

SELF STUDY REPORT

National Assessment and Accreditation Committee Bangalore

Submitted by
The Chairman / Principal



R.G.V.T. COLLEGE

(RAJIV GANDHI VOCATIONAL EDUCATION & TRAINING COLLEGE)

(An ISO 9001 : 2000 Certified Institute)

SAKSHI PARISAR, URAVAI GATE, GWALIOR -474012 (M.P.) INDIA

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R.G.V.T. COLLEGE

GWALIOR



Shri Rajendra Singh Tomar
Founder & Chairman

R.G.V.T. COLLEGE
GWALIOR



Dr.R.S. Mishra
Prinipal

SELF STUDY REPORT



R.G.V.T. COLLEGE
GOVT RECOGNISED
(AFFILIATED TO JIWAJI UNIVERSITY)
APPROVED BY NCTE & AICTE NEW DELHI

INSTITUTIONAL DATA

R.G.V.T. COLLEGE
GWALIOR

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PART I A **PROFILE OF THE INSTITUTION**

R.G.V.T. COLLEGE
GWALIOR

Institutional Data

A. Profile of the Institution

1. Name and address of the institution:

Rajiv Gandhi Vocational Education & Training College
Shakshiparishar,Urvai gate,
Gwalior,Madhya Pradesh

2. Website URL: <http://rgvtcollege.org/>
for communication:

Office

Name	Telephone Number with STD Code	Fax No	E-Mail Address
Head/Principal Name.. Dr. R.S.Mishra	0751-2443942	0751-2443947	rgvt.college@gmail.com
Self - appraisal Co-ordinator Name..	0751-2443942	0751-2443947	rgvt.college@gmail.com

Residence

Name	Telephone Number with STD Code	Mobile Number
Head/Principal	0751-2443942	09713497862
Self - appraisal Co-ordinator	0751-2443942	09713497864

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4. Location of the Institution:

Urban ☒ Semi-urban ☐ Rural ☐ Tribal ☐

5. Campus area in acres:

3.022 Acres

6. Is it a recognized minority institution?

Yes

☐
☒

7. Date of establishment of the institution:

Course Month & Year

B.Ed.	July	1995
M.Ed.	July	2008

8. University/Board to which the institution is affiliated:

Jiwaji University, Gwalior, Madhyapradesh

9. Details of UGC recognition under sections 2(f) and 12(B) of the UGC Act.

Month & Year -

2f

MM	YYYY
05	1999

Month & Year

12B

MM	YYYY
05	1999

10. Type of Institution

9

☐

a. By funding

- i. Government
- ii. Grant-in-aid
- iii. Constituent
- iv. Self-financed

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

b. By Gender

- i. Only for Men
- ii. Only for Women
- iii. Co-education

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

c. By Nature

- i. University Dept.
- ii. IASE
- iii. AutonomousCollege
- iv. AffiliatedCollege
- v. ConstituentCollege
- vi. Dept. of Education of CompositeCollege
- vii. CTE

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

11. Does the University / State Education Act have provision for autonomy?

Yes ☐ No ☒

If yes, has the institution applied for autonomy?

Yes ☐ No ☐

12. Details of Teacher Education programmes offered by the institution:

Sl. No.	Level	Programme/ Course	Entry Qualification	Nature of Award	Duration	Medium of instruction
i)	Secondary/ Sr. secondary	B. Ed.	Degree	Degree	1 Year	Hindi/English
ii)	Post Graduate	M. Ed.	B. Ed.	Degree	1 Year	Hindi/English

13. Give details of NCTE recognition

Level	Programme	Order No. & Date	Valid upto	Sanctioned Intake
Secondary/ Sr.secondary	B. Ed.	No/WRC/5-6/40/2002 17/12/2002		100
Post Graduate	M. Ed.	No/WRC/5-6/40/2008/43472 09/09/2008		35

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PART I B **CRITERION WISE INPUTS**

R.G.V.T. COLLEGE
GWALIOR

Criterion-wise inputs

Criterion I: Curricular Aspects

1. Does the Institution have a stated

Vision

Yes	✓	No	
-----	---	----	--

Mission

Yes	✓	No	
-----	---	----	--

Values

Yes	✓	No	
-----	---	----	--

Objectives

Yes	✓	No	
-----	---	----	--

2. a) Does the institution offer self-financed programme(s)?

Yes	✓	No	
-----	---	----	--

If yes,

- a) How many programmes?

02

- b) Fee charged per programme

B. Ed. – Rs.25000/-

M. Ed. – RS.40000/-

3. Are there programmes with semester system

No

4. Is the institution representing/participating in the curriculum development/ revision processes of the regulatory bodies?

Yes		No	✓
-----	--	----	---

If yes, how many faculty are on the various curriculum development/vision committees/boards of universities/regulating authority.

N.A

5. Number of methods/elective options (programme wise)

B. Ed.

04

M.Ed. (Full Time)

02

6. Are there Programmes offered in modular form

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Number	05
--------	----

7. Are there Programmes where assessment of teachers by the students has been introduced

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Number	5
--------	---

8. Are there Programmes with faculty exchange/visiting faculty

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Number	01
--------	----

9. Is there any mechanism to obtain feedback on the curricular aspects from the

- Heads of practice teaching schools
- Academic peers
- Alumni
- Students
- Employers

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

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

NA

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

Yes		No	✓
-----	--	----	---

Number	N.A
--------	-----

12. Are there courses in which major syllabus revision was done during the last five years?

Yes	✓	No	
-----	---	----	--

Number	01
--------	----

13. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes ☒ No ☐

14. Does the institution encourage the faculty to prepare course outlines?

Yes ☒ No ☐

Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission into various courses?

- a) Through an entrance test developed by the institution
- b) Common entrance test conducted by the University/Government
- c) Through an interview
- d) Entrance test and interview
- e) Merit at the qualifying examination
- f) Any other (specify and indicate)

✓
✓

2. Furnish the following information (for the previous academic year): 2012-13

a) Date of start of the academic year

2 April 2012

b) Date of last admission

15 Feb 2012

c) Date of closing of the academic year

05 March 2013

d) Total teaching days

200

e) Total working days

339

3. Total number of students admitted :2012-13

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
B.Ed.	34	66	100	12	19	31	32	47	69
M.Ed.	06	29	35	03	03	06	03	26	29

4. Are there any overseas students?

Yes		No	✓
-----	--	----	---

If yes, how many?

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

a) Unit cost excluding salary component

Rs.21930

b) Unit cost including salary component

Rs. 25000

6. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic session

Programmes	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
B.Ed.	82.3	73.5	82	65.2
M.Ed. (Full Time)	71	53	70.5	55

7. Is there a provision for assessing students' knowledge and skills for the programme (after admission)?

Yes

☒

No

☐

8. Does the institution develop its academic calendar?

Yes

☒

No

☐

9. Time allotted (in percentage)

Programmes	Theory	Practice Teaching	Practicum
B.Ed.	70	20	10
M.Ed. (Full Time)	40	-	40

10. Pre-practice teaching at the institution

a) Number of pre-practice teaching days

40	21
----	----

b) Minimum number of pre-practice teaching lessons given by each student

40	21
----	----

11. Practice Teaching at School

a) Number of schools identified for practice teaching

05	
----	--

b) Total number of practice teaching days

40	
----	--

c) Minimum number of practice teaching lessons given by each student

40	
----	--

12. How many lessons are given by the student teachers in simulation and pre-practice teaching in classroom situations?

No. of Lessons In simulation	40	No. of Lessons Pre-practice teaching	21
------------------------------	----	--------------------------------------	----

13. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes

☒

No

☐

14. Does the institution provide for continuous evaluation?

Yes

☒

No

☐

15. Weightage (in percentage) given to internal and external evaluation

Programmes	Internal	External
B.Ed.	32%	68%
M.Ed. (Full Time)	12.5%	87.5%

16. Examinations

a) Number of sessional tests held for each paper

05	
02	

b) Number of assignments for each paper

17. Access to ICT (Information and Communication Technology) and technology.

	Yes	No
Computers	✓	
Intranet	✓	
Internet	✓	
Software / courseware (CDs)	✓	
Audio resources	✓	
Video resources	✓	
Teaching Aids and other related materials	✓	

18. Are there courses with ICT enabled teaching-learning process?

Yes	✓	No	
-----	---	----	--

Number	01
--------	----

19. Does the institution offer computer science as a subject?

Yes	✓	No	
-----	---	----	--

If yes, is it offered as a compulsory or optional paper?

Compulsory	<input type="checkbox"/>	Optional	<input checked="" type="checkbox"/>
------------	--------------------------	----------	-------------------------------------

Criterion III: Research, Consultancy and Extension

1. Number of teachers with Ph. D and their percentage to the total faculty strength

No. of Teacher's with Ph.D.	03	Percentage of Ph.D. Holder	50%
-----------------------------	----	----------------------------	-----

2. Does the Institution have ongoing research projects?

Yes		No	✓
-----	--	----	---

If yes, provide the following details on the ongoing research projects

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

3. Number of completed research projects during last three years.

N.A

4. How does the institution motivate its teachers to take up research in education? (Mark ✓ for positive response and X for negative response)

- ☐ Teachers are given study leave
- ☐ Teachers are provided with seed money
- ☐ Adjustment in teaching schedule
- ☐ Providing secretarial support and other facilities
- ☐ Any other specify and indicate

✓

✓

✓

✓

✓

5. Does the institution provide financial support to research scholars?

Yes

☒

No

☐

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

a. Ph.D.

b. M.Phil.

7. Does the institution support student research projects (UG & PG)?

Yes

☒

No

☐

8. Details of the Publications by the faculty (Last five years)

Yes No Number

International journals		✓	
National journals – referred papers		✓	
Non referred papers		✓	
Academic articles in reputed magazines/news papers	✓		
Books		✓	

9. Are there awards, recognition, patents etc received by the faculty?

Yes		No	✓
-----	--	----	---

Number	
--------	--

10. Number of papers presented by the faculty and students

(during last five years):

Faculty

Students

National seminars

05

40

International seminars

☐☐

Any other academic forum

11. What types of instructional materials have been developed by the institution?
(Mark `✓' for yes and `X' for No.)

Self-instructional materials

☒

Print materials

☒

Non-print materials (e.g. Teaching

☒

Aids/audio-visual, multimedia, etc.)

☒

Digitalized (Computer aided instructional materials)

☒

Question bank

☐

Any other (specify and indicate)

12. Does the institution have a designated person for extension activities?

Yes

☒

No

☐

If yes, indicate the nature of the post.

Full-time

☐

Part-time

☒

Additional charge

☐

13. Are there NSS and NCC programmes in the institution?

Yes

☐

No

☒

14. Are there any other outreach programmes provided by the institution?

Yes

☒

No

☐

15. Number of other curricular/co-curricular meets organized by other academic agencies/NGOs on Campus

05

15. Does the institution provide consultancy services?

Yes

☐

No

☒

In case of paid consultancy what is the net amount generated during last three years.

N.A.

17. Does the institution have networking/linkage with other institutions/ organizations? -

Local level	Yes
State level	Yes
National level	Yes
International level	-

Criterion IV: Infrastructure and Learning Resources

1. Built-up Area (in sq. mts.)

27533 Sq..Mt

2. Are the following laboratories been established as per NCTE Norms?

- | | | | | |
|--|-----|-------------------------------------|----|--------------------------|
| a) Methods lab | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| b) Psychology lab | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| c) Science Lab(s) | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| d) Education Technology lab | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| e) Computer lab | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| f) Workshop for preparing
teaching aids | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

3. How many Computer terminals are available with the institution?

50

4. What is the Budget allotted for computers (purchase and maintenance) during the previous academic year?

Rs 500000/-

5. What is the Amount spent on maintenance of computer facilities during the previous academic year?

Rs. 12850/-

6. What is the Amount spent on maintenance and upgrading of laboratory facilities during the previous academic year?

Rs.62680/-

7. What is the Budget allocated for campus expansion (building) and upkeep for the current academic session/financial year?

Rs. 800000/-

8. Has the institution developed computer-aided learning packages?

Yes

☒

No

☐

9. Total number of posts sanctioned

Open Reserved

M	F	M	F
05	07	-	-
10	05	-	-

Teaching

Non-teaching

10. Total number of posts vacant

Open

Reserved

M	F	M	F
-	-	-	-
-	-	-	-

Teaching

Non-teaching

11. a. Number of regular and permanent teachers

Open Reserved

(Gender-wise)

Lecturers

M	F	M	F
03	06	-	-
M	F	M	F
--	01	-	-

Readers

Professors

M	F	M	F
01	--	-	-

b. Number of temporary/ad-hoc/part-time teachers (Gender-wise)

Open Reserved

Lecturers

M	F	M	F
-	-	-	-
M	F	M	F
-	-	-	-
M	F	M	F
-	-	-	-

Readers

Professors

c. Number of teachers from

Same state

06

Other states

06

12. Teacher student ratio (program-wise)

Programme	Teacher student ratio
B.Ed.	2:25
M.Ed. (Full Time)	1:7

13. a. Non-teaching staff

Open Reserved

Permanent

M	F	M	F
03	02	07	03

Temporary

M	F	M	F
-	-	-	-

b. Technical Assistants

Permanent

M	F	M	F
-	-	-	-

Temporary

M	F	M	F
-	-	-	-

14. Ratio of Teaching – non-teaching staff

4:5

15. Amount spent on the salaries of teaching faculty during the previous academic session (% of total expenditure)

26.2 %

16. Is there an advisory committee for the library?

Yes



No

☐

17. Working hours of the Library

On working days

08 Hours

On holidays

--

During examinations

08 hours

18. Does the library have an Open access facility

Yes

No



19. Total collection of the following in the library

a. Books

- Textbooks

7612

- Reference books

2500

b. Magazines

20

e. Journals subscribed

10

- Indian journals

02

- Foreign journals

10

f. Peer reviewed journals

10

g. Back volumes of journals

h. E-information resources

- Online journals/e-journals

--

- CDs/ DVDs

25

- Databases

5

- Video Cassettes

--

- Audio Cassettes

--

20. Mention the

Total carpet area of the Library (in sq. mts.)

700

Seating capacity of the Reading room

50

21. Status of automation of Library

Yet to intimate

☐

Partially automated

☒

Fully automated

☐

22. Which of the following services/facilities are provided in the library?

Circulation

☒

Clipping

☒

Bibliographic compilation

☒

Reference

☒

Information display and notification

☒

Book Bank

☒

Photocopying

☒

Computer and Printer

☒

Internet

☒

Online access facility

☒

Inter-library borrowing

☒

Power back up

☒

User orientation /information literacy

Any other (please specify and indicate)

23. Are students allowed to retain books for examinations?

Yes	<input checked="" type="checkbox"/>	No	
-----	-------------------------------------	----	--

24. Furnish information on the following

Average number of books issued/returned per day

60

Maximum number of days books are permitted to be retained

by students

30 Days

by faculty

30 Days

Maximum number of books permitted for issue

for students

05

for faculty

15

Average number of users who visited/consulted per month

1200

Ratio of library books (excluding textbooks and book bank facility) to the number of students enrolled

50:1

25. What is the percentage of library budget in relation to total budget of the institution

11

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

Particulars	2010-11		2011-12		2012-13	
	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)
Text books	706	92353	26	4979	212	25789
Other books						
Journals/ Periodicals	13	3865	12	3290	12	3560
Any others specify and indicate						

Criterion V: Student Support and Progression

1. Programme wise “dropout rate” for the last three batches

Programmes	2009-10	2010-11	2011-12
B.Ed.	01	03	02
M.Ed. (Full Time)	-	-	-

2. Does the Institution have the tutor-ward/or any similar mentoring system?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If yes, how many students are under the care of a mentor/tutor?

15

3. Does the institution offer Remedial instruction?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

4. Does the institution offer Bridge courses?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

5. Examination Results during past three years (provide year wise data)

	UG (B.ED.)			PG (M.ED.)		
	I (2010-11)	II (2011-12)	III (2012-13)	I (2010-11)	II (2011-12)	III (2012-13)
Pass percentage	94	96	Awaited	82	57	Awaited
Number of first classes	85	13	Awaited	29	18	Awaited
Number of distinctions	09	82	Awaited	01	00	Awaited

6. Number of students who have passed competitive examinations during the last three years (provide year wise data)

NET
SLET/SET

Any other (specify and indicate)

I	II	III
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Mention the number of students who have received financial aid during the past three years.

Financial Aid	I	II	III
Merit Scholarship	00	00	00
Merit-cum-means scholarship	00	00	00
Fee concession	00	00	00
Loan facilities	00	00	00
Caste wise Scholarship	21	41	47

8. Is there a Health Centre available in the campus of the institution?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

9. Does the institution provide Residential accommodation for:

Faculty

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Non-teaching staff

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

10. Does the institution provide Hostel facility for its students?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If yes, number of students residing in hostels

Men

Women

11. Does the institution provide indoor and outdoor sports facilities?

Sports fields

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Indoor sports facilities

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Gymnasium

12. Availability of rest rooms for Women

Yes	<input checked="" type="checkbox"/>	No	
-----	-------------------------------------	----	--

13. Availability of rest rooms for men

Yes	<input checked="" type="checkbox"/>	No	
-----	-------------------------------------	----	--

14. Is there transport facility available?

Yes	<input checked="" type="checkbox"/>	No	
-----	-------------------------------------	----	--

15. Does the Institution obtain feedback from students on their campus experience?

Yes	<input checked="" type="checkbox"/>	No	
-----	-------------------------------------	----	--

16. Give information on the Cultural Events (Last year data) in which the institution participated/organised.

	Organised			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Inter-university			-			-
National			-			-
Any other (specify and indicate)						

(Excluding college day celebration)

17. Give details of the participation of students during the past year at the university, state, regional, national and international sports meets.

	Participation of students (Numbers)	Outcome (Medal achievers)
State	No	No
Regional	No	No
National	No	No
International		

18. Does the institution have an active Alumni Association?

Yes	<input checked="" type="checkbox"/>	No	
-----	-------------------------------------	----	--

If yes, give the year of establishment

2010

19. Does the institution have a Student Association/Council?

Yes

☒

No

☐

20. Does the institution regularly publish a college magazine?

Yes

☐

No

☒

21. Does the institution publish its updated prospectus annually?

Yes

☒

No

☐

22. Give the details on the progression of the students to employment/further study (Give percentage) for last three years

	Year 1 (%)	Year 2 (%)	Year 3 (%)
Higher studies	65	60	65
Employment (Total)	35	40	35
Teaching	20	25	25
Non teaching	10	15	10

23. Is there a placement cell in the institution?

If yes Yes

☐

many

ents w

No

mployed through

☒

ment cell during the past three

years.

1	2	3
20	25	25

24. Does the institution provide the following guidance and counselling services to students?

Yes

No

- Academic guidance and Counseling
- Personal Counseling
- Career Counseling

☒
☐
☒
☐
☒
☐

Criterion VI: Governance and Leadership

1. Does the institution have a functional Internal Quality Assurance Cell (IQAC) or any other similar body/committee

Yes

☒

No

☐

2. Frequency of meetings of Academic and Administrative Bodies: (last year)

Governing Body/management	3 times
Staff council	2 times
IQAC/or any other similar body/committee	2 times
Internal Administrative Bodies contributing to quality improvement of the institutional processes. (mention only for three most important bodies)	3 times

3. What are the Welfare Schemes available for the teaching and non-teaching staff of the institution?

Loan facility

Medical assistance

Insurance

Other (specify and indicate)

Yes		No	✓
Yes		No	✓
Yes		No	✓
Yes		No	

4. Number of career development programmes made available for non-teaching staff during the last three years

0	10	2
---	----	---

5. Furnish the following details for the past three years

a. Number of teachers who have availed the Faculty Improvement

Program of the UGC/NCTE or any other recognized organization

b. Number of teachers Professional development programmes by the institution

National
International

c. Number of faculty development programmes organized by the Institution:

0	1	5
---	---	---

d. Number of Seminars/ workshops/symposia on Curricular development,
Teaching- learning, Assessment, etc. organised by the institution

Yes	✓	
-----	---	--

e. Research development programmes attended by the faculty

0	1	0
---	---	---

f. Invited/endowment lectures at the institution

Yes	✓	
-----	---	--

6..How does the institution monitor the performance of the teaching and non- teaching staff?

a. Self-appraisal

b. Student assessment of faculty performance

c. Expert assessment of faculty performance

d. Combination of one or more of the above

e. Any other (specify and indicate)

Yes	✓	No	
Yes	✓	No	
Yes	✓	No	
Yes	✓	No	
Yes		No	

7. Are the faculty assigned additional administrative work?

Yes	✓	No	
-----	---	----	--

If yes, give the number of hours spent by the faculty per week

6 hours

8. Provide the income received under various heads of the account by the institution
for previous academic session

Grant-in-aid

Fees

-
✓
-
-
-

Donation

Self-funded courses

Any other (specify and indicate)

9. Expenditure statement (for last two years)

2011-12 2012-
13

Total sanctioned Budget	1,60,00,000/-	60,00,000/-
% spent on the salary of faculty	7%	26%
% spent on the salary of non-teaching employees	15%	52%
% spent on books and journals	.07%	.08%
% spent on developmental activities (expansion of building)	44%	1.3%
% spent on telephone, electricity and water	1.40%	2.75%
% spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc.	2%	.46%
% spent on maintenance of equipment, teaching aids, contingency etc.	2%	1%
% spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)	3%	.67%
% spent on travel	2.36%	.12%
Any other (specify and indicate)	23.17%	15.62%
Total expenditure incurred	1,58,700,59/-	55,55,757/-

10. Specify the institutions surplus/deficit budget during the last three years? (specify the amount in the applicable boxes given below)

	Surplus in Rs.	Deficit in Rs.
2010-11	2322906	-
2011-12	2950407	-

11. Is there an internal financial audit mechanism?

Yes

☒

No

☐

12. Is there an external financial audit mechanism?

Yes

☒

No

☐

13. ICT/Technology supported activities/units of the institution:

Administration

Finance

Student Records

Career Counselling

Aptitude Testing

Examinations/Evaluation/

Assessment

Any other

(specify and indicate)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

Yes

☒

No

☐

15. Does the institution have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

16. Are all the decisions taken by the institution during the last _____ years approved by a competent authority?

Yes

☒

No

☐

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

Yes

☒

No

☐

18. Is a grievance redressal mechanism in vogue in the institution?

☒
☒

- a) for teachers
- b) for students
- c) for non - teaching staff

☒

19. Are there any ongoing legal disputes pertaining to the institution?

Yes

☐

No

☒

20. Has the institution adopted any mechanism/process for internal academic audit/quality checks?

Yes

☒

No

☐

21. Is the institution sensitised to modern managerial concepts such as strategic planning, teamwork, decision-making, computerisation and TQM?

Yes

☒

No

☐

Criterion VII: Innovative Practices

1. Does the institution has an established Internal Quality Assurance Mechanisms ?

Yes

☒

No

☐

2. Do students participate in the Quality Enhancement of the Institution?

Yes

☒

No

☐

3. What is the percentage of the following student categories in the institution?

B.Ed. 2012-13

	Category	Men	%	Women	%
a	SC	03	3.33	04	4.44
b	ST	-		-	
c	OBC	10	11.11	14	15.56
d	General Category	15	16.67	44	48.89
	Total	28	31.11	62	68.89

M.Ed.2012-13

	Category	Men	%	Women	%
a	SC	-	-	01	2.86
b	ST	-		---	-
c	OBC	04	11.43	02	5.71
d	General Category	02	5.71	26	74.29
	Total	06	17.14	29	82.86

4. What is the percentage of the staff in the following category?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC				
b	ST				
c	OBC	02	17	10	67
d	General Category	10	83	5	33
e	Women	7	58	5	33

5. What is the percentage incremental academic growth of the students for the last two batches?

Category	At Admission		On completion of the course	
	Batch I	Batch II	Batch I	Batch II
	2011-12	2012-13	2011-12	2012-13
SC	17	08	17	08
ST	01	-	01	-
OBC	29	30	29	30
General Category	88	97	88	97
Total	135	135	135	135

SELF STUDY REPORT



R.G.V.T. COLLEGE
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THE EVALUATIVE REPORT

R.G.V.T. COLLEGE
GWALIOR

SELF STUDY REPORT



R.G.V.T. COLLEGE
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PART II **EXECUTIVE SUMMARY**

R.G.V.T. COLLEGE
GWALIOR

Part II The Evaluative Report

1. Executive Summary:

This is the summary of the Self appraisal Report Prepared and provided by

Rajiv Gandhi Vocational Education & Training college which is going to be submitted before the NAAC committee for accreditation of our college.

This is exclusively prepared by our Prosperous Dedicated committee of our college which has been formed particularly for this conceptual duty by our principal with the concurrence of Management. It includes our Invaluable Faculties, on teaching staffs, Students and others.

We had provided the Academia of our college not only as Graduated but also with the provision of Vision & Mission in their life as the Projective leaders in this competitive environment.

We offer the 100% result as the routine process in the Development of Students and their performance which has been processed by our Faculty team and Directors through the feedback of Vision ,Mission and Goal of our Institution.

Steering Committee members:

Mr. R. S. Mishra

Principal

Mrs. Aruna Sharma

Professor

Mr. Pawan Rajouriya

Professor

Profile of the college:

The Institute is doing pioneering work in the field of Management and Education since and is imparting professional skills to young aspirants who have dedicated themselves to be a productive executive or a teacher. It is managed by professionals under “Prem Mahendra Shiksha Avam Samaj Kalyan Parishad”, a registered society working in the field of Education since last 20 years. The Institute is recognized by the Director, Technical Education, Government of Madhya Pradesh AICTE, NCTE, Ministry of Human Resources Development, Govt. of India New Delhi and is Affiliated to Jiwaji University, NAAC star 4 University at Gwalior.

Location :

The Institution is located at Gwalior on Delhi-Bombay railway line. Rail, Road and Air connects it. You take 3 hours 35 minutes to reach Gwalior by train from Delhi. The college is 4 Kms. away from the railway station.

The Campus :

The Campus, situated at the foothills of Gwalior Fort is lush green jungle providing serene atmosphere for learning and assimilation. The campus provides all basic amenities and facilities and is approachable by road transport. All Laboratories, Lecture Halls and Sports Complex are located within the campus.

Library :

Institute has a well –equipped, fully computerized library, which provides latest and up-to-date reference and course books. It is subscribing a large number of journals, newspapers and magazines. A study room has been attached to the library for in depth study.

The good collection of Videotapes, CD-Roms and Audio Cassettes on different subjects makes the library unique. Library has been connected to Internet to have an access to information from the world over.

Campus Facilities :

Network for Physical Development – Meditation groves, hobby center, lawns and jogging tracks, sports and play field provide an environment for physical and mental development, essential for learning and assimilation.

Transportation – Institute has its own fleet of transport.

About the Society:

Prem Mahendra Shiksha Avam Samaj Kalyan Parishad was established in 1983 for the welfare of the society. The aim of the society was to sculpt the character of the students with intellectual powers and to honor the power of woman hood, by imparting free education to the poor children to educate the women and to train them in sewing, weaving and vocational courses and make them self dependent. To trained the youth and girl child with typing and computer courses. To provide food and medical facilities to the needy and poor.

The core philosophy that forms the base of this society is to establish Primary & Secondary Schools and provide quality education to the students, so as to make good individuals for the society irrespective of the class to which the students belong.

The institutions which were established keeping in view the philosophy of the society are mentioned as under :-

- (1) Rajiv Gandhi Vocational Education & Training College, Urvai Gate, Gwalior.
- (2) Gwalior Nursing College, Urvai Gate, Gwalior.
- (3) Bhartiya Convent School, Ranipura, Gwalior.
- (4) Rajiv Gandhi Basic Education Training Institute, Ranipura, Gwalior

The above mention institutes are providing quality education to all the categories of the students.

(1) Rajiv Gandhi Vocation educational & Training College,

Urvai Gate, Gwalior:-

It is an institute which has been started with great ideas and a sense of commitment to make the best educationist by providing Bachelors and Master education courses. The institution was established in year 1995 with the best class room setup, modernized and equipped computer labs, Good Library and a large play ground with all sorts of materials required for sports. This institution has been creating quality teachers for the society with ethical values, irrespective of the religion or the category which they belong.

(2) Gwalior Nursing College, Urvai Gate, Gwalior :-

“Service to Mankind is service to God” the words of this thought were reflected in the youths, respecting this feeling in the students, gave birth to the new institution Gwalior Nursing College in the year 2000. In the initial years maximum students were from Kerala, who gave a new and a broad outlook to this profession. Earlier Nursing profession was confined to the Kerala State only, but looking at the benefits and the service feeling students from all over India started taking interest in this course got its name and position and the strength of the students.

The students of nursing college have not only changed the thinking of the society for this profession but have also earned fame and respect in India and as well as in foreign countries.

(3) Bhartiya Convent School, Ranipura, Gwalior :-

Bhartiya Convent School was established in 1986 keeping in mind the poor and back ward class people. The school imparts education from 1 to 12 class with the minimum acceptable fee from the students. The aim to establish this school was to help the poor, needy and the back ward class students to attain quality education.

(4) Rajiv Gandhi Basic Education Training Institute, Ranipura, Gwalior :-

Rajiv Gandhi Basic Education Training Institute, was established in the year 1996. This institute will help the students to acquire the diploma course those who cannot pursue higher education. This institute aims to cater the needs of the middle class family students so that they can acquire diploma courses after their 12 class and can become self reliant.

ABOUT THE FOUNDER

Prem Mahendra Shiksha Avam Samaj Kalyan Parishad was established on 20.10.1983 in the name of their beloved mother & father. The society is still running smoothly and constantly keeping in mind the philosophy to impart quality education and social welfare.

Shri Rajendra Singh Tomar is a post graduate degree in Science from Jiwaji University Gwalior. He is not only a good Educationist but also the best Social Worker, his work in the field of education and social welfare are incredible. He has got various awards for doing excellent work in the field of education namely Rashtriya Ratan Award, Outstanding Educationalists Award & Rashtriya Vidhya Shiromani Ratan Award.

Mr. Tomar not only wants to educate and enrich the youth but also wants the youth to be fit and Sporty, he has a very keen inclination towards sports activities, this was seen in the Athletic Sports meet organized by him. The Athlete were from all over Madhya Pradesh.

SELF STUDY REPORT



R.G.V.T. COLLEGE
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CRITERION-WISE ANALYSIS

R.G.V.T. COLLEGE
GWALIOR

SELF STUDY REPORT



R.G.V.T. COLLEGE
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CURRICULAR ASPECTS

R.G.V.T. COLLEGE
GWALIOR

2. Criterion Wise Analysis

Criterion I: Curricular Aspects

1.1 Curricular Design and Development

- 1. State the objectives of the institution and the major considerations addressed by them? (Intellectual, Academic, Training, Access to the Disadvantaged, Equity, Self development, Community and National Development, Issue of ecology and environment, Value Orientation, Employment, Global trends and demands, etc.)**

The Goals of the college are to develop students' competence as Educationist, including their knowledge of the ways in which practice influences teaching methods, Produce students as skilled practitioners, dedicated scholars, noble guiders including their knowledge of the ways for teaching at school level .To foster the development who demonstrate their multicultural sensitivity, awareness, knowledge, and competence in their training and professional work.by make the students for broad and general training for effective teaching and learning with professional development equipped with ICT skills. To Motivate the students to become a Role model for their youngsters and students related to education and research process.

- 2. Specify the various steps in the curricular development processes. (Need assessment, development of information database pertaining to the feedback**

from faculty, students, alumni, employers and academic experts, and formalizing the decisions in statutory academic bodies).

This is the Institution which was affiliated to **Jiwaji University** where the curriculum has to be framed and updated from time to time by the specific board of members. By the needs of the environmental trends in education, the syllabus has developed by NCTE/University.

The curriculum program of the college are simulated with our goals and objectives. By the analysis of Feedback obtained from the alumni and faculty, we do approach the academic body of University for further modification and innovations in the teaching methodologies.

3. How are the global trends in teacher education reflected in the curriculum and existing courses modified to meet the emerging needs?

The methods which are followed the emerging teacher education are:

- Informative technology in education
- Research methodologies in learning
- Positive approach in environment
- Decision making ability
- Updative scenario in global trends
- Psychological approach

System aided teaching

The Mentors and Faculties are motivated to attend seminars/international /National conferences to provide knowledge and updation in emerging studies.

4. How does the institution ensure that the curriculum bears some thrust on national issues like environment, value education and ICT?

The program consists of curriculum papers containing the environmental, national, and educative problems

Environment:

It is an elective paper which deals with ecology, Pollution management, Operations in Waste control etc. It deals with various levels of education in primary, secondary, higher secondary and colleges and in universities.

Value education:

It describes the various invaluable symptoms like Professional ethics, Values of Human life that has to be followed in day to day life.

ICT:

In this emerging trend of value teacher education, the ICT is necessary to be the part of every instructor life. so the ICT system also taken part in the syllabus.

5. Does the institution make use of ICT for curricular planning?

Yes the Institute makes use of Broad band facility inside the campus that keeps the students to update the curriculum in aspects of teacher education .

2 .Academic Flexibility

1.How does the institution attempt to provide experiences to the students so that teaching becomes a reflective practice?

The institute plays a vital role in Providing knowledge skills like introduction of lesson, explanation,demonstration, questioning skills, differentiate aptitude and others. Each skill is provided by specific teacher educate with micro level teaching. The trainees are under the supervision of the teacher educator. The demonstration classes are provided to the trainees by both traditional and ALM methods. Students come from schools to create the school scenario. The Traditional methods are handled by experienced and ALM method by other college educators

The practice teaching classes are started with the observation class. The guide teachers of practice teaching schools handle the classes and the trainees rehandled by experienced teachers who observe the classes. The pre teaching classes are conducted and the changes are taken into effect by the feedback given by students . The practice teaching is conducted for 40 days intensively under the guidance and supervision of the teachers in the schools.

2. How does the institution provide for adequate flexibility and scope in the operational curriculum for providing varied learning experiences to the students both in the campus and in the field?

For the purpose of practice teaching, corporation schools, government schools and matriculation schools are approached and identified. Depending on the availability of schools and students, the classes are conducted.

Depending on the availability of the students , class changes are made in time table. Also we conduct the citizenship training inside and outside the campus to train the students on the values on teacher education.

3.What value added courses have been introduced by the institution during the last three years which would for example: Develop communication skills (verbal & written), ICT skills, Life skills, Community orientation, Social responsibility etc..

Some of the courses are announced to the students under the specific guidance and counseling of particular students

We have given training on the following aspects:

- Adult Literacy Programme
- Personality development
- Leadership quality
- Spoken English
- Computer literacy
- Psychology
- Moral and value education
- SUPW
- Two wheeler training
- Free Mid-day meals scheme
- Earn while you learn

4. How does the institution ensure the inclusion of the following aspects in the curriculum?

Interdisciplinary/Multidisciplinary:

B.Ed. Syllabus is described by the affiliated University. It consists of seven papers, which is divided by Three core papers (Compulsory), two optional papers

and two Elective paper. The Three core papers are common to all. The major subject studied in UG is the first optional and allied subject Hindi/English is second optional.

Multi-skill development:

The objective of the syllabus is to prepare a full fledged teacher to meet the demands of the changing society. Hence our curriculum contains multi skills, in which our trainees are given maximum exposure and training. For Students, Co-curricular activities offered for multi-skill development.

Inclusive education;

There are some Students selected for physically challenged and visually challenged students for the courses.

Practice teaching

It consists of 40 days for practice teaching. It is necessary to complete B.Ed., course. No one is given exemption from the practice. Those who are complete teaching practice will only be considered for the award of B.Ed degree. Hence necessary measures have been taken to ensure the systematic practice.

School experience / internship

Teaching experience is used to form the core of B.Ed. and M.Ed curriculum. The trainees not only handle the regular teaching classes but also handle free coaching classes during teaching practice and train the pupils to improve communicative skills in English language. They are taking 40 days for teaching practice in. Work experience /SUPW .Also they have taken classes in with Visual Effects by Using ANIMATION MEDIAS.

1.3 Feedback on Curriculum

1. How does the institution encourage feedback and communication from the Students, Alumni, Employers, Community, Academic peers and other stakeholders with reference to the curriculum?

By the way of questionnaires, we have received feedback from the students in the course and from

- Teachers
- Parents
- Practice teaching schools

on students performance. The received feedbacks are analyzed for the changes and updates.

3. Is there a mechanism for analysis and use of the outcome from the feedback to review and identify areas for improvement and the changes to be brought in the curriculum? If yes give details on the same.

The analyzed feedback taken into consideration for the corrective actions and implementation of actions given to a specific team and the supervision of head of the department which will be monitored by Internal Quality Assurance cell

3.What are the contributions of the institution to curriculum development? (Member of BoS/ sending timely suggestions, feedback, etc.)

The academic plan will be decided by curriculum committee MIS Reports are submitted with respect to the academic activities and various corrective measures are taken.

Curriculum Update

- 1. Which courses have undergone a major curriculum revision during the last five years? How did these changes contribute to quality improvement and student satisfaction? (Provide details of only the major changes in the content that have been made).**

In B.Ed courses new electives take like Action research,, Environmental Education, Measurement education have been introduced. In order to fulfill the emerging need of computer science teachers in the society, We have also made computer science optional in B.Ed. course

- 2. What are the strategies adopted by the institution for curriculum revision and update? (need assessment, student input, feedback from practicing schools etc.)**

The curricular committee have done conducted the analysis survey on the need basis on the feedbacks received from the

- Students / faculty
- Teachers / Practice teaching school

For making curriculum revision and updation these feedbacks are analyzed Student suggestions give the weightage for framing curriculum while the practice teaching schools feedback are taken for improvement.

1.5 Best Practices in curricular Aspects

1. What is the quality sustenance and quality enhancement measure undertaken by the institution during the last five years in curricular aspects?

For the effective training of trainees

- Seminars are conducted
- Trainees are given training on individual project related to students
- Students are preparing practices in the A/V equipments.
- Various elective papers such as physical education, health education, human rights education, library management, safety education have been introduced.

2. What innovations/best practices in ‘Curricular Aspects’ have been planned/ implemented by the institution?

The college has installed broadband facility for giving practice in browsing, searching for the students. the computer training course is also framed according to the curriculum. Students are assessed and evaluated after training.

- Multi-skill development Training
- Inclusion of value added courses
- Active Learning
- Updation of curriculum through feedbacks
- Implementation of actions by internal quality assurance cell
- Campus Development
- Extension of library activities
- Monitoring the student during their teaching
- Effective evaluation depend by teacher educator

SELF STUDY REPORT



R.G.V.T. COLLEGE
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TEACHING-LEARNING AND EVALUATION

R.G.V.T. COLLEGE
GWALIOR

Criterion II: Teaching-Learning and Evaluation

2.1 Admission Process and Student Profile

- 1. Give details of the admission processes and admission policy (criteria for admission, adherence to the decisions of the regulatory bodies, equity, access, transparency, etc.) of the institution?**

Advertisements are released for admission to courses as per the eligibility norms set by the Government of **Madhya Pradesh & Jiwaji University**

Enquiries received from the candidates are recorded and eligible candidates are invited for interview. Admission is purely based on merit of students as per the decision of the management. The college strictly follows the rules laid down by both the University and the Government to ensure the transparency of the admission procedure.

- 2. How are the programmes advertised? What information is provided to prospective students about the programs through the advertisement and prospectus or other similar material of the institution?**

Advertisements for the programmes are released in the newspapers with relevant details such as entry qualifications, duration of study etc. A Prospectus indicating detailed admission process and eligibility criteria is given to the prospective students with the Application Form.

- 3. How does the institution monitor admission decisions to ensure that the determined admission criteria are equitably applied to all applicants?**

Our Institution has formed an Admission Committee, with Eligibility Norms for Admission, based on:

- Marks
- Community
- Disability.

The Principal monitors and communicates the decisions of admission to the Management, as per the Eligibility Norms.

4. Specify the strategies if any, adopted by the institution to retain the diverse student population admitted to the institution. (e.g. individuals of diverse economic, cultural, religious, gender, linguistic, backgrounds and physically challenged)

- MBC, BC, SC/ST
- Physically / visually challenged

The reservations are being followed as per the government norms for the above mentioned categories to retain the diverse population of students.

5. Is there a provision for assessing student's knowledge/ needs and skills before the commencement of teaching programmes? If yes give details on the same.

Presently there are some specific program to assess a student's knowledge and skills before the commencement of course. Immediately after the commencement of classes, the concerned teachers will have interactive sessions with the students to identify their knowledge and skills as well as their drawbacks in academic and extracurricular activities and will give due attention and guidance to improve them.

2.2 Catering to Diverse Needs

1. Describe how the institution works towards creating an over all environment conducive to learning and development of the students?

Faculties are accessible to the students. Whenever they have doubts they can approach the teachers to clarify their doubts. Democratic atmosphere prevails in the college. Tutorial system is being followed and teachers take care of their wards. Their Professional and personal development are taken care by the tutors. Canteen, hot water facility and hygienic surroundings are available. Rest rooms are available separately for Boys and Girls. R.O Waterfacilities have been made available for the students at each floor. We have constant plans to develop our facilities and infrastructures to make the environment conducive to learning and development of the students.

2. How does the institution cater to the diverse learning needs of the students?

Special coaching class, Value Added Courses, Bridge Courses cater to the various diverse needs of the students. Special provisions have been made for the physically challenged students, if admitted, for making them the learning, very effective and comfort. Computer literacy, Spoken English, SUPW, Handwriting classes, Personality development programme, Practical classes in Laboratory are also arranged to cater the needs of the students.

3. What are the activities envisioned in the curriculum for student teachers to understand the role of diversity and equity in teaching learning process?

The meeting of learners with mixed abilities like low achievers, high achievers occurred during the practice teaching session. This kind of exposure leads them to have enough experience to understand the role of diversity and equity in teaching learning process.

The activities also include:

- Festival Celebrations, conducting sports & games, cultural activities and competitions
- Various Action Research programs.
- Practical sessions in society during teaching.

4. How does the institution ensure that the teacher educators are knowledgeable and sensitive to cater to the diverse student needs?

Observing the activities of the teacher educators in academic & extra curricular activities, obtaining Performance Appraisal Reports of the Teacher Educators and imparting necessary training programs etc ensure the knowledge of the Teacher Educators cater to diverse student needs. Teacher –educators update their knowledge by participating in seminars, conferences and workshops conducted by other colleges and universities

5. What are the various practices that help student teachers develop knowledge and skills related to diversity and inclusion and apply them effectively in classroom situations?

1. Counseling is given to identify the psychological factors that influence learning process. Action research is carried out individually and in groups.
2. Action research is done to study the problem of students. Case study record is maintained by the student trainees to record the details of particular student.
3. Students participate and present papers in seminar, conferences and workshops conducted by other institution

- 4 .Micro teaching, practice teaching sessions and dissertation help the student to enrich knowledge skills.

2.3 Teaching-Learning Process:

1.How does the institution engage students in “active learning”? (Use of learning resources such as library, web site, focus group, individual projects, simulation, peer teaching, role-playing, internships, practicum, etc.)

The Practice of active learning is given importance. Activity based learning along with the traditional form of teaching method is followed in the class. Library is immensely used by the trainees to up-date themselves in the field of educational technology.. Individual projects on problems related to classroom are given to the trainees

Project and action research are given to students.

- Simulation technique is used during micro-teaching.
- Team-teaching;
- Group-discussion,
- Brainstorming and co-operative learning are done for active learning.
- Computer assisted learning has been introduced

Facilities such as LCD Projector, OHP, Computer and Internet are being used for teaching and learning in the departments where such facilities are available. The establishment of language Laboratory has helped the students to keep pace with modern technology in learning process.

2. How ‘learning’ is made student-centered? Give a list of the participatory learning activities adopted by the Institution and those, which contributed to self- management of knowledge, and skill development by the students?

Assignments and seminars are given for students to prepare the topics on their own. The list of participatory learning activities adopted by the

Institution is

- Preparing assignments
- Presenting seminar papers
- Preparing computer assisted instruction packages
- Projects/action research
- Co-Operative learning

We have shifted to student-centered-pedagogy with the active participation of students in project works, field trips, and discussions.

3. What are the instructional approaches (various models of teachings used) and experiences provided for ensuring effective learning? Detail any innovative approach/method developed and/used.

- Technology is used to enhance learning
- Students are encouraged to use technology for class room instruction as well as preparation of learning material.
- Students prepare PLM using power point slides.
- Using PowerPoint presentation(LCD) for students
- Using OHP projector
- Class Room Seminars
- Action Researches

Brain storming sessions are developed in our College to actively stimulate the students to participate in real time problems and issues faced in the society.

4. Does the institution have a provision for additional training in models of teaching? If yes, provide details on the models of teaching and number of lessons given by each student.

The trainees get more theoretical knowledge about the models of teaching that can be used in the classroom effectively in the core paper “**Secondary Education & Teaching Functions**” and in the optional papers.

5. Do the student teachers use micro-teaching technique for developing teaching skills? If yes, list the skills practiced and number of lessons given by each student per skill.

Micro teaching technique plays a vital role in B.Ed. training. Before the commencement of practice teaching, the students are given enough practice in this training technique.

The following micro-teaching skills are practiced by the trainees.

- Skill of introduction
- Skill of reinforcement
- Skill of stimulus variation
- Skill of probing questions
- Skill of using blackboard
- Skill of demonstration

6 .Detail the process of practice teaching in schools. (Lessons a student gives per day, lessons observed by the Teacher educators, Peers/school teachers, Feedback mechanism, Monitoring mechanisms of lesson plans, etc.)

Lessons given per day : Maximum of 4 lessons per day

Lessons observed by

Teacher educators : 5 in each option

Lessons observed by

Peers : 4 in each option

:

Lessons observed by

School teachers : All lessons

Teacher educators and the school teachers observe the Trainees and the assessment is indicated in a profile Sheet. Students are given feedback individually both by the school teachers and the teacher educators.

7. Describe the process of Block teaching / Internship of students in vogue.

Practice teaching is considered as internship in the B.Ed. course. After getting permission from CEO for Government Schools, Corporation Schools and Matriculation Schools, students are allotted to different schools in and around Gwalior for 40 days.

8. Are the practice teaching sessions/plans developed in partnership, cooperatively involving the school staff and mentor teachers? If yes give details on the same.

Before practice teaching the trainees are sent to the respective schools to get the syllabus with the consultation of guide teacher. The teacher educators guide the trainees in preparing lesson plans and give corrections for the same. During practice-teaching the school teachers and teacher educators give suggestions to improve the methods and techniques of teaching.

9. How do you prepare the student teachers for managing the diverse learning needs of students in schools?

Counseling is given to cater to the special needs of the children. Various case studies are discussed before the commencement of practice teaching. This orientation helps the teacher –trainees to identify and solve the problems of trainees with different learning needs. Schools identify educationally backward children. They are entrusted to the care of the teacher-trainees for intensive coaching in the subjects.

10. What are the major initiatives for encouraging student teachers to use / adopt technology in practice teaching?

Marks are allotted for preparing teaching practice aids. We stress that learning

could be effective only with the help of teaching aids. No lessons should be taught without an aid.

2.4 Teacher Quality:

- 1. Are the practice teaching plans developed in partnership, cooperatively involving the school staff and mentor teachers? If yes give details.**

During practice teaching the school teachers give suggestions to improve the methods and techniques of teaching. The mentor teachers help teacher-trainees to check lesson plans

- 2. What is the ratio of student teachers to identified practice teaching schools? Give the details on what basis the decision has been taken?**

About 25 schools have been allotted for practice teaching by the CEO and the Corporation Commissioner. All the 100 trainees are divided according to the needs of the schools and subjects. As per the directions given by the Chief Educational Officer . The schools are allotted for the trainees. The ratio is approximately 1:2

- 3. Describe the mechanism of giving feedback to the students and how it is used for performance improvement.**

An observation schedule is attached with every lesson plan. The observations by the guide teacher and the mentor teacher are given immediately. Oral instructions are also given. During the subsequent visits, teacher-educators monitor the improvement of the student-teachers.

- 4. How does the institution ensure that the student teachers are updated on the policy directions and educational needs of the schools?**

Before the commencement of teaching, introductory talk has been given to students, practice student teachers are given adequate information about the school activities and curriculum framework. Proper intimation is given to the head of the schools regarding the particulars of the trainees, Then the trainees are sent to the school to get syllabus for their practice teaching in consultation

with mentor and head of the school. This helps the trainees to get updated on the policy directions and educational needs of the schools.

5. How do the students and faculty keep pace with the recent developments in the school subjects and teaching methodologies?

To update themselves Faculties are intimated to attend Seminars . Faculty in turn informs the students about the innovations in the respective subjects of the trainees. The educational journals in the library are immensely helpful to the trainees to know the recent trends in the methodologies of teaching. Block resource Teachers are invited for workshop on innovative teaching methodologies like ALM..In this workshop student -teacher are trained to write lesson plan and update their knowledge in ALM.

6. What are the major initiatives of the institution for ensuring personal and professional/career development of the teaching staff of the institution (training, organizing and sponsoring professional development activities, promotional policies, etc.)

The faculties are encouraged to participate in state level and national level seminars, conferences and in workshops. They are also encouraged to contribute articles to the journals. The institution also organize seminars at National level and State level.

7. Does the institution have any mechanism to reward and motivate staff members for good performance? If yes, give details

The Head of the Institution as a democratic leader appreciates the achievements of the staff in the open meeting and in the council meetings. The management appreciates the teaching faculties who secured university ranks and district ranks with a certificate of achievement and a memento.

2.5 Evaluation Process and Reforms:

- 1. How are the barriers to student learning identified, communicated and addressed? (Conducive environment, infrastructure, access to technology, teacher quality, etc.)**

Tutorial system is followed in the institution. It is easy to identify the personal, Psychological problems of students. The solution for the problems given in counselling session.

- 2. Provide details of various assessment /evaluation processes (internal assessment, midterm assessment, term end evaluations, external evaluation) used for assessing student learning?**

There is provision for both internal and external assessment.

- Internal assessment - For B.Ed & M.Ed

32% & 12.5%

- External assessment For B.Ed & M.Ed

68% & 87.5%

- Unit Test/Seasonal Tests
- Assignments
- Seminars
- Model Exams

So the progress is assessed methodically and periodically.

3. How are the assessment/evaluation outcomes communicated and used in improving the performance of the students and curriculum transaction?

The test papers and assignments are evaluated and feedback is given as soon as the tests are over. During the seminars the trainees are given immediate feedback. Thus, the performance of the student is improved.

4. How is ICT used in assessment and evaluation processes?

ICT is not used in assessment and evaluation procedures. However, it is used for analysis purpose.

2.5 Best Practices in Teaching -Learning and Evaluation Process:

1. Detail on any significant innovations in teaching/learning/evaluation introduced by the institution?

- LCD is used for teaching. The faculty members prepare learning materials using PowerPoint and present in the class. Educational CD's are used in the classroom. Students are also trained to prepare learning materials using PowerPoint. Course file is prepared by concerned teachers.

2 .How does the institution reflect on the best practice in the delivery of instruction, including use of technology?

Using OHP, LCD and PowerPoint enhances learning output. Preparing PLM packages and PowerPoint slides has helped the student to initiate using education technology. This motivates the students to be creative.

SELF STUDY REPORT



R.G.V.T. COLLEGE
GOVT RECOGNISED
(AFFILIATED TO JIWAJI UNIVERSITY)
APPROVED BY NCTE & AICTE NEW DELHI

RESEARCH, CONSULTANCY AND EXTENSION

R.G.V.T. COLLEGE
GWALIOR

Criterion III: Research, Consultancy and Extension

3.1 Promotion of Research

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

We motivate our Faculties to take up research in education by providing following facilities.

- Financial support
- Intellectual support
- Training support

2. What are the thrust areas of research prioritized by the institution?

We prioritized our thrust areas of research in the following fields.

- Achievements
- Computer assisted learning
- Moral education
- Curriculum development
- Psychology aspects
- Educational administration
- Health and physical education

3. Does the institution encourage Action Research? If yes give details on some of the major outcomes and the impact.

Yes we encourage action Research both by our students and teachers.

The details of action research carried out is given below.

S.no	Faculty name	Action research Program	Outcomable impact
01	Dr. Aruna Sharma	Problems faced by students in management of Educational technology	Proper knowledge in Applications of tools in technology.
02	Dr. Anjana Kumari	Problems faced by students during Work experience of Teaching aids	Motivation and near by schools are allotted
03	Pawan Rajouria	Difficuties faced by students in Psychological analysis among them.	Arrangement of add-on activities have increasing the analytical sense.

4. Give details of the conference/Seminar/workshop attended and/organized the faculty members in last five years.

CONFER/SEMINARS ATTENDED

S.No	YEAR	FACULTY /STUDENTS
1	2012-13	05/22
2	2011-12	03/18
3	2010-11	00/13

3.2 Research and Publication Output

1. Give details of instructional and other materials developed including teaching aids and/or used by the institution for enhancing the quality of teaching during the last three years.

Instructional Materials and Lesson Plans have been developed for various subjects.

Best Assignments are retained in the Course Files for reference. Library is completely Automated and equipped with various diversified topics. OHP, LCD and Slide projector are being used to increase ability of students. Non projector aids like Flash cards, Matching boards, working models, Non working models, specimens, charts Teaching-Learning Materials/CDs are used.

2. Give details on facilities available with the institution for developing instructional materials?

Major research facilities developed on the campus include Internet connection is provided to all the faculties, which help the research scholars to access e- journals. The institution has well equipped Resource Centers such as ICT, Psychology, Art and Craft, Health and Physical Education, Science and Mathematics laboratories. Books, Journals and Magazines.

3. Did the institution develop any ICT/technology related instructional materials during the last five years? Give details.

1. OHP sheets
2. Materials for Computer Assisted Instruction.

4. Give details on various training programs and/or workshops on material development (both instructional and other materials)

CONFERENCE/SEMINARS

<u>S.NO</u>	<u>YEAR</u>	<u>ORGANISED</u>	<u>ATTENDED</u>
			<u>FACULTY / STUDENTS</u>
1	2012-13		05/22
2	2011-12		03/18
3	2010-11		00/13

5. List the journals in which the faculty members have published papers in the last five years.

We ,Our faculties had named their articles in academic articles only named

- **Vartman gunatmak shiksha me shikshak ki bhumika**
By Dr. Anjana chauhan
- **Vartman pariprakshya me Vaidik Shiksha ki Prasangikta**
By Dr. Aruna Sharma
- **Use of Innovation in teaching**
By Pawan Rajouria

6. Give details of the awards, honors and patents received by the faculty members in last five years.

NIL

7. Give details of the Minor / Major research projects completed by staff members of the institution in last five years.

- ✚ Mrs. Aruna Sharma conducted “A Study on Public issue Awareness” among the People of Gwalior Circle
- ✚ Mrs. Vijay laxmi Gupta conducted “A Study on Advanced educational Awareness” among the B.Ed, students.

3.3 Consultancy:

- 1. Did the institution provide consultancy services in last five years?
If yes, give details.**

The institution provides consultancy services for the nearby schools in relation to various educational problems faced by the schools.

- 2. Are faculty/staff members of the institute competent to undertake consultancy? If yes, list the areas of competency of staff members and the steps initiated by the institution to publicist the available expertise.**

Yes, Our Faculty members are competent enough to provide consultancy with regards to application of trigonometry in day today life.

- 3 How much revenue has been generated through consultancy in the last five years? How is the revenue generated, shared among the concerned staff member and the institution?**

We offer only free consultation to the nearby schools .

- 4. How does the institution use the revenue generated through consultancy?**

Not Applicable.

3.4 Extension Activities:

- 1. How has the local community benefited from the institution?
(Contribution of the institution through various extension activities, outreach programmes, partnering with NGO's and GO's)**

The institution Organized several programmes to the benefit of local community.

Literacy awareness programme for the nearby village.

Adopted one school.

Conducted AIDS and Cancer awareness programmes

Blood donation camp
Science Exhibition
Red Ribbon Club Activities
Eye Camp.

**2. How has the institution benefited from the community?
(Community participation in institutional development, institution-
community networking, institution-school networking, etc.)**

- a. Parents-Teachers Association contributes to development and welfare of the institution.
- b. Our trainees are given opportunity to serve as teachers in the schools through placement service of our college.
- c. The Government schools and corporation schools allow our students to undergo internship in their schools.
- d. Annual day celebration conducting science exhibition, festival and Alumni association.

3. What are the future plans and major activities the institution would like to take up for providing community orientation to students?

- A. Visiting orphanages and old age homes to give programmes.
- B. To create awareness about the traffic regulation.
- C. To inculcate the necessity of cleanliness and to create awareness about the environment and pollution.
- D. Health awareness campaign and Two wheeler trainings are provided

4. Is there any project completed by the institution relating to the community development in the last five years? If yes, give details.

- Mrs. Dr. Aruna Sharma conducted “A Study on Public issue Awareness” among the People of Gwalior Circle
- Miss. Dr. Anjana Kumari conducted “A Study on Advanced educational Awareness” among the B.Ed, students.
- Mr. Pawan Rajouria conducted “A Study on Teaching aids” among the students.
- Mrs. Geeta Bhardwaj conducted “A Study on Administration & analysis of

5. How does the institution develop social and citizenship values and skills among its students?

We organize the following programs to develop social and citizenship values and skills among our students.

1. Citizenship camp programmes
2. Workshops
3. Seminars.
4. Paper presentations

3.5 Collaborations:.

1. Name the national level organizations, if any, with which the institution has established linkages in the last five years. Detail the benefits resulted out of such linkages.

Nil

2. Name the international organizations, with which the institution has established any linkage in the last five years. Detail the benefits resulted out of such linkages.

The institution does not have any linkage with international level organization.

3. How did the linkages if any contribute to the following?

1. Curriculum development : -Nil
Teaching : Teacher Educators
act as a resource Person for part time
courses .
2. Training : Nil
3. Practice teaching : -Nil
4. Research : -Nil-
5. Consultancy : -Nil-
6. Extension : Health awareness programs are conducted.
7. Publication : -Nil-
8. Student placement : -Nil-

**4. What are the linkages of the institution with the school sector?
(Institute-school- community networking)**

Teaching practice takes place in the Government schools. Besides teaching, the trainees take special coaching classes for the learners. Spoken English skill is given importance and school pupils are trained in that skill.

Case study and action research done by trainees helps to find out remedial measures for the identified problems.

5. Are the faculty actively engaged in schools and with teachers and other school personnel to design, evaluate and deliver practice teaching. If yes give details.

- The design of practice teaching is done with the consultation of school authorities and teachers.
- The permission for practice teaching is granted by the Chief Educational officer for Government schools, by the Commissioner of Corporation for Corporation schools.
- The duration of practice is fixed with the concurrence of the schools concerned. The portions to be covered are received well in advance. The lesson plans and teaching aids are prepared under the supervision of the teacher-educator.
- During practice-teaching, the trainees are monitored. Instructions are given by the guide teachers at schools. They are also supervised by the teacher educators regularly during practice teaching.
- The teaching methodology is observed and evaluated by both the guide teacher and the supervisor in the profile meant for observation of teaching practice. The necessary comments are given by them.

6. How does the faculty collaborate with school and other college or

university faculty?

- Teachers are invited to give demonstration classes to B.Ed. students.
- Head masters, experienced school teachers, and professors' from other institution and Universities were invited to deliver lectures in seminars and workshops organized in the Institution.
- Research Consultancy is obtained from field experts.
- Our faculty members provide consultancy and acts as resource person for various programs.
- Our faculty members participate in faculty development programs organized by other institutions and Universities.

3.6 Best Practices in Research, Consultancy and Extension:

1. What are the major measures adopted by the institution to enhance the Quality of Research, Consultancy and Extension activities during the last five years?

- Faculties are given study leaves.
- Incentives are provided for the faculties and students for conducting research activities.
- Lab Facilities and monitory supports are provided.

2. What are significant innovations / good practices in Research, Consultancy and Extension activities of the institution?

- Training was given in counseling techniques academically.
- Free tuition classes are given to weak students
- Case study / Action Research is undertaken to analyse the needs of exceptional children

SELF STUDY REPORT



R.G.V.T. COLLEGE
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INFRASTRUCTURE AND LEARNING RESOURCES

R.G.V.T. COLLEGE
GWALIOR

Criterion IV:Infrastructure and Learning Resources

4.1 Physical Facilities:

1. Does the institution have the physical infrastructure as per NCTE norms?

Yes, we have the physical infrastructure as per NCTE norms,

Facilities	(No. Capacity (chairs))
Multipurpose hall	200
Class Room	50
Seminar hall	100
Psychology lab	30
Educational Tech Lab	20
Physical science lab	20
Biological science lab	15
Computerlanguage lab	20
Computer lab	20
Library	30
Sports room	05
Principal room	05
Staff Room	10
(Gents & Ladies)	
Rest room (Gents & Ladies)	15
Art & Graft room	10
SUPW	10
Office room	10

Purified drinking water at each floor is available. In addition there is a deep bore well in college campus to maintain uninterrupted water supply for the

college . The College has enough furniture and equipments. Every year the management allots funds for the maintenance of building.

The master plan of the college campus indicting the existing building is given in appendix.

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

The management provides provision in the budget to meet the need for augmenting the infrastructure to keep pace with the academic growth.

3. List the infrastructure facilities available for co-curricular activities and extra curricular activities including games and sports.

Work Experience:

The institution has work experience room to train the students to make socially useful productive work.

Sports and Games:

The sports facilities are enough for the trainees.

Outdoor Games:

- Foot-ball court
- Shuttle and badminton court
- The same courts are used as CRICKET court

Indoor Games:

- Carom
- Chess

4. Give details on the physical infrastructure shared with other programmes of the institution or other institutions of the parent society or university.

Multipurpose hall of the institutions is made available for the community and extension activities. The classrooms, multipurpose hall, seminar hall are used for various purposes.

5. Give details on the facilities available with the institution to ensure the health and hygiene of the staff and students (rest rooms for women, wash room facilities for men and women, canteen, health center, etc.)

Providing hygienic foods, Potable Drinking Water at all the floors, rest rooms, cleaning ladies and gents toilets daily, first aid facilities, Regular Visit by Doctors are done to ensure the health and hygiene of the staff and students.

6. Is there any hostel facility for students? If yes, give details on capacity, no of rooms, occupancy details, recreational facilities including sports and games, health and hygiene facilities, etc.

Yes, there is an availability of hostel facility for students.

4.2 Maintenance of Infrastructure

1. What is the budget allocation and utilization in the last five years for the maintenance of the following? Give justification for the allocation and unspent balance if any.

Infrastructure	2009-10	2010-11	2011-12
Buildings	4,50,000	3,50,000	2,00,000
Laboratories	50,000	50,000	50,000
Furniture	30,000	30,000	35,000
Equipments	25,000	25,000	45,000
Computers	60,000	60,000	70,000
Transport/ Vehicle	5,00,000	5,00,000	8,00,000

We have utilized almost 100% of the budget allocated for maintenance.

2. How does the institution plan and ensure that the available infrastructure is optimally utilized?

We monitor the students to visit the Library everyday. And also total no. of students who use the Computers, Internet are monitored to ensure that the available infrastructure is optimally utilized.

3. How does the institution consider the environmental issues associated with the infrastructure?

The problem of pollution and waste management are taken up seriously by the institution. The campus is always kept clean with the help of labours. The campus has number of trees and plants which are watered regularly. Pollutions are not used in any of our laboratories. To have healthy and litter free atmosphere, the waste, plastic bags are strictly banned within the campus. This ensures an Eco – friendly campus.

4.3 Library as a Learning Resource

1. Does the institution have a qualified librarian and sufficient technical staff to support the library (materials collection and media/computer services)?

Yes. The institution has a qualified librarian and sufficient technical staff to support the library services.

2. What are the library resources available to the staff and students? (Number of books- volumes and titles, journals-national and international, magazines, audio visual teaching-learning resources, software, internet access, etc.).

- Books : 7612
- Titles : 1800
- Journals : 12
- Magazines : 20
- CD`s : 25
- News papers : 10

Audio visual Teaching learning resources.

1. Interactive white Board - 1
2. OHP - 2
3. OHP screen - 2
4. TV - 1
5. CD/DVD Player - 1
6. Tape recorder - 1
7. Audio system - Available (Mike, Amp, Etc)
8. Portable Mike & - 1 (Speaker)
9. Digital camera - 1
10. CD`s/DVD`s Blank - 10
11. LCD Projector - 2
13. Digital video Recorder - 1
14. Internet Access Available

3.Does the institution have in place, a mechanism to systematically review the various library resources for adequate access, relevance, etc. and to make acquisition decisions? If yes, give details including the composition and functioning of library committee.

Yes. We have a Library Committee to review the various processes. The Library committee consists of members. The librarian and other three are the senior faculty members. Some of the responsibilities

- 1.Suggestion for improvement of library services
- 2.Suggesting necessary infrastructure like books, furniture,computers,almirahs to the library.

3.Suggesting purchase of library books and journals

4.Annual stock verification.

4. Is your library computerized? If yes, give details?

Yes, library is computerized.

5. Does the institution library have Computer, Internet and Reprographic facilities? If yes, give details on the access to the staff and students and the frequency of use.

Yes, the library has computer facility, internet facility and Reprographic facilities. These facilities are available from 9.00 AM to 5.30 PM. for faculty and students.

6. Does the institution make use of Inflibnet/Delnet/IUC facilities? If yes, give details.

No broadband connection has facilitated.

7. Give details on the working days of the library? (Days the library is open in an academic year, hours the library remains open per day etc.)

The library is kept open on all working days of the college. The library remains open from 9.00 AM to 5.30 PM.

8. How do the staff and students come to know of the new arrivals?

The staff and students come to know the new arrivals of books and the other things through open access system available in the library.

9. Does the institution's library have a book bank? If yes, how is the book bank facility utilized by the students?

1. Yes. The institution's library has a book bank.
2. We provide the book bank facility to the poor and needy students.

10. What are the special facilities offered by the library to the visually and physically challenged persons?

Audio CD's are available in library for visually challenged people.

Visually challenged students make use of library with the assistance of the peers.

4.4 ICT as Learning Resource:

1. Give details of ICT facilities available in the institution (Computer lab, hardware, software, internet connectivity, access, audio visual, other media and materials) and how the institutions ensures the optimum use of the facility.

The institution has computer laboratory. It has internet connectivity. There are 50 computers in the laboratory with LAN connection. Language learning CDs are used by students. Each computer has headphones with microphone.

There is an Educational Technology laboratory. This lab consists of OHP, LCD, radio, tape recorders, televisions white boards, Amplifier, Cordless mike, collar mike and hand mike, video cassettes, video camera and audio cassettes. The student trainers are given training to operate the above. The mentor in- charge of the Educational Technology Lab trains them. Record is maintained by the students.

2. Is there a provision in the curriculum for imparting computer skills to all students?

If yes give details on the major skills included

IT Literacy Training is given to the student trainees.

The following skills are included.

Booting in system, selecting an operating system and running a programme.

Open a file, save, create a file.

Windows

MS Office – Word, Powerpoint, and Access

Creating graphic objects

Scanning images

Layout of documents for desktop publishing

E-mail

Attach files into e-mail sending and receiving FAX

Logging onto Internet

Opening a website

Search Engines

Selecting and Classifying

Use hyperlinks for surf in the information web the information web.

3. How and to what extent does the institution incorporate and make use of the new technologies/ICT in curriculum transactional processes?

OHP, LCD Projector and Computer are used to teach lessons. Computer Aided Instruction materials are produced.

4. What are major areas and initiatives for which student teachers use /adopt technology in practice teaching? (Developing lessons plans, classroom transactions, evaluation, preparation of teaching aids)

During practice teaching student – trainees make use of teaching aids such as charts, improvised models, working models, pannel board, dummy models,

maps, film strips, flash cards and other subject related pictures. Before going to practice teaching, students are apprised of Bloom's Taxonomy of Educational Objectives and they prepare lesson plans based on that. Students use computers for preparing powerpoint presentations .

4.5 Other Facilities:

- 1. How is the instructional infrastructure optimally used? Does the institution share its facilities with others for e.g.: serve as information technology resource in education to the institution (beyond the program), to other institutions and to the community.**

Infrastructure for instructional activities is optimally used for our student teachers in equipping them about the modern trends.

We don't share anything with other institutions. The institution shares its facilities during seminars and workshops

- 2. What are the various audio-visual facilities/materials (CDs, audio and video cassettes and other materials related to the program) available with the institution? How are the student teachers encouraged to optimally use them for learning including practice teaching?**

TV, Tape, CD, DVD and various soft copies of instructional materials are available for our student teachers. Student teachers are motivated by the concerned subject teachers for using Audio visual materials to make the teaching effective.

The students are encouraged to prepare powerpoint presentations and OHP transparencies.

3. What are the various general and methods Laboratories available with the institution? How does the institution enhance the facilities and ensure maintenance of the equipment and other facilities?.

THE INSTITUTION HAS FOLLOWING LABORATORIES :

1. Physical Science Laboratory
2. Biological Science Laboratory
3. Psychology Laboratory
4. Educational Technology Laboratory
5. Computer Labortaory
6. Language Laboratory
7. Work Experience / SUPW Room
8. Mathematice Labortaory
9. Arts and crafts Resource centre.

The annual maintenance and enhancement takes place with the consent of the management and the respective commitees.

4. Give details on the facilities like workshop, music and sports, transports etc. available with the institution.

The institution has a multipurpose hall, a work experience room and an indoor games room. Multipurpose hall is equipped with audio-visual facilities. We have necessary furniture for holding seminars and other meetings.

Sports:

There are enough sports facilities for the trainees. There is a court for throw ball and volleyball. Table tennis, carom and chess.

Outdoor Games:

- Shuttle and badminton court
- Kho-Kho court
- Foot ball court

Indoor Games:

- Table tennis
- Carom
- Chess

5.Are the classrooms equipped for the use of latest technologies for teaching? If yes, give details. If no, indicate the institution's future plans to modernize the classrooms.

At present, in the classrooms OHPs and LCDs are used. In the multipurpose hall LCD is used. Proper power supply is provided in each class to make use of latest technologies for faculty.

4.6 Best Practices in Infrastructure and Learning Resources:

1. How does the faculty seek to model and reflect on the best practice in the diversity of instruction, including the use of technology?

- ✚ PowerPoint presentation is prepared by the faculties for teaching.
- ✚ Computer is used by faculties for course file preparation.
- ✚ Faculties update themselves using internet.

2. List innovative practices related to the use of ICT, which contributed to quality enhancement.

- IT Literacy Programme for students
- Preparing CAI material
- Encouraging students to use technology in class room and in the preparation of lessons.
- Library automation, Admission automation.

3. What innovations/best practices in 'Infrastructure and Learning Resources' are in vogue or adopted/adapted by the institution?

Use of Modern equipments
Use of ICT for Teaching and Learning
Best Maintenance Activities.
Preventive Maintenance Schedule

SELF STUDY REPORT



R.G.V.T. COLLEGE
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STUDENT SUPPORT AND PROGRESSION

R.G.V.T. COLLEGE
GWALIOR

Criterion V: Student Support and Progression

5.1 Student Progression

- 1. How does the institution assess the students' preparedness for the programme and ensure that they receive appropriate academic and professional advice through the commencement of their professional education programme (students pre-requisite knowledge and skill to advance) to completion?**

We follow the rules prescribed by the University for admitting students. In the academic side, the faculties conduct Internal test and Model exams for students. An orientation programme is given to prepare the students to have a positive attitude towards teaching profession.

- 2. How does the institution ensure that the campus environment promotes motivation, satisfaction, and development and performance improvement of the students?**

Every year the college celebrates "Teachers Day" to ensure motivation, satisfaction, development and performance improvements of students.

We provide knowledge about leadership qualities through the core paper which motivate the students for Higher Education and employment. Personality development programme is organized.

Every day classroom prayer is made compulsory for the students encompassing English speech, G.K informations, and news to create confidence among them.

Each faculty members act as a academic counselor for 15 students and continuously follow the academic performance of students.

3. Give gender-wise drop-out rate after admission in the last five years and list possible reasons for the drop out. Describe (if any) the mechanism adopted by the institution for controlling the drop out?

Year	2009-10	2010-11	2011-12
B.Ed	01	03	02

4. What additional services are provided to students for enabling them to compete for the jobs and progress to higher education? How many students appeared/qualified in SLET, NET, Central/State services through competitive examination in the last two years?

Carrer guidance is provided to the student by the faculties of concerned department.

5. What percentage of students on an average go for further studies/ choose teaching as a career? Give details for the last three years?

Year/%	2009-10	2010-11	2011-12
Higher Studies	65	60	65
Teaching	35	40	35

6. Does the institution provide training and access to library and other education related electronic information, audio/ video resources, computer hardware and software related and other resources available to the student teachers after graduating from the institution? If yes give

details on the same.

Yes, we allow our student teachers after graduating from the institution, to use our library, audio/video resources for alumni association.

- 7. Does the institution provide placement services? If yes, give details on the services provided for the last two years and the number of students who have benefited.**

Yes. Placement officer of the institution invites schools situated in and around the Campus area to conduct campus interview at the end of the academic year to enable the students to get suitable placement.



- 8. What are the difficulties (if any) faced by placement cell? How does the institution overcome these difficulties?**

We provide communication skill training for our students because we have students from rural areas who are weak in communication.

- 9. Does the institution have arrangements with practice teaching schools for placement of the student teachers?**

Yes. The practice teaching schools select the talented trainees during teaching practice and approach the placement cell for their appointment after completion of B.Ed. degree course.

- 10. What are the resources (financial, human and ICT) provided by the institution to the placement cell?**

-  Financial support is given by the institution.
-  Institution provides computer, Telephone and a staff for the functioning of placement cell.

5.2 Student Support:

- 1. How are the curricular (teaching- learning processes), co-curricular and extracurricular programmes planned, (developing academic calendar, communication across the institution, feedback) evaluated and revised to achieve the objectives and effective implementation of the curriculum?**

Curricular, co-curricular programmes are planned by the board of studies constituted by university with senior teacher educators. from affiliated colleges.

Extra-curricular activities are planned by college union. At the end of every academic year the institutions get students evaluation about the teachers, academic programmes, and union activities and about extension activities. Since the course is only for 10 months the suggestions are carried out during next academic year.

- 2. How is the curricular planning done differently for physically challenged students?**

No special curricular arrangement is followed for physically challenged students.

- 3. Does the institution have mentoring arrangements? If yes, how is it organised?**

The tutorial system is in vogue. Every staff will have nearly 15 students as wards. The tutor looks after the wards problems, inside the college, inside the hostel, in the practicing schools and every member of the staff acts as the friend, philosopher and guide of their wards.

- 4. What are the various provisions in the institution, which support and enhance the effectiveness of the faculty in teaching and mentoring of students?**

The effectiveness of the faculty in teaching is increased by their participation

in various seminars and workshops. Faculties use ICT gadgets in classroom teaching.

5. Does the institution have its website? If yes, what is the information posted on the site and how often is it updated?

Institution has its website. Admission rules, college history, facilities, staff profile, contact information, scholarships, seat allotment are the details posted on the site. The institution updates the information for every 6 months.

6. Does the institution have a remedial programme for academically low achievers? If yes, give details.

For low achievers we give personal and psychological counseling, and take special classes for them

What specific teaching strategies are adopted for teaching?

a. Advanced learners.

Advanced learners take active part in seminars and discussion.

b. Slow learners.

Remedial teaching with additional notes is provided for the slow learners.

8. What are the various guidance and counseling services available to the students? Give details.

All the members of the staff through the tutorial system render guidance and counseling services to the students about personal, family and academic problems. Guidance is given to students to prepare for competitive exams like NET/SLET

9. What is the grievance redressal mechanism adopted by the institution for students? What are the major grievances redressed in last two years?

Grievance Redressal Cell functions at the institution. Grievances Redressal

boxes are fixed at two places and the students are free to put forth their grievances in writing. Everything is kept confidential and immediate action is taken to redress the stated grievance. Drinking water facility and installation of one- rupee coin phone were the two important steps taken to redress the grievance of students during the last 2 years.

10. How is the progress of the candidates at different stages of programs monitored and advised?

Practicum:

1. Student are monitored during

Microteaching

Macro-teaching

2. Theory

Two Tests, 4 unit test 2 model exam and 5 Assignments are given in the B.Ed. course for an academic year and Dissertation,viva-voce also included fro M.Ed courses.

11. How does the institution ensure the students' competency to begin practice teaching (Pre-practice preparation details) and what is the follow-up support in the field (practice teaching) provided to the students during practice teaching in schools?

B.Ed. students have micro teaching practice for 10 days-the pre-requisite for macro teaching. Orientation is given by the subject teacher in preparing the lesson plan and teaching aids. The student attends two demonstration classes in each subject given by teacher-educators and experienced school teachers. In practicing school the guide teacher will carry out necessary corrections. Teacher-educators also supervise the student – Teachers during practice-teaching. In practicing school, students observe lessons.

5.3 Student Activities

1. Does the institution have an Alumni Association? If yes,

(i) List the current office bearers

- President - Ms.Kirti Mishra
- Secretary - Mr.Vaandhana pandey
- Join Secretary - Mr.Neelesh Yadav

(ii) Give the year of the last election

2013

(iii) List Alumni Association activities of last two years.

They share their experience in their carrier.
Give ideas to improve the infrastructure in the institute.
Give suggestions to cope up current trends in schools.

iv) Give details about the top ten alumni occupying prominent position

Sl.no	Student	Year	Position
01	Rashmi singh	2013	Guider

02	Rakesh kumar pandey	2013	Teacher
03	Sandeep lodhni	2013	Lecturer
04	Neetu rajput	2013	Teacher
05	Neha Dhadi	2013	Teacher
06	Yogesh prajapati	2012	Lecturer
07	Sonam jain	2012	Professional educator
08	Deepthi mishra	2012	Educational officer
09	Shri prakash	2012	Teacher

(v). Give details on the contribution of alumni to the growth and development of the institution.

Alumni association conducts various training programs, provide necessary technical assistance to our Student Teachers by sharing their experiences.

2. How does the institution encourage students to participate in extra curricular activities including sports and games? Give details on the achievements of students during the last two years.

Our students participated in the inter collegiate Micro skill competition .

3. How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material. List the major publications/materials brought out by the students during the previous academic session.

- Student representation is there in the magazine committee and articles written by students are invited and the best are published in the college magazine.
- Newsletters are published.

4. Does the institution have a student council or any similar body?

Give details on – constitution, major activities and funding

This institution has students union consisting of 10 office bearers. At the beginning of the academic year, election is conducted for the post of office-bearers such as Union President, Vice President, Secretary, Treasurer, Secretary, Magazine Committee secretaries For the last five years the office bearers were unanimously elected. Skill-oriented competitions are the major activities of the union.

5. Give details of the various bodies and their activities (academic and administrative), which have student representation on it.

College Union : Conducting meetings, co-operating in the conduct of Co-curricular and curricular activities and extension Activities.

6. Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers to improve the preparation of the programme and the growth and development of the institution?

At the end of every academic year the institution gets students feedback and feedback from the educationists about the academic programmes and the extension activities. Their suggestions and recommendations are used for the growth and development of the institution.

5.4. Best Practices in Student Support and Progression:

1. Give details of institutional best practices in Student Support and Progression?

To impart value education daily prayer is conducted. Every Monday and on all national festival days the national flag is hoisted. Notable personalities are invited to give lectures on values. Students give 5 minutes speech in English and Hindi in the assembly every day.

RGVT

SELF STUDY REPORT



R.G.V.T. COLLEGE
GOVT RECOGNISED
(AFFILIATED TO JIWAJI UNIVERSITY)
APPROVED BY NCTE & AICTE NEW DELHI

GOVERNANCE AND LEADERSHIP

R.G.V.T. COLLEGE
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Criterion VI: Governance and Leadership

6.1 Institutional Vision and Leadership

1.What are the institution's stated purpose, vision, mission and values?

How are they made known to the various stakeholders?

Objectives of the Institution:

To produce skilled, dedicated and noble teachers to teach at High and Higher Secondary Level.

To train the students to implement the innovative techniques and methods in teaching for Secondary and Higher Secondary level.

To produce teachers equipped with ICT skills for Effective teaching and learning.

To motivate the students to find solution for the problems related to Education through research process.

Vision:-

A globally recognized institute that shapes management practice in india by creating frontiers of knowledge and developing ethical,entrepreneurial and socially sensitive leader,manager committed to excellence.

Mission Statement :

To promote excellence in management education,RGVT prepares students to be leaders who shape the future.Towards this ends, RGVT will provide a conductive and rewarding environment for faculty and students to ignite and sustain a passion for excellence.

VALUES:

The values of the institution are incorporated in the college motto "Learn

thoroughly”. The students and parents are appraised of the mission, vision and objectives in the orientation and PTA meeting respectively. The staff and public are constantly reminded of the mission and vision because they are displayed in the college premises.

The institution - is committed to provide quality education and training to all our students equipping them to excel as Teachers and Teacher Educators to cater to the changing and challenging needs of society, ensuring continual improvement of its standards and performance by learning thoroughly.

- 2. Does the mission include the institution’s goals and objectives in terms of addressing the needs of the society, the students it seeks to serve, the school sector, education institution’s traditions and value orientations?**

Yes.

- 3.Enumerate the top management’s commitment, leadership role and involvement for effective and efficient transaction of teaching and learning processes (functioning and composition of various committees and board of management, BOG, etc.)**

Details of various committees:

Principal is the Chairperson of the committees and various administrative and academic bodies.

- 1. Admission Committee:**

Admission Committee is headed by the principal with two senior teachers as committee members. Composition of the Committee:

Chair Person : Dr.R.S.Mishra

Principal

Members : 1.Mrs.Mridula gupta

**2. Dr.Kamalesh
babu**

Assistant Professor

It is the responsibility of this committee to oversee all admissions.

Admission is done strictly in accordance with the rules and regulations of the State Government issued from time to time.

Complaint Boxes are kept in the college and the hostel. Once in a fortnight, the committee meets and addresses the grievances. Based on their suggestions the Principal takes necessary action for the redressal of the grievances.

3. Library Committee:

Chair Person : Dr.R.S.Mishra.

Principal

Members : Mrs.Reena mishra

Smt.Rashi shrivastava

Librarian

This committee gives suggestions for

The purchase of books and journals

The improvement of services such as issue of books and arrangement of books.

Revising the working hours of the library depending on the needs of the students.

Research plan schedule is perused by this committee before the M.Ed candidates start their work. The progress of the candidates is constantly followed by the Research Committee.

5. Blood donation Committee:

Chair Person : Dr.R.S.Mishra

Principal

Members : Dr. Anjana Kumari

Mrs.Ruby garg

Assistant Professor

6. First aid awareness Committee:

Chair Person : Dr.R.S.Mishra

Principal

Members : Dr. Anjana Kumari

Dr. Aruna sharma

Assistant Professor

7. Extension Activities Committee:

Chair Person : Dr.R.S.Mishra

Principal

Members :Mr.Atul kumar

: smt. Geeta bhardwaj

Assistant Professor

4. How does the management and head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

The college council meetings are conducted by the Principal to plan various academic activities of the college for the smooth functioning of the college. The issues regarding academic activities discussed with the management for solution and various responsibilities are allotted to the staff members.

5. How does the management/head of the institution ensure that valid information (from feedback and personal contacts etc.) is available for the management to review the activities of the institution?

For reviewing the activities of the institution, the head of the institutions gets feed back from the students, staff and PTA.

6. How does the institution identify and address the barriers (if any)

in achieving the vision/mission and goals?

The management monitor the complaints/suggestions received from the Staff/Faculties/Students and take immediate steps to eradicate the barriers which we feel against achieving the vision/mission and goals.

7. How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

This institution functions in a democratic way. Principal, shares her ideas, views and plans with her colleagues. Any change or modification or addition is done after discussion in the council meetings and recording the minutes.

8. Describe the leadership role of the head of the institution in governance and management of the curriculum, administration, allocation and utilization of resources for the preparation of students.

Our Principal, as the Head of the institution, conducts regular staff council meetings to monitor the performance of the faculties & utilization of resources. The decisions taken by the staff council are communicated to the students.

6.2 Organizational Arrangements:

1. List the different committees constituted by the institution for management of different institutional activities? Give details of the meetings held and the decisions made, regarding academic management, finance, infrastructure, faculty, research, extension and linkages and examinations during the last year.

The committees that exist in the institution are Admission Committee, Library Committee, and Extension Activities Committee. The decisions of

the above committees are recorded in the minutes of meeting.

2. To what extent is the administration decentralized? Give the structure and details of its functioning.

Our Administration is decentralized as per the Organization Structure. Decisions regarding examination, discipline, extra curricular activities, extension programme are taken by the principal in consultation with the chairman and secretary of the institution.

3. How does the institution collaborate with other sections/departments and school personnel to improve and plan the quality of educational provisions?

Practice teaching is planned by consulting the school personnel. The guide teachers' feedback is taken for evaluating the students. Feed back and suggestions received from PTA and alumni association help to improve and plan the quality of educational provisions.

4. Does the institution use the various data and information obtained from the feedback in decision-making and performance improvement? If yes, give details.

We get feedback from the students. If suggestions are feasible, accordingly decisions are made. The institution also gets feed – back from subject experts and academic peers. Hostel facilities have been improved. Purified drinking water facility, phone facility and hot water facility have been added after getting the feed back from the students.

- 5. What are the institution's initiatives in promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments' creating/providing conducive environment).**

Various duties pertaining to all academic, curricular, co – curricular and extension activities are given to the staff in rotation. This helps to gain rich experience in each and every activity. Faculties are motivated by the head of the institution to participate and present papers in National / State / International level seminars, conferences and workshops.

6.3 Strategy Development and Deployment:

- 1. Has the institution an MIS in place, to select, collect align and integrate data and information on academic and administrative aspects of the institution?**

There is MIS in place to collect data and information regarding staff, students, pay roll, service particulars etc. are computerized and reported to the management via MIS.

- 2. How does the institution allocate resources (human and financial) for accomplishment and sustaining the changes resulting from the action plans?**

The management provides both human and financial resources for accomplishment and sustaining the other changes resulting from the action plans.

- 3. How are the resources needed (human and financial) to support the**

implementation of the mission and goals, planned obtained?

Resources needed to support the implementation of the mission; goals and objectives are planned and allotted by the management.

4. Describe the procedure of developing academic plan. How are the practice teaching school teachers, faculty and administrators involved in the planning process?

Academic plan is developed in the staff council.. The school teachers act as guide teachers to the trainees. The trainees carry out necessary corrections in the teaching of the trainees. The faculty gives necessary training in the skills and monitor trainees.

5. How are the objectives communicated and deployed at all levels to assure individual employee's contribution for institutional development?

Based on the objectives, academic planning is done at the staff council. The decisions are informed to the employees. Duties are allotted to the individual employees.

6. How and with what frequency are the vision, mission and implementation plans monitored, evaluated and revised?

We monitor the Vision, Mission and implementation Plans every year in the staff council meeting.

7. How does the institution plan and deploy the new technology?

The institution comes to know about the latest developments in technology through media, seminars and conferences. The staff begins to use the technology and the students are appraised of the innovations. Students are also encouraged to use new technology.

8.Has the institution conducted any staff development programme for skill up-gradation and training of the teaching and non-teaching staff? If yes, give details

Yes. The institution organized the training programs like Citizenship camp

for the skill upgradation and training of the teaching and non-teaching staff.

- 5. What are the strategies and implementation plans of the institution to recruit and retain diverse faculty and other staff who have the desired qualifications, knowledge and skills (Recruitment policy, salary structure, service conditions) and how does the institution align these with the requirements of the statutory and regulatory bodies (NCTE, UGC, University etc.)?**

The institution has a recruitment policy, which gives details about the minimum salary being offered for a cadre of faculty and staff, which is in line with NCTE/UGC Norms. The institution provides health benefits and flexible academic conditions.

- 6. What are the criteria for employing part-time/Adhoc faculty? How are the part-time/Adhoc faculty different from the regular faculty? (E.g. salary structure, workload, specialisations).**

- Part time/Adhoc faculties are appointed on need basis against the emergency situations.
- Part time faculties are appointed on hourly basis with pre-determined workloads which are stated clearly on their appointment letter itself.
- The institution prefers not to provide the similar benefits enjoyed by the Regular Faculties to them, since they are part time alone.

The institution utilizes the experienced/retired persons as part time faculty to enable us to utilize their experiences, for the enhancement of quality in our institution.

- 7. What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty?**

(E.g. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).

The institution provides necessary training for the needy faculties/staff to improve their skills professionally as well as personally. The institution encourages our Faculties to conduct research, to publish books, attend seminars/conferences/workshops etc and provide necessary financial assistance for the same.

8. What are the physical facilities provided to faculty? (Well-maintained and functional office, instructional and other space to carry out their work effectively).`

A well maintained, self sufficient staff rooms and rest rooms are provided for the staff/faculty with potable drinking water.

An environment which is smooth and peaceful in nature is provided to them for their professional as well as personal development.

Computers are provided for developing the lesson plans/instructional materials.

9. What are the major mechanisms in place for faculty and other stakeholders to seek information and/or make complaints?

A suggestion box is kept in the office for making complaints/suggestions. Complaints received are responded immediately and the problem is solved with parental care by the management.

10. Detail on the workload policies and practices that encourage faculty to be engaged in a wide range of professional and administrative activities including teaching, research, assessment, mentoring, working with schools and community engagement.

Staff have work load in accordance with the UGC norms. It includes

- i. Teaching hours
- ii Supervision hours

- iii Correction
- iv Tutorial hours
- v. Practice teaching supervision
- vi Practical work
- vii Co – curricular activities
- viii Extra – curricular activities
- ix Extension activities
- x. Guiding research scholars.

11. Does the institution have any mechanism to reward and motivate staff members? If yes, give details.

Yes. The management recognizes the work of the staff members.

6.5.Financial Management and Resource Mobilization:

1. Does the institution get financial support from the government? If yes, mention the grants received in the last three years under different heads. If no, give details of the source of revenue and income generated

No. We don't receive any financial support from the government. We generate our sources of funding only from the fee collected from the students.

2. What is the quantum of resources mobilized through donations? Give information for the last three years.

The institution has not received any funds through donation for the last three years.

3. Is the operational budget of the institution adequate to cover the day-to-day expenses? If no, how is the deficit met?

Yes. The operational budget of the institution is adequate to cover the day-to-day expenses.

- 4. What are the budgetary resources to fulfill the missions and offer quality programs? (Budget allocations over the past five years, depicted through income expenditure statements, future planning, resources allocated during the current year, and excess/deficit)**

The institution allots budget to the faculties to attend trainings/conferences / seminars, for enabling them to deliver quality programs.

- 5. Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and information on the outcome of last two audits. (Major pending audit paras, objections raised and dropped).**

Our Accounts are audited by **Mr Vidyarthi & Sons** regularly and the income-expenditure statement depicts the necessary outcomes and comments.

- 6. Has the institution computerized its finance management systems? If yes, give details.**

Yes. We have computerized our accounting system and all the accounts are maintained.

6.6 Best practices in Governance and Leadership:

1. What are the significant best practices in Governance and Leadership carried out by the institution?

Our Institution has geared itself to achieve its specific goal and objective of providing quality education in the changing global context.

To maintain and improve the standard and quality of education, the college adopts several measures in teaching, learning and evaluation.

Remedial classes are conducted for the students, particularly in communicative and in spoken English.

Basic computer training is made compulsory to all the B.Ed. students.

Teachers are aware of the tradition of the institution and are deeply interested in cherishing the culture of the institution.

An Internal Quality Assurance Cell – IQAC has been established.

In order to ensure the quality of academic programmes of the college, the principal encourages the faculty members to avail themselves of faculty improvement programme and also to participate in seminar, conference and workshops.

The seminar and auditorium halls have been provided with OHP and LCD for conducting seminars, orientation courses etc.

RGVT

SELF STUDY REPORT



R.G.V.T. COLLEGE
GOVT RECOGNISED
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APPROVED BY NCTE & AICTE NEW DELHI

INNOVATIVE PRACTICES

R.G.V.T. COLLEGE
GWALIOR

Criterion VII: Innovative Practices:

7. 1 Internal Quality Assurance System

- 1. Has the institution established Internal Quality Assurance Cell (IQAC)? If yes, give its year of establishment, composition and major activities undertaken.**

Internal Quality Assurance Cell has been established on **Aug. 2012**

Chair Person : **Dr.R.S.Mishra**
Principal

Teacher Members : Dr.Kamalesh babu

Mrs.Mrudala gupta

Mr.Pawan Rajouria

Dr. Anjana kumari

Mrs.Geetha bharadwaj

Administrative officer : Mr. **R. S. Mishra**

Advisor

Co-ordinator : Mr. **Ved prakash**

Activities undertaken:

IQAC meet in the beginning of the year and resolve on the activities to be undertaken during the academic year. After that, the teacher-members meet periodically to assess the action taken on the recommendations of IQAC.

The non-teaching members are contacted as and when required. The following activities will be carried out according to the recommendations of IQAC.

Preparation of PLM packages on CD's

The external faculties will conduct personality development programme along with family counseling and pre-marital, marital counseling.

- To Conduct remedial teaching for B.Ed. students in English
- To Conduct district level volleyball tournament.
- To Conduct in computer literacy, spoken English, classroom communication, SUPW and handwriting.
- Human Rights awareness programme and women's Rights awareness programme will be conducted.
- Free tuition for school student
- To Organize inter collegiate teaching competency competition
- College website will be updated.
- To Conduct debate and Elocution
- To Conduct programmes on guidance and counseling
- To invite block resource teacher for work shop and seminar on innovative methodology.

2. Describe the mechanism used by the institution to evaluate the achievement of goals and objectives.

The goal and objective of the institution is to train students to become efficient teachers. Along with university examination results feed-back is obtained from the following members to evaluate the fulfillment of goals and objectives

- Heads of practice teaching schools
- Academic peers
- IQAC
- Alumni
- Students
- Employers

3. How does the institution ensure the quality of its academic programmes?

We ensure the quality of the academic programmes through

- Continuous assessments.
- Class Tests
- Model Exams
- Counseling Sessions
- Feedbacks received from Students/Parents/Faculties.

4. How does the institution ensure the quality of its administration and financial management processes?

The institution ensures the quality of its administration and financial management processes by getting guidance from the senior administrative officer.

5. How does the institution identify and share good practices with various constituents of the institution.

We identify the good practices from the Feedback Reports and MIS Reports. We have a Performance Appraisal System, whereby we encourage and share with the Faculties about the good practices identified.

7.2 Inclusive Practices:

1. How does the institution sensitize teachers to issues of inclusion and the focus given to these in the national policies and the school curriculum?

Theoretical and practical exposures are given to the students on issues of inclusion.

- 2. What is the provision in the academic plan for students to learn about inclusion and exceptionalities as well as gender differences and their impact on learning?**

A separate unit on individual differences, children with special needs and the gifted children are included in the core papers and optional papers.

- 3. Detail on the various activities envisioned in the curriculum to create learning environments that foster positive social interaction, active engagement in learning and self-motivation.**

Students take part in citizenship camp, eco-awareness programmes, tours, field trips, medical camp and cleaning campaigns.

- 4. How does the institution ensure that student teachers develop proficiency for working with children from diverse backgrounds and exceptionalities?**

Student teachers are used to do practice teaching in such a schools where the children are from most diverse backgrounds and exceptionalities. Student Teachers receive practical training and solution for various problems during practice teaching through action research and case – study.

- 5. How does the institution address to the special needs of the physically challenged and differently-abled students enrolled in the institution?**

Integrated education is given to the physically challenged and differently abled students enrolled in the institution.

- 6. How does the institution handle and respond to gender sensitive issues (activities of women cell and other similar bodies dealing with gender sensitive issues)?**

- ✚ Gender sensitization and empowerment workshops and seminars have been conducted to create awareness among women students.
- ✚ Awareness programmes (social, economic, legal, political, health, Commerce, management, leadership) are arranged for the students.

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7. 3 Stakeholder Relationships:

1. How does the institution ensure the access to the information on organizational performance (Academic and Administrative) to the stakeholders?

We ensure involvement of all stakeholders in academic and administration Activities, which results in access to the information on organizational performance.

It is as follows:

Teachers and students:

- Students are involved directly in academic programmes as far as learning and evaluation activities are concerned.
- Student representatives are allowed in various Committees of the Institution. It acts as a forum for students' voice.

Alumni and Parents:

- Meetings of alumni forums are arranged formally/informally. Their opinion and feedback are taken into consideration in all academic transactions. Alumni also help indirectly in placement services.

Annual College Magazine, Letter Correspondence, Calendar, and News letter ensures the access to the information on organizational performance to the stakeholders.

2. How does the institution share and use the information/data on success and failures of various processes, satisfaction and dissatisfaction of students and stakeholders for bringing qualitative improvement?

Tutorial system, PTA meetings, staff council meeting, IQAC, Grievance Redressal Cell helps to bring qualitative improvement.

- 3. What are the feedback mechanisms in vogue to collect, collate and data from students, professional community, Alumni and other stakeholders on program quality? How does the institution use the information for quality improvement?**

We have a system to collect feedback from Students on Teaching, Teachers Performance, and Feedback on College facilities, Feedback from Practice Teaching Schools etc. We discuss the analysis of the above Feedbacks to improve the quality of academic programs and bring out the Corrective Action Plan for implementation in the forthcoming Academic Year.

RGVT

SELF STUDY REPORT



R.G.V.T. COLLEGE
GOVT RECOGNISED
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PART III

MAPPING OF ACADEMIC ACTIVITIES OF THE INSTITUTION

R.G.V.T. COLLEGE
GWALIOR

MAPPING OF ACADEMIC ACTIVITIES OF THE INSTITUTION

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	
Admission and Orientation	Red	Red																																
Theory with Dissertation			Green	Green	Green	Green	Green	Green	Green	Green			Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Tutorials/ Seminars						Black									Black													Black						
Sessional Work - Tests & Assignments									Grey								Grey	Grey													Grey			
Data collection											Red	Red							Red	Red	Red													
Co-curricular Activities																								Black				Black						
Working with community/ project work																										Purple								
End-Term Examination																																		Dark Green

RAGIV GANDHI VOCATIONAL EDUCATION & TRAINING COLLEGE, GWALIOR
MAPPING OF ACADEMIC ACTIVITIES OF THE INSTITUTION

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	
Admission and Orientation																																		
Theory																																		
Tutorials/ Seminars																																		
Sessional Work - Tests & Assignments																																		
Practical Work																																		
Preparation of Internship: Demonstration/ Observation of lessons/ micro teaching/ simulations																																		
Practice Teaching/ Internship																																		
Co-curricular Activities																																		
Working with community/ project work																																		
End-Term Examination																																		

SELF STUDY REPORT



R.G.V.T. COLLEGE
GOVT RECOGNISED
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APPROVED BY NCTE & AICTE NEW DELHI

Undertaking / Declaration

R.G.V.T. COLLEGE
GWALIOR

RGVT