



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		VEENA MEMORIAL COLLEGE OF EDUCATION
Name of the head of the Institution		Dr. Sunil Sharma
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		07464221999
Mobile no.		9928054004
Registered Email		vmcekarauli@gmail.com
Alternate Email		sunilagra66@gmail.com
Address		Vill-Padewa Post Rampur Dhawai Keiladavi Road
City/Town		Karauli
State/UT		Rajasthan
Pincode		322241

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Mr. Jagdish Prasad Sharma
Phone no/Alternate Phone no.	07464221999
Mobile no.	9460152485
Registered Email	vmcekarauli@gmail.com
Alternate Email	sunilagra66@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://vmcekarauli.org/docs/AQAR201819.pdf">http://vmcekarauli.org/docs/AQAR201819.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://vmcekarauli.org/docs/acal201920.pdf">http://vmcekarauli.org/docs/acal201920.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.46	2011	16-Sep-2011	15-Sep-2016
2	B++	2.80	2017	30-Oct-2017	29-Oct-2022

<b>6. Date of Establishment of IQAC</b>	05-Jul-2012
---	-------------

**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

Online Classes	01-Apr-2020 90	300
Self Defense Workshop for Girls Students	20-Nov-2019 3	60
New Initiative Kalpana Chawla Award	24-Feb-2020 1	21
Micro Teaching	18-Nov-2020 12	189
<a href="#">View File</a>		

**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	2020 0	0
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**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)**

1. IQAC monitors teaching learning process for good academic record and to improve students performance. 2. IQAC regulates the function of all committees to increase the participation of students in all the activities. 3. IQAC organised workshop and seminar to enhance research skill, communication skill and life skill in teachers and students. 4. IQAC monitors value added programmes like yoga lectures . 5. workshop on the Curriculum Reform was organised.

[View File](#)

**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
Setting up admission committee for new session	Admission process completed without any hazard.
Orientation program for new students	Freshers are aware of college environment, teaching-learning process and the professional education.
Initiation of Kalpana Chawla Awards	This awards will motivate the students to enhance the performance.
Internal Assessment	Internal Assessment will be organized as per university norms that will develop the best teaching-learning skills.
Students Feedback Survey	The college will know where to need improvements.
<a href="#">View File</a>	

14. Whether AQAR was placed before statutory body ?	No
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:	Yes
Year of Submission	2020
Date of Submission	16-Jan-2020
17. Does the Institution have Management Information System ?	No

**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

Our institution veena memorial college of education is affiliated to university of kota and recognized by NCTE. Curriculum is prescribed with salient features and delivered as effective mechanism of planning of the institution as with following points: Academic Calendar of the year is prepared according to university calendar. A particular schedule is also prepare for examination or internal evaluation, or institutional activities as workshops, guest lectures etc. Academic time table it is prepared with class wise and subject wise

according to the subject faculty or staff members. It becomes approved and finalise by the principal copy of time table stuck on notice board hod informs to all the faculty members. In delivery of mechanism as curriculum as to systematically classroom teaching laboratory, demonstration, seminars, projects and importance is given to Information Communication & Technology. Attendance Record- Each student will inform about their attendance lower attendance students will be advised to improve them. interaction with parent and guardian will be done in running session and discussion with them above progress of trainees. Online classes held at month of April to June in period of Lockdown because of Covid19 pandemic students informed about awareness from covid 19 as hand wash by soap or use of sanitizer and mask on month use daily according to Corona guideline. Feedback will be achieved of the parents and principal will monitor the whole system and will analyze.

#### 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	0	NIL	NIL

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

#### 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
Nil	NIL	Nil

#### 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	0
No file uploaded.		

#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	B.Ed-I	196
BEd	B.Ed-II	185
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

#### Feedback Obtained

The feedback is collected at various levels viz. Student, Parents, Teachers and Alumni. Then the feedback is analyzed at upper management and the action taken once the feedback is received. Feedback of all is sought regularly about infrastructure and learning resources for ensuring their satisfaction. Accordingly, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated for upgrading, maintaining and utilizing physical, academic and support facilities. Feedback is also taken from faculty and experts regarding teacher education trends and feedback to identify new demands in teacher education. Structured feedback is taken from student, alumni, employers and experts from academia and research through course review feedback. A Team of faculties takes feedback of internal and external Subject experts including feedback of all course faculties of campuses to define the course objective, contents, learning outcomes and assessment tool and put up the recommendations. Feedback from students is also taken through CR meetings and corrective measures are taken accordingly to improve the teaching learning

## 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	B.Ed-II	200	185	184
BEd	B.Ed-I	200	196	196

[View File](#)

### 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
2019	380	0	28	0	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-	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

	Resources)				
28	15	40	2	1	3
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students are supported through remedial coaching classes and mentoring. Final year students are provided with mentoring from passed out students/Alumni to help them analyze job profiles and career option after completion of their B.Ed. Visiting and Guest lecturers also mentor students regarding overall development and further educational courses after B.Ed. Alumni committee is established to bridge the gap between current batch students and pass out for employability skills enhancement required in Education field. Student is encouraged to participate in various seminars, Workshops Symposiums. Subject wise special remedial classes are provided for slow learners. The mentors extends various support to students, such as- 1. Grievance Redressal cell has been set up for listening and execution of complaints of students. 2. Co-curricular and cultural events are organized. 3. A workshop on Teaching Skill Development for Trainees. 4. The student who are Little slow in their grasping as compared to their counterparts are identified on the basis of their class participation , pass percentage, classroom performance, and regularity in submission of assignments, punctuality and personal interactions. The institution adopts following strategies for facilitating and motivating the identified slow and better learners. 1. The Mentors are appointed to meet the needs of the slow learners. They provide them personal, academic and social counseling. 2. The mentors help the students, particularly slow learners to develop their personality and move ahead coordinator is appointed for every class to take special care to monitor, guide and help the slow learners improve.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
380	28	1:14

## 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
28	28	0	0	3

### 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
2019	NIL	Nill	NIL
No file uploaded.			

## 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	B.Ed-I	Annual Exam.	Nill	23/01/2021
BEd	B.ED-II	Annual Exam	23/11/2020	25/01/2021
<a href="#">View File</a>				

## 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation system college have conduct one terminal Test in a year. Sessional works given by the teachers of all subject papers EPC practical is also conducted in whole year i.e. July 2019 to June 2020 according to the university norms one practice teaching, Criticism was conducted.

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

Every year we prepare the academic calendar for the institute and also a department wise activity schedule for smooth functioning. This ensures that the curriculum is enriched through related activities like guest lecture, extension series and school Visits for the academic session academic calendar was prepared and followed for conduct of examination and other activities. The academic calendar is displayed on the institute website and also shares with the head of the departments so as to ensure proper execution. . The institute prepares their own academic calendar for various programmes which follow the timelines/guidelines and academic schedule of the affiliating University. Generally, the Kota University Gives Guidelines on the following in their academic schedule, along with annual. cultural and sports meet schedule. 1. Beginning of the academic sessions. 2. Annual Sports Meet 3. Annual cultural Fest 4. End term theory and Practical Examination schedule. 5. Vacation Schedule. The same academic calendar is published on institute's website before the beginning of every academic year. It provides plan for the academic year to students, teachers and parents and parents. Considering the academic calendar each department functions according to the teaching plan prepared at department level

## 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)

<http://vmcekarauli.org/docs/ProCourseOutcome.pdf>

## 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
NIL	BEd	B.Ed -I	196	196	100
NIL	BEd	B.Ed-II	184	172	93.47
No file uploaded.					

## 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)

<http://vmcekarauli.org/docs/sss1920.pdf>

## 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
-----------------------	----------	----------------------------	------------------------	---------------------------------



Nill	0	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	Nill	NIL
No file uploaded.				

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

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

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Education	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)
Nill	NIL	0	0
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
EDUCATION	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
Ni	Nil	Nil	2020	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	2020	0	0	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	0
No file uploaded.				

**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
Covid-19 Awareness Rally	Veena Memorial College of Education	20	150
Nukkad Natak Save Girl Child	Veena Memorial College of Education	8	50
<a href="#">View File</a>			

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
swachh bharat mission	veena memorial college of education gram panchayat rampur	Swachh Bharat	10	88
<a href="#">View File</a>				

**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	0
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 with contact details	Duration From	Duration To	Participant
BEd Part I	School internship	Govt Schools	12/03/2020	24/04/2020	196
BEd Part II	School internship	Govt Schools	19/08/2019	20/02/2020	184
<a href="#">View File</a>					

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
5	1.09

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
<a href="#">View File</a>	

### 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 patially)	Version	Year of automation
GLibrary	Fully	8.1	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10270	852470	0	0	10270	852470
Reference	958	221832	0	0	958	221832

Books						
Journals	2	1250	0	0	2	1250
e-Books	0	0	0	0	0	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	25	4000	0	0	25	4000
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	0	0	0	0	0	0
<a href="#">View File</a>						

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	0	0	0	10	0
Added	0	0	0	0	0	0	0	0	0
Total	40	1	1	0	0	0	0	10	0

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

2 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	<a href="#">NIL</a>

#### 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

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)

Veena Memorial College of Education has a set of establishing procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports, complex, computers and classrooms etc. 1. Maintenance of Library: a. The requirement list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the principal. b. The Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback is helpful to introducing new ideas regarding library enrichment. c. Books are issued to students for seven days or weekly. Five books are issued to Faculties. d. There is book bank system for students of ST, SC, EWS BPL categories. Library has good stock of text books , reference books, daily news papers and magazines are in routine system. e. No dues from the library is mandatory for students before appearing in exam of before getting their original degrees/mark sheets. f. Old / Torn books are to be rejected by a committee. 2. Laboratories: Each laboratory has one teacher as a lab in-charge and attendant. Lab in-charge is fully responsible to maintain and upgrade the laboratory with necessary equipments. The equipments specimen and other necessary chemicals are purchased by the sanctions of principal by purchasing committee. Students are taught and trained to use the laboratory properly. 3. Sports: Sports In-charge of the institute looks after the sport facilities and the activities. The sport equipments are issued to the students as per the schedule of the events. If any equipment gets faulty, the PTI submit proposal for maintenance. Preventive maintenance measures are taken in time. PTI is responsible for keeping the record of utilization of sports facilities, activities held, rewards etc. 4. Computer Lab: There are 30 computers in Computer Lab. Nearly 60 students use the computer at one time in computer lab. The office and principal demand for it equipments in new modern technology and also at the syllabus of students. It facilities are maintained by computer skilled person at college. These facilities are taken under ICT cell in the college which looks after the maintenance of the computers and facilities. 5. Classrooms: There are 15 classrooms in the college. One is smart classroom. The maintenance of classrooms is a regular exercise. The cleanliness of classroom is necessary part with proper equipments as fans or lights with furniture as chair-tables to all the students. There are two activity hall, two canteen, four labs, one boys room and one common girls room are available at the institute. Classrooms are maintained by the staff. 6. Academic: Academic support of the students is provided by the institution remedial classes are also engaged for the students as an academic support. In the admission process the college has followed the constitutional provisions of reservation as well as the rule of the state government. Our institution Veena Memorial College of Education is affiliated with University of Kota, Kota. All the

<http://vmcekarauli.org/docs/procandpol.pdf>

## 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	0	0	0
Financial Support			

from Other Sources			
a) National	UttarMatric Scholarship Yojna	191	27000
b) International	0	0	0
<a href="#">View File</a>			

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
Remedial coaching	15/09/2019	43	1
Personal Counseling	12/02/2020	183	1
<a href="#">View File</a>			

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
2019	CAREER GUIDANCE	200	80	30	3
<a href="#">View File</a>					

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
Nil	0	NIL	NIL	NIL	NIL
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
Any Other	3
<a href="#">View File</a>	

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
BadMinton	Institutional	2
High jump	Institutional	8
Solo Singing	Institutional	4
group Dance	Institutional	6
<a href="#">View File</a>		

### 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	nil	nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students representation can be seen through the academic carrier of the students by different types participants in committees and administration pupil teacher expose to himself as to college activities as to celebration as youth day teachers day and Gandhi Jayanti etc. the mission of cultural activities is to give presentation or good performance in not only our institution but also in whole society in future. Republic days presentation and sports presentation of trainees was also remarkable. Ralley was a good step to awareness on "water save" by trainees of the institution.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

70

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting of session 2019-20 was held under the direction of president at Veena Memorial College of Education Padewa in Seminar hall Dated on 26-09-2019 In that meeting proposal passed by whole sanction of members 1. Extra Classes for weak Students in study :- Committee members discussed about weak students in study and principal confess them in session of 2019-20. we will arrange extra

classes for weak student at the class in examination point of view and for their good future. The responsibility of extra classes was given by principal to teaching staff members as Mr. Gajanand Sain, Mr. Manoj Kumar Sharma, Mr. Jagdish Prasad Sharma, Mr. Manendra Kumar. 2. Extra Tap Fitting:- Committee members suggested different water tap for boys and girls because of their strength in both. Principal considered it and discussed with them. After that ordered to Shri Manoj Mali to do arrangement extra tap fitting for boys and girls. 3. Add The New Members:- Committee members informed to president that in session 2018-19 total members are 66 former students gave their application to add their new name in Alumni committee. On this proposal consider all and discussed with each other. After that four new members added in Alumni Committee, these are their name :- 1. Mr. Nitin Singh Jadoun 2. Mr. Rahul Kushwah 3. Mr. Rajkumar Jatav 4. Mr. Raju Gurjar At last president told thanks to all the alumni committee members and announce end of meeting.

## 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)

1. We have decentralized style of working. 2. We have open door policy, where anyone can talk to director or management by taking permission. 3. For participative management, the director, HODs. Faculty and student representatives from the core part of the IQAC team. 4. We have flexibility at departmental level also as class coordinator or faculty members can suggest and implement curriculum enrichment and enhancement. Faculty members prepare their subject notes and lecture plan. 5. Every department prepares a roadmap for the upcoming year in terms of infrastructural and academic growth. Department budget is prepared by taking suggestions from head of department, class coordinator and faculty representative

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
Admission of Students	Admission of Students - Veena Memorial College Of Education is an affiliate college of University Of Kota. The admission is done through entrance Examination conducted by ptet and based on their online admission procedure Students are admitted to colleges based on their preferences and ranks.
Library, ICT and Physical Infrastructure / Instrumentation	Library, ICT and Physical Infrastructure / Instrumentation Each terminal is having internet facility. • Library is having reprographic facility within the institute's compus. • For security of library materials, we are having fire extinguishers within the library. • Library is having I Server and 5 computers (1 for library staff and others computers for students



	<p>faculty) • Library is having computer terminals for searching content online. Besides this regular e-mail has been sent to faculty to upgrade them with the latest information of library. • CD Collection: Library also maintains the CD's received along with the books. The users can get them issued</p>
Examination and Evaluation	<p>Examination and Evaluation As per University rules, there is one Pre. University Examination to be conducted by the institution and at the end of Year Final Examination is conducted by university, which is a centralized process managed by University. We follow a disciplined strategy for evaluating our students, Which includes. • Continuous evaluation is done through class tests, assignments, viva and presentations. • For comprehensive evaluation: Students are evaluated on all parameters of personality. • ICT is used for evaluation of results</p>
Teaching and Learning	<p>In curriculum transaction, teachers were encouraged to adopt innovative teaching methods to break down the monotonous in teaching and learning process by traditional methods of teaching. As soon as teaching each unit of a specific subject, certain tasks and assignments are assigned to students not only to develop better understanding but also to develop creativity in students. Teachers especially used ppt, OHP, field experience, group discussions, etc. to make learning more interesting and effective.</p>
Curriculum Development	<p>Though the institution being a non-autonomous college strictly follows the curriculum prescribed by the affiliating university, many attempts have been by the curriculum evaluation committee to discuss and review the curriculum for quality improvement. The committee also evolved value-added curriculum to the B.Ed students in addition to the minimum curriculum prescribed by the parent university.</p>

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

E-governance area	Details
Examination	<p>when a student is admitted in College through Online Process, the database of such student is prepared. For the enrollment of the students to the</p>

university, such database is used. At the time of filling up forms for examination, all required information is supplied to the university as per their requisition. All examination related documents such as admit cards, registration certificate , etc

Student Admission and Support

With regard to admission of B.Ed students, the college management had evolved a policy of admission in the line of Rajasthan government B.Ed admission guidelines for the academic year 2017 - 18. Accordingly the college admission had been done with proper constitution of students admission committee and selection committee with a view to giving preference for the applicants who had fulfilled the minimum requirements to get admission into B.Ed programmes and conducting an oral interview to test their interest in teaching and aptitude towards teaching profession. Thus the admission policy of the college helps for the quality improvement of education

Planning and Development

The college administration has been brought under the preview of total egovernance. The annual plan and development of the academic year 2019-20 had been discussed and digitalised for the implementation with a scope for modifications according to the demands. The policies and programmes with regard to academic and administrative aspects are made available in public domain. Further the planning and development proposal had been monitored periodically for the total implementation

Administration

The website displays notices before admission, and reports of recent events written by students. Most of the Accounts documentation is digitally maintained, student information likewise. All activities relating to students admission are being done totally through online • The important information is served among the students through SMS which is possible by maintaining the student database. • Instructions, notices to the departments and teachers are circulated through Multimedia. • For execution of any project, necessary information is supplied for tenders and quotations through Website. • The library is Wifi enabled and computers are connected via

**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
No file uploaded.				

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)
2019	Importance of body language and voice modulation	Organiza tional Behavior	14/10/2019	15/10/2019	20	5
<a href="#">View File</a>						

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
EFFECTIVE TEACHING	20	10/01/2020	11/01/2020	2
FACULTY DEVELOPMENT	23	03/12/2019	03/12/2019	1
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
28	28	1	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPFO, Staff Accident Insurance, Regular Medical Checkup Facility	EPFO, Staff Accident Insurance, Regular Medical Checkup Facility	Group Insurance

**6.4 – Financial Management and Resource Mobilization**

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

**Financial Audit : Chartered Accountant S.K. Agrawal.- Company- S. AGRAWAL ASSOCIATES**

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

4127933

## 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	NIL	No	NIL
Administrative	No	NIL	No	NIL

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

1. PTM hold to assess the academic progress of students 2. Regarding low attendance 3. Providing constructive feedback for the improvement of the college

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

1.Organised stress relieving activities and yoga ,meditation session. 2.Free health check up. 3. PF / ESI

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

1.Teachers are encouraged to acquire higher qualification through research .  
2.Classes are conducted for NET,REET and other competitive examinations.Orientation programme is conducted to guide students about type, nature and preparations required for various competitive examinations 3.Regular FDPs are organised for teachers so that teachers get an opportunity to acquire knowledge and update themselves and they can enhance their communication skill interpersonal skill teaching skills etc

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
2019	GK Competition	05/12/2019	05/12/2019	05/12/2019	95
2019	ESSAY	14/09/2019	14/09/2019	14/09/2019	60



2019	1	1	11/11/2019	1	Door to Door Campaign on the need to reduce the use of Plastic and waste segregation	environmental awareness	130
------	---	---	------------	---	--	-------------------------	-----

[View File](#)

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
Independence day	15/08/2019	15/08/2019	110
Gandhi and shastri jayanti	02/10/2019	02/10/2019	147
Teachers day	05/09/2019	05/09/2019	135
Science Day	28/02/2020	28/02/2020	65

[View File](#)

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

1. Plastic is banned in institute. 2. Green landscaping with trees and plants. 3. Students participate in a campaign like "Go Green" 4. Awareness about the benefits of plantation of more and more trees. 5. Use of organic manure and fertilizer in the college garden

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

I. Best Practice of Institute in the reference of Veena Memorial college of education two fundamental motives are created by institution in dynamic age of society. Main motive of our institute is to create qualitative development in our educational system. Trainees target should not be achieved as profession or government service by training but mission (aim) must be service to our whole society. Veena Memorial College of Education emphasis not only personality development but also gives more pressure on execution in positive attitude at learning skill at our college campus. Games and sports activities being held in each session winners get the prize at annual function. In age of science of modification of education each aspect of the education should be touched by the students. If students avoid as new innovations new skills and knowledge of computer science he will become in backward not as to forward so have good try at our college campus's computer lab to teach the computer knowledge. We are also expecting new vision or good future of our society Best Practice is given to them by computer teacher in modern time. Communication skill development is also continue at our Veena Memorial institution. English teacher also teach to student as to use extra classes in college campus. some steps which are taken by the students motivation as to blood donation camp learning yogas lecturer on

moral aspects etc. lecturer aim is teach the students with good preparation of their subject and after teaching get the feedback of the students related with that remarkable topic. Best practice of the staff re-consider the feedback deficiencies of the students at the teaching learning process. The best practice of our institute not to imitate the others but make new something else. 2. In every year we imply as "Swachhh Bharat Mission" camp not only in our institute but also to make clean environment of our rural sector. We have some slogans as "save water". We bring rally with banners and make awareness as by loud speaker "Save water" all and every where. Second rally in next month related with "Beti Bachao and Beti Padhao" this is implied by the central govt. to welfare for our whole society. These are two pillars of our best practice in our institute.

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

<http://vmcekarauli.org/docs/bp201920.pdf>

### 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

Institutional Distinctiveness Veena Memorial College Of Education is one of the most prominent prestigious teacher education institute in Rajasthan. The main vision of the institution is to empower women by imparting quality education emphasizing on human and cultural value and developing creative professional leaders with positive attitude. We mentor our students to sharpen their intelligence and enable them to accomplish their aspirations simultaneously we instill in them a positive value system that shapes their attitude Outlook and conduct ,that provide a strong foundation for them to tackle the challenges of life through our brainstorming sessions and life skill training program . We encourage our bright students to exhibit exemplary behavior even outside the college The college provides opportunity for sharing of inter-cultural, inter-religious and interfaith values. Series of securing medals and awards in the sports and cultural events conducted by the affiliating university. There is always a high demand for admission to the college comparatively. There is also high demand for the college products in the schools for placement

Provide the weblink of the institution

<http://vmcekarauli.org/docs/dist1920.pdf>

### 8.Future Plans of Actions for Next Academic Year

This year we plan to make the academic calendar more "action-oriented", especially as per the needs of various departments. More extension lectures, industrial interaction and industrial visits will be scheduled, so as to bridge the gap between classroom teaching and industrial requirements. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental well being of the youth. More activities of social outreach would be organised like donation camps, blood donation, plantation drives, environment awareness events etc. Apart from increasing the activities in these regular areas, we plan to do the following additional things in the next academic session. ? We are planning to conduct a large number of pre-placement activities for the final year students of various courses, so as to help them optimally utilise the benefits of placement opportunities. This is being initiated on basis of feedback received from various stakeholders. • Introduction of some more integrated courses • Enhancing academic excellence. • Development of skills of the students by including core values among further by imparting value-based education. • Enhancement social compatibility of the students by giving better opportunity of social interaction through activities of Scout and the like. •

Enhancement of infrastructural facilities. • Implementation of the learning Management system.