food & Supplies Inspectors Govt. of Punjab
- (v) 55% students of College go in for higher studies 16.5% opt for teaching jobs, 2.5% opt for non-teaching jobs.
- (vi) The College provides library, guidance services to its old students and always welcomes Alumni Association for any help even to pursue research and for placements.
- (vii) The College helps in placement, registration with employment office, provides job information to students and ex-students.
- (viii) Proper placement cell is established but help is extended through employment office and newspaper advertisements.
- (ix) The faculty of practice teaching schools guides practice teachers regarding procedure of selection for Govt. Jobs
- (x) The vocational guidance committees of College provide ICT assistance to students to plan & search for job opportunities. All expenditure in this regard is met by College.
- (xi) The Scholastic curriculum is designed by Punjabi University, Patiala. The Practice teaching, methodology of teaching and educational technology is planned and provided by the College.
- (xii) The College plans yearly calendar for co-scholastic activities such as cultural programmes, competitions, debates, and seminars, discussions, environment programmes, community programmes. Committees are constituted including students to achieve goals.
- (xiii) For differently abled and physically challenged student's college plans to extend full cooperation. But there are no such students in the college.
- (xiv) The institution has proper mentoring arrangements.
Committees have been constituted under faculty members. Seminars and workshops are conducted.
- (xv) Institution has its website www.mmce.in
- (xvi) Remedial measure for weaker students in study & guidance in peer group, individual monitoring and counseling and books, study material is provided.

- (xvii) Teaching strategies for advanced & slow learners, discussions, seminars, assignments, participative teaching. Question answer methods, use of technology for both. Individual monitoring, extra coaching and technology, extra material & studies for weaker sections. Research oriented projects, innovative teaching for advanced students is also available
- (xviii) The College has constituted Alumni Association Patron : Dr.(Mrs)Vinod Devgun
Principal
President : Mr. Paramjit Kumar (2005-06)
Vice-President : Ms. Pretty (2009-10)
Secretary : Mr. Hardeep Singh (2009-10)
Treasurer : Ms. Priti Arora (2005-06).
meeting was held on 31.10.2009. Out of the members of Alumni Association (Top Ten) 5 are College / School lecturers, 3 Inspectors food & supply, 2 have established their own schools.
- (xix) Talent Hunt, Heritage inculcation, Inter-College and Inter-house competition in cultural activities & sports promote co-scholastic activities. The Students have achieved positions in youth festival in cultural activities. SUPW, Teaching skill, Model Making, Teaching Aid Making, Debates, Games & Sports and Inter-house competition are organized enhance the confidence of the students. Result of the College every year is 100% except 2009 in which it was 99.49% (one student died during exams).
- (xx) The Students pass with minimum first class. The majority are placed in 60% to 75% range and rest in 76% to 80%. A few students who get more than 80% are placed in University merit
- (xxi) 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.

Criterion VI Governance and Leadership

1. The Management is devoted to fulfil the objectives of Institution. It facilitates all programmes of College. It plans budget and provides leadership to the College but

does not interfere in day to day functioning of College and College functions as an autonomous body. The BOG holds its meetings regularly and or as required.

2. The Management, its policies and programmes are in the light of feedback from all quarters and as per University Guidelines.
3. The decisions of the Management and Principal as part of management are shared, discussed with staff. The Staff participates in implementation of decided policies and programmes.
4. No IQAS cell is there but for smooth functioning of Institution Quality Control Committee (IQCC) is there since Sept.10, 2010. It includes Principal & Faculty. IQCC functions to implement policies. Evaluation of work, feedback & re-enforcement for smooth functioning of the institution.
5. The feedback on policy programmes is taken from Faculty, Students, Community, and Alumni and then it is implemented.
6. The effective involvement of staff and transparent management help to boost efficiency of staff. The incentives, promotion, awards, access to technology, financial assistance for further studies, and organization of research oriented seminars and conferences help to enhance the efficiency of staff.
7. Committees to manage different activities of the institution. The Discipline Committee, Library Committee, Committees for Redressal of Grievances, Vocational Guidance , Examination Committee, Practice teaching, Environment, Students' welfare , Cultural committee, Quality Control committee, Campus Beautification, Educational Technology plans the NSS, Alumni Association are Constituted which plan and implement, review and reinforce implementation in the institution.
8. The Governing Body of College includes Chairman, Vice-Chairman, Secretary, Principal, Educationists and other members from the trust are taken including the University nominee. The Advisory Body includes Social Workers, Educationists and heads of other Educational Institutions.
9. Decentralization of College Administration through Conveners of different committees headed by faculty becomes part of participative management of College.
10. The College Collaborates with other institutions through correspondence, meetings, seminars and other functions and other means of communication to

plan new strategies, improve teaching skills, practice teaching, social skills, life skills and other co-scholastic activities.

11. The College always maintains environment of co-operation with community, Practice teaching schools, education departments other institutions.
12. The financial resources coming from fees of the students is incurred on the B.Ed programme. However the land and other infrastructural expenditure has been incurred by the founding Trust to realize objectives, mission and vision of College
13. The objectives of institution are communicated through web-site, meetings, display boards, sub-committees, prospectus, notices and notifications.
14. The Principal, Faculty and Management meet once or twice a year and if required more to observe the implementation of goals, for feedback and re-inforcement to achieve goals
15. The qualification for Adhoc /Part time staff is the same as that of regular faculty. The selection procedure is also the same. The salary is fixed as per the workload. It is less than that of regular employees.
16. Institution does not get any financial support from Central / State Govt./ UGC/. It is self financed. No donations are received.
17. There is mechanism for continuous performance assessment of faculty. Yearly award for performance is given besides facilities like leave; use of technology, financial assistance to best performance is given.
18. Institution does not get any financial support from Central / State Govt./ UGC/. It is self financed.
19. The Management of Institution is participative, transparent and democratic. Distribution of work is decentralized through Committees, Participation of Students in Management. Least inference by management, Extension lectures on leadership and innovative teaching practices, community help and feedback, practice schools' Co-operation add to the best governance of Institution.
20. feedback from stakeholders. The policy frame work incorporates social skills, programmes of life skills, curriculum, co-scholastic activities, community work, technology, extension lectures, enriching administrative quality and financial management skills, infra-structural development are included in frame work & yearly calendar & Policies.

21. Organizing weekly seminars, community awareness programmes, class discussions, NSS, Proper conduct of Morning Assembly, Interactive Inter-house activities, collective celebration of functions, PTA & Alumni meetings, participation in various seminars, and function held in other institutions develop multiple skills.
22. Acquiring adequate and proper teaching skills, the knowledge of diverse psychological, background of students, weak & meritorious students, difference of gender are handled in practice teaching and community service. Such activities help teachers to understand by working in diverse peer groups. While practice teaching feedback from school faculty helps students to master teaching diverse groups.
23. Only one polio affected student was admitted in College who was provided individual attention, extra –material, and financial help.

Salient Feature 2011-12

1. The College has got one hall measuring 40*75 It for various academic and eventful cultural activities.
2. The Computer department has been updated by adding computers & Lap top.
3. The Library has been Computerized and a separate room arrangement has been made for teaching staff in the library.

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 granted Grade 'A' (CGPA 3.13) by NAAC. This is for kind information please.

