



RAJ RAJESHWARI COLLEGE OF EDUCATION

Village Chorab(Mansui), P.O. Bhota, Tehsil Barar, Distt.Hamirpur(H.P.)-
176041. Ph-01972-255199,94180-68054

Website:-www.raj-rajeshwari.com
E-Mail:-rajrajeshwari007@yahoo.com

Reference No.: RRCE/NAAC/2014/

Date: 07/01/14

To

Assistant Adviser (B.S Ponmudiraj)
National Assessment and Accreditation Council,
P.O. Box No.-1075, Nagarbhavi,
Bangalore-560072
Karnataka.

Subject: Request regarding submission of self-appraisal report of Raj Rajeshwari College of Education Bhota, Hamirpur(H.P.)

Respected Sir

With reference to your letter no. NAAC/NR-BSP/HPCDTE 16487/21st/EQA-Eligibility dated 23 July 2013 and received by the institute on dated 01/08/13, regarding submission of Self Appraisal Report of Raj Rajeshwari College of Education VIII. Chorab (Mansui), P.O. Bhota, Tehsil Barsar, Distt. Hamirpur (H.P.) Pin 176041. so we have uploaded self-appraisal report of our institution in the month of January 2013 on our institution website i.e. www.raj-rajeshwari.com. Self Appraisal Report included complete information of the institution & some criteria of the NAAC assessment and accreditation. So we are also submitting the five hard copies and one soft copy of SAR (Self Appraisal Report) of our institution along with all relevant supporting documents to NAAC. So please accept it and take necessary action and please decide date and time of NAAC inspection committee. We shall be very thankful to you for this kind of act.

Date: 07/01/14

Place: Bhota

Principal
Raj Rajeshwari College of Education
Hamirpur H.P. 176041
Principal
Raj Rajeshwari College Of Education
Bhota Hamirpur (H.P)

Enclosure:

1. SAR (Self Appraisal Report) of the institution.
2. Certificate of Compliance.
3. Teacher Education Scenario of HP Govt.
4. Institution Academic Calendar(2013-14).
5. Time table(2013-14) & syllabus
6. Master plan of the Institution (2013-14.
7. Sample of student Feedback on curriculum and faculty.
8. Audited income-expenditure statement of 2012-13.
9. Recognition order issued by NCTE (August 2006).
10. University result of 2012-13.
11. Feed back on teaching practice of school by students.

Self – appraisal Report
Of
Raj Rajeshwari College Of Education
Vill. Chorab(Mansui), P.O. Bhota, Tehsil Barsar, Distt.
Hamirpur (H.P) Pin. 176041

Submitted To:



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Nagarbhavi, Bangalore - 560 072, India

Submitted By:

Raj Rajeshwari College Of Education
Vill. Chorab (Mansui), P.O. Bhota, Tehsil Barsar, Distt.
Hamirpur (H.P.) Pin. 176041

A. Profile of the Institution

1. Name and address of the institution: RAJ RAJESHWARI COLLEGE OF EDUCATION, VILLAGE CHORAB(MANSUI), P.O. BHOTA, TEHSIL BARSAR, DISTRICT HAMIRPUR(H.P.)-176041.

2. Website URL www.raj-rajeshwari.com

3. For communication: Telefax-01972-255199

E-Mail: rajrajeshwari007@yahoo.com

Office

Name	Telephone Number with STD Code	Fax No	E-Mail Address
Head/Principal Dr. .RADHEY SHYAM MISHRA	01972-255199	01972-255199	rajrajeshwari007@yahoo.com
Vice-Principal RAKESH KUMAR	01972-255199	01972-255199	rajrajeshwari007@yahoo.com
Self - appraisal Co-ordinator REENA HEERA	01972-255199	01972-255199	reenahr7@gmail.com

Residence

Name	Telephone Number with STD Code	Mobile Number
Principal Dr.RADHEY SHYAM MISHRA	01972-255199	094568-76912
Vice-Principal RAKESH KUMAR	01972-255199	094182-95257
Self-appraisal Co-ordinator REENA HEERA	01972-255199	098169-56575

4. Location of the Institution

Urban semi-Urban Rural Tribal Any other (specify and indicate)

5. Campus area in acres :

1.24 ACRES

6. Is it a recognized minority institution? Yes No

7. Date of establishment of the institution:

Month & Year

MM	YYYY
08	2006

8. Under which the institution is affiliated:

H.P. UNIVERSITY, SHIMLA(H.P.)

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

Month & Year

2f

MM	YYYY
-	-

Month & Year

12B

MM	YYYY
-	-

10. Type of Institution

- a. By funding: SELF FINANCED
 - i. Government
 - ii. Grant-in-aid
 - iii. Constituent
 - iv. Self-financed
 - v. Any other (specify and indicate)
- b. By Gender : CO-EDU.
 - i. Only for Men
 - ii. Only for Women
 - iii. Co-education
- c. By Nature: AFFILIATED COLLEGE.
 - i. University Dept.
 - ii. IASE
 - iii. Autonomous College
 - iv. Affiliated College
 - v. Constituent College
 - vi. Dept. of Education of Composite College
 - vii. CTE
 - Viii. Any other (specify and indicate)

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)	Pre-primary			Certificate		
				Diploma		
				Degree		
ii)	Primary/ Elementary			Certificate		
				Diploma		
				Degree		
iii)	Secondary/ Sr. secondary			Certificate		
		B.Ed.	GRADUATION	Diploma	1 YEAR	ENGLISH, HINDI
				Degree		
iv.	Post Graduate			Diploma		
				Degree		
v.	Other (specify)			Certificate		
				Diploma		
				Degree		

(Additional rows may be inserted as per requirement)

13. Give details of NCTE recognition (for each programme mentioned in Q.12 above)

Level	Programme	Order No. & Date	Valid upto	Sanctioned Intake
Pre-primary				
Primary/Elementary				
Secondary/ Sr.secondary	B.Ed.	F.NRC/NCTE/F-7/H.P.-175/5845-12.08.2006		100
Post Graduate				
Other (specify)				

(Additional rows may be inserted as per requirement)

B) Criterion-wise inputs

Criterion I: Curricular Aspects

1. Does the Institution have a stated Vision :

Yes	√		
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Mission :

Yes	√		
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Values :

Yes	√		
-----	---	--	--

Objectives:

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

Yes	√		
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If yes,

a) How many programmes?:

01

b) Fee charged per programme (B.Ed.)

3960000.00

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

01

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

D.Ed.

--

B.Ed.

02(Teaching Subjects)

M.Ed. (Full Time)

--

M.Ed. (Part Time)

--

Any other (specify and indicate)

--

6. Are there Programmes offered in modular for

		No	√
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Number	
--------	--

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

Yes	√		
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Number	
--------	--

8. Are there Programmes with faculty exchange/visiting faculty:

Yes	√		
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Number	16
--------	----

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	√		
Yes	√		
Yes	√		
Yes	√		
Yes	√		

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

ONE YEAR

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

Yes		No	√
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Number	0
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12. Are there courses in which major syllabus revision was done during the last five years?

Yes		No	√
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Number	
--------	--

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)
- (If more than one method is followed, kindly specify the weightages)*

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

a) Date of start of the academic year	01-08-2012
b) Date of last admission	31-07-2012
c) Date of closing of the academic year	06-06-2013
d) Total teaching days	180
e) Total working days	235

3. Total number of students admitted (SESSION: 2012-13)

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
D.Ed.									
B.Ed.	10	90	100	04	31	35	06	59	65
M.Ed. (Full Time)									
M.Ed. (Part Time)									

4. Are there any overseas students?

If yes, how many?

Yes		No	✓
<input type="text"/>			

5. What is the ‘unit cost’ of teacher education programme? (Unit cost = total annual recurring expenditure divided by the number of students/ trainees enrolled).(2011-12)

a) Unit cost excluding salary component

32269.66

b) Unit cost including salary component

54872.86

*(Please provide the unit cost for each of the programme offered by the institution as detailed at **Question 12** of profile of the institution)*

6. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic session(SESSION 2012-13)

Programmes	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
D.Ed.				
B.Ed.	69.8 %	50%	73.80%	44.61%
M.Ed. (Full Time)				
M.Ed. (Part Time)				

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
D.Ed.			
B.Ed.	70%	30%	
M.Ed. (Full Time)			
M.Ed. (Part Time)			

10. Pre-practice teaching at the institution

- a) Number of pre-practice teaching days

6	0
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- b) Minimum number of pre-practice teaching lessons given by each student

3	0
---	---

11. Practice Teaching at School

- a) Number of schools identified for practice teaching

0	7
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- b) Total number of practice teaching days

3	0
---	---
- c) Minimum number of practice teaching lessons given by each student

4	0
---	---

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

No. of Lessons In simulation	No. 10	No. of Lessons Pre-practice teaching	No. 20
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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
D.Ed.		
B.Ed.	20%	80%
M.Ed. (Full Time)		
M.Ed. (Part Time)		

16. Examinations

a) Number of sessional tests held for each paper

0	2
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b) Number of assignments for each paper

0	5
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17. Access to ICT (Information and Communication Technology) and technology.

	Yes	No
Computers	√	24
Intranet	√	20
Internet	√	22
Software / courseware (CDs)	√	
Audio resources	√	01
Video resources	√	01
Teaching Aids and other related materials	√	Models and charts
Any other (specify and indicate)LCD	√	01

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

Yes	√	No	
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Number	
--------	--

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, is it offered as a compulsory or optional paper?

Compulsory Optional

Criterion III: Research, Consultancy and Extension

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

2. I

Number	1	12.5	%
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 projects?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, provide the following details on the ongoing research projects

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

(Additional rows/columns may be inserted as per the requirement)

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

-

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

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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	√		02
Academic articles in reputed magazines/news papers		NO	
Books		NO	
Any other (specify and indicate) ABSTRACT(SEMINAR)	√		06

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

Yes

Number

10. Number of papers presented by the faculty and students (during last five years):

	Faculty	Students
National seminars		<input type="text" value="12"/>
International seminars		<input type="text"/>
Any other academic forum		<input type="text" value="10"/>

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

Self-instructional materials

Print materials	<input checked="" type="checkbox"/>
Non-print materials (e.g. Teaching Aids/audio-visual, multimedia, etc.)	<input checked="" type="checkbox"/>
Digitalized (Computer aided instructional materials)	<input checked="" type="checkbox"/>
Question bank	<input checked="" type="checkbox"/>
Any other (specify and indicate)	<input type="checkbox"/>

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?

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

- (i) Blood Donation Camp
- (ii) AIDS Awareness Programme
- (iii) Anaemia Awareness Programme
- (iv) Awareness regarding schemes for SC/ST
- (v) Organization of NSS camp
- (vi) Organization of sports meet
- (vii) Talent Search programme
- (viii) Career awareness programme

15. Does the institution provide consultancy services?

Yes No

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

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

Local level	√
State level	√
National level	√
International level	

Criterion IV: Infrastructure and Learning Resources

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

1600

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?

24

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

31705

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

3750

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

74213

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

2094771

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

Yes

No

9. Total number of posts sanctioned

Open

Reserved

Teaching

Non-teaching

	M	F	M	F
Teaching	04	02	01	01
Non-teaching	01			02

10. Total number of posts vacant

Open

Reserved

Teaching

Non-teaching

	M	F	M	F
Teaching				
Non-teaching				

11. a. Number of regular and permanent teachers

Open

Reserved

(Gender-wise)

Lecturers

Readers

Professors

	M	F	M	F
Lecturers		03	01	01
Readers				
Professors				

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

	Open		Reserved	
	M	F	M	F
Lecturers	01	01		
Readers	M	F	M	F
Professors	M	F	M	F

c. Number of teachers from

Same state

07

Other states

01

12. Teacher student ratio (program-wise)

Programme	Teacher student ratio
D.Ed.	
B.Ed.	1.14
M.Ed. (Full Time)	
M.Ed. (Part Time)	

13. a. Non-teaching staff

	Open		Reserved	
	M-3	F-1	M	F-1
Permanent	M	F	M	F
Temporary				
	M	F	M	F
b. Technical Assistants	1			
	M	F	M	F
Temporary				

14. Ratio of Teaching – non-teaching staff

2.1

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

1162864

16. Is there an advisory committee for the library?

Yes No

17. Working hours of the Library

On working days	6 HOURS
On holidays	
During examinations	6 HOURS

18. Does the library have an Open access facility

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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19. Total collection of the following in the library

a. Books	4360
- Textbooks	4180
- Reference books	169
b. Magazines	05
e. Journals subscribed	10
- Indian journals	10
- Foreign journals	
f. Peer reviewed journals	
g. Back volumes of journals	
h. E-information resources	
- Online journals/e-journals	
- CDs/ DVDs	
- Databases	
- Video Cassettes	
- Audio Cassettes	

20. Mention the

Total carpet area of the Library (in sq. mts.)	76.744 M ²
Seating capacity of the Reading room	60

21. Status of automation of Library

Yet to intimate	<input checked="" type="checkbox"/>
Partially automated	<input type="checkbox"/>
Fully automated	<input type="checkbox"/>

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

Circulation	<input checked="" type="checkbox"/>
Clipping	<input checked="" type="checkbox"/>
Bibliographic compilation	<input checked="" type="checkbox"/>
Reference	<input checked="" type="checkbox"/>
Information display and notification	<input checked="" type="checkbox"/>
Book Bank	<input checked="" type="checkbox"/>
Photocopying	<input checked="" type="checkbox"/>
Computer and Printer	<input checked="" type="checkbox"/>
Internet	<input type="checkbox"/>
Online access facility	<input type="checkbox"/>
Inter-library borrowing	<input type="checkbox"/>
Power back up	<input type="checkbox"/>
User orientation /information literacy	<input type="checkbox"/>
Any other (please specify and indicate)	<input type="checkbox"/>

23. Are students allowed to retain books for examinations?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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24 .Furnish information on the following

Average number of books issued/returned per day

Maximum number of days books are permitted to be retained

by students

by faculty

Maximum number of books permitted for issue

for students

for faculty

Average number of users who visited/consulted per month

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

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

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

	I SESSION(2011-12)		II SESSION(2012-13)		III SESSION(2013-14)	
	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)
Text books	423	62764	123	2779	198	35778
Other books	01	900	01	1530		
Journals/ Periodicals	07	1370	07	1220	02	1000
Any others MAGAZINES specify and indicate	01	1530	03	170	07	1883
<i>(Additional rows/columns may be inserted as per requirement)</i>						

Criterion V: Student Support and Progression

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

Programmes	Year 1	Year 2	Year 3
D.Ed.			
B.Ed.	2010-11(01)	2011-12(00)	2012-13(00)
M.Ed. (Full Time)			
M.Ed. (Part Time)			

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

Yes	✓	No	
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If yes, how many students are under the care of a mentor/tutor?

14/01

3. Does the institution offer Remedial instruction?

Yes	✓	No	
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4. Does the institution offer Bridge courses?

Yes		No	✓
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5. Examination Results during past three years (provide year wise data)

	UG (B.Ed.)			PG			M. Phil		
	I(2010-11)	II(2011-12)	III(2012-13)	I	II	III	I	II	III
Pass percentage	100	100	99						
Number of first classes	97	88	87						
Number of distinctions									
Exemplary performances (Gold Medal and university ranks)									

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

	I	II	III
NET			
SLET/SET			
Any other (specify and indicate) (CTET & TET)	07	06	08

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

Financial Aid	I 2010-11	II 2011-12	III 2012-13
Merit Scholarship			
Merit-cum-means scholarship		07	05
Fee concession	02	02	02
Loan facilities			
Any other specify and indicate			

(Additional rows may be inserted as per requirement)

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

Yes	√	No	
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9. Does the institution provide Residential accommodation for:

Faculty	Yes		No	√
Non-teaching staff	Yes		No	√

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

Yes		No	√
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If yes, number of students residing in hostels

Men

Women

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

Sports fields	Yes	√	No	
Indoor sports facilities	Yes	√	No	
Gymnasium	Yes		No	√

12. Availability of rest rooms for Women

Yes	√	No	
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13. Availability of rest rooms for men

Yes	√	No	
-----	---	----	--

14. Is there transport facility available?

Yes		No	√
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15. Does the Institution obtain feedback from students on their campus experience?

Yes	√	No	
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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	YES		05	YES		45
Inter-university						
National						
Any other (specify and						

indicate)						
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(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	27	05
Regional		
National		
International		

18. Does the institution have an active Alumni Association?

Yes	v	No	
-----	---	----	--

If yes, give the year of establishment

2011

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

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

20. Does the institution regularly publish a college magazine?

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

21. Does the institution publish its updated prospectus annually?

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

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	40%	39%	42%
Employment (Total)	10%	10%	10%
Teaching			
Non teaching			

23. Is there a placement cell in the institution?

Yes No

If yes, how many students were employed through placement cell during the past three years.

1	2	3

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

- | | Yes | No |
|------------------------------------|-------------------------------------|--------------------------|
| • Academic guidance and Counseling | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Personal Counseling | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Career Counseling | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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	03
Staff council	20
IQAC/or any other similar body/committee	03
Internal Administrative Bodies contributing to quality improvement of the institutional processes. (mention only for three most important bodies) 1. IQAC 2. Academic Development Committee 3. Advisory Committee 4. Extension Lectures Committee	03 Each

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

Loan facility	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Medical assistance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Insurance	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Other (specify and indicate)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

(2010-11) (2011-12) (2012-13)

-	-	02
---	---	----

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 organisation

05

b. Number of teachers who were sponsored for professional development programmes by the institution

National

--	--	--

International

--	--	--

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

d. Number of Seminars/ workshops/symposia on

0	2	
---	---	--

 ment,

Teaching- learning, Assessment, etc. organised by the institution

1. SEMINAR

01	02	01
----	----	----

2. WORKSHOP

3. SYMPOSIA

e. Research development programmes attended by the faculty

0	1	
---	---	--

f. Invited/endowment lectures at the institution

1	6	
---	---	--

Any other area (specify the programme and indicate): DECLAMATION

0	2	
---	---	--

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

a. Self-appraisal

Yes	√	No	
-----	---	----	--

b. Student assessment of faculty performance

Yes	√	No	
-----	---	----	--

c. Expert assessment of faculty performance

Yes	√	No	
-----	---	----	--

d. Combination of one or more of the above

Yes	√	No	
-----	---	----	--

e. Any other (specify and indicate)

Yes		No	
-----	--	----	--

7. Are the faculty assigned additional administrative work?

Yes		No	√
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If yes, give the number of hours spent by the faculty per week

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

Grant-in-aid

--

Fees

3960000.00

Donation

--

Self-funded courses

--

Any other (specify and indicate)

--

9. Expenditure statement (for last two years)

Year 1

Year2

2011-12

2012-13

	Year 1 2011-12	Year2 2012-13
Total sanctioned Budget	5487286	5711237.33
% spent on the salary of faculty	38.06	39.36
% spent on the salary of non-teaching employees	10.19	09.65
% spent on books and journals	0.12	1.08
% spent on developmental activities (expansion of building)	106.98	52.89

% spent on telephone, electricity and water	01.55	01.46
% spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc.	0.57	0.31
% spent on maintenance of equipment, teaching aids, contingency etc.		0.98
% spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)		0.35
% spent on travel	02.31	01.40
Any other (specify and indicate)		
Total expenditure incurred	138.56	116.67

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	<input type="text" value="622982.11"/>	<input type="text"/>
2011-12	<input type="text"/>	<input type="text" value="949884."/>
2012-13	<input type="text"/>	<input type="text" value="954138.33"/>

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	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Finance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Student Records	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Career Counselling	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Aptitude Testing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Examinations/Evaluation/ Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Any other (specify and indicate)	Yes	<input type="checkbox"/>	No	<input 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?

Yes No

16. Are all the decisions taken by the institution during the last three 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? SESSION-2012-13.

	Category	Men	%	Women	%
a	SC	03	03	16	16
b	ST			03	03
c	OBC	01	01	12	12
d	Physically challenged				
e	General Category	06	06	59	59
f	Rural	09	09	88	88
g	Urban	01	01	02	02
h	Any other (specify)				

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

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	02	22.3	01	20
b	ST				
c	OBC	01	11.2		
d	Women	06	66.7	02	40
e	Physically challenged				
f	General Category	06	66.7	04	80
g	Any other (specify)				

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

Category	(2011-12)		(2012-13)	
	At Admission		On completion of the course	
	Batch I	Batch II	Batch I	Batch II
SC	21	19		
ST	01	03		
OBC	06	13		
Physically challenged	01			
General Category	71	65		
Rural	100	88		
Urban		02		
Any other (specify)				

Executive Summary

RAJ RAJESHWARI COLLEGE OF EDUCATION

The Raj Rajeshwari college of Education started functioning from the session 2006-07, which is run by a core professional group and eminent academicians. Academically the college excels both in human resources and material resources. NET qualified staff is spear heading the Educational front in the college which is adequately backed up by a well stocked spacious library enriched with large number of books, magazines, journals, encyclopedia, reference books besides a number of newspapers. The college has a modernized computer lab, psychology lab, science lab, educational technology lab, language lab, work experience lab, etc. the college has B.Ed. course with intake of 100 seats including medical, non-medical, arts and commerce. The college has a well defined motto “Sarvada Agre Bhavantu” to keep the students in higher esteem. This institution gives due importance to the role of a teacher in Nation building task, therefore, it aim at producing quality teacher who will make positive contribution to the society and nation at large. Apart from B.Ed. our college has introduced a new course BCA with the intake of 60 seats. The college is committed to professional competencies among the students, broaden the knowledge base of students by using latest information and communication technology, nurture positive attitude among learners.

The college is situated at a distance of 1 km from Bhota bus stand at viilage chorab (Mansui) ,P.O Bhota , Tehsil Barsar, Distt. Hamirpur H.P. The college has playground for outdoor sports like volley ball, ring, handball, kabaddi and a badminton court and own campus canteen. There is a lot of open space in surrounding of the college which is full of greenery. The college is located at very much calm and quite place which acts as an ideal institute as desired in relation to the studies.

The regulatory bodies of the college are ; Managing Committee and Management. These bodies plays a vital role in the proper functioning of the institute in relation of providing the quality education to the educand.

Governing Body of the College;

Chairman	: Sh. Manjit Singh
President	: Smt. Arvinder Kaur Rani
Vice President	: Sh. Nikka Ram Sharma

Secretary	: Sh. Kulbir Singh
Treasurer	: Sh. Jagdish Chand Sharma
Executive Member	:Sh. Kulbir Singh
Executive Member	:Smt. Indresh Kumari
Executive Member	:Smt. Sanjana
Executive Member	:Sh. Manoj Kumar sharma
Executive Member	:Smt. Sneha Lata Sharma
Executive Member	:Sh. Ram Krishan Pal

The college works under the two major heads i.e HPU & NCTE. The college is affiliated to HPU, Shimla and Recognized by NCTE, Jaipur as it satisfies the all terms and conditions of an ideal teacher training institute.

The college conducts teaching practice of B.Ed. trainees in the nearby areas. The college takes up total seven (07) schools for conducting Teaching Practice and Final Teaching Practice of Trainees. All the best efforts are put by the teachers and trainees during this period as this is the most desired part of this course and schools also cooperate positively in conducting Teaching Practice for one month. The following are the schools for Teaching Practice ;

- .Govt. High School, Ropri
- .Govt. Sr. Sec. School, Bhotia.
- .Govt. Sr. Sec. School, Jhilarli.
- .Govt. Sr. Sec. School, Tikker.
- .Govt. High School, Karer.
- .Govt. Sr. Sec. School, Taal.
- .Govt. Sr. Sec. School, Mair.

Insufficient funds is the biggest challenge for the institution. As it is a self financed institute, it becomes very much difficult for the managing bodies to provide quality education. The collected fees amount is not that much high so it could prevail to needs of quality education. Quality education needs the organization of various programmes which is impossible in the available funds. The teachers performs better only if they are well paid, which is difficult for the management and ultimately affects the quality of education. There is also no provision of grant in aid system for the institute.

Criterion-I: Curricular Aspects

The college has a strong vision and mission and lofty values and objectives. The college offers B.Ed.(Bachelor of Education) one year course programme, following the syllabus of the H.P. University. There are 7 faculty members and 8 Non Teaching Staff members catering to 100 students. The programme is affiliated to the H.P. University, from 2006 onwards. The programme is designed with direct career relevance. The Syllabi are in modular form. The college offers 7 Elective and 2 optional courses. Although the curricula and syllabi are designed by the affiliating university and are required to be followed by the college, they are revised as and when required, at least once in every five years. The curricular structure provides ample scope for the Theory, Teaching practice, Internal Assessment, Field Trips & Camp Activities, Art and Work Experience, Educational Technology, Information & Communication Technology in Education, Action Research and Case Study all are compulsory in the programme component. The student feedback on the curricula and other matters are obtained, analyzed and used for improving all facts of curricular, co-curricular and extra-curricular aspects. Assessment of teachers by students is done regularly. The college has provided the students provision of extension lectures in addition to the regular instructional hours. The mechanism to obtain feedback on the curricular aspects from the Heads of the practice teaching schools, academic peers, Alumni, students and employers is in vogue

The institution sends its teachers to participate in orientation programmes/seminars/workshop/Refresher course for their professional development related to curricular aspects from time to time.

Sr. No.	Name	National Seminar/Workshop/Orientation Programme/Refresher Course/conference	Date	University/College
1	Sh. Rakesh Kumar	National Seminar	1. 12 th Oct.2012 2. 30 th March,2012	DDM Sai College of Education,Nadaun,Hamirpur(H.P.) Nalanda College of Education,

		Workshop	3. 26 th May,2012	Jhaniari,Hamiprur(H.P.) Krishma College of Education, Mandi(H.P.)
			1. 4 th & 5 th March,2012	Tirsha College of Education, Hamirpur(H.P.) & SVN PG College of Education, Tarkwari, Hamirpur(H.P.)
		Orientation Programme	2. 2 th & 3 rd December,2013	Raj Rajeshwari College of Education, Bhota, Hamirpur(H.P.)
			1. 23 rd & 24 th September, 2011	H.P. University Shimla.
		Conference(Regarding NAAC)	1. 2012.	MLSM College of Education, Mandi(H.P.)
2	Smt. Meenakshi Soni	National Seminar	1. 17 th December, 2011	DDM Sai College of Education,Nadaun,Hamirpur(H.P.)
		National Seminar	2. 15 th & 16 th February, 2013	Dronacharya College of Education, Rait, Kangra(H.P.)
		Workshop	1. 04 th & 05 th March, 2012	Trisha College of Education, Hamirpur(H.P.)
			2. 02 nd & 3 rd December, 2013	Raj Rajeshwari College of Education, Bhota, Hamirpur(H.P.)
3	Smt. Sunita Datta	National Seminar	1.May, 9,10,2012	Hamirpur College of Education, Hamirpur(H.P.)
		National Seminar	2.April,20,2013.	Vijay Memorial College of Education, Mandi(H.P.)

4	Smt. Reena Heera	National Seminar National Seminar	1.October,12,2012 2.December, 9,2010	DDM Sai College of Education,Nadaun,Hamir pur(H.P.) L.R. Institute of Education, Solan(H.P.)
5	Smt. Kshama Gupta	National Seminar National Seminar National Seminar	1.May, 9,10, 2012 2.February, 15,16,2013 3.October,12,2012.	Hamirpur College of Education, Hamirpur(H.P.) Dronacharya College of Education, Rait, Kangra(H.P.) DDM Sai College of Education,Nadaun,Hamir pur(H.P.)

The institution has already conducted one Symposium and four workshops and one State Level Declamation Contest. The detailed information regarding symposium, workshop is as under:-

1. Voting System in India.
2. Smoke Free India
3. Women & their role.
4. Use of Technology in India

Date of Organization : 16-02-2013.

Chief Guest: Sh. Manjit Singh (Chairman Raj Rajeshwari Education Society)

In the Symposium two teachers and ten students participated.

The names of the participants are as follows:

Name	Designation/Class
Mrs. Kshama Gupta	Assistant Professor in Education
Mrs. Reena Heera	Assistant Professor in Education
Nisha	B.Ed.
Ritika	B.Ed.
Abhishek	B.Ed.
Ritu	B.Ed.
Shashi	B.Ed.

Renu	B.Ed.
Asha	B.Ed.
Abhishek	B.Ed.
Rekha	B.Ed.
Nisha	B.Ed.

3. Work Shop

Topic : Two days training workshop on Micro Teaching.

Date:- 02nd & 3rd December, 2013.

Two days training workshop on Micro Teaching was inaugurated by Sh. Akshay Sood, S.D.M. Barsar. The resource person for the workshop Sh. Sandeep Berwal, Associate Professor, ITTR , Faculty of Education, BPS Women University, Sonipat, (Haryana) gave the detailed information regarding micro teaching with the help of power point presentation. Various skills were discussed by the resource person, 15 teachers & 100 students of college participated in it. The participants include teachers from this institute and other teacher training institutions on dated 02nd and 3rd December, 2013. The workshop was closed by SDM Barsar (Sh. Akshay Sood). The participants were awarded with certificates at the end of closing ceremony. Registration register is available as proof & CD of the workshop has also been prepared.

Seminar: Inter House Seminars were organized in the college on various current issues. State level inter B.Ed College Volleyball championship & cultural programme was organized on 17 & 18 Dec., 2013 in the Institution.

Guest Lectures: From Year 2006 to 2014

The number of the guest lectures delivered in the institute is 10 per year (Total 41) Record has been maintained in the Register bearing name “Register of Guest Lecture/Extension Lectures”

Criterion-II Teaching -learning and Evaluation .

2.1 The students admission is done on the basis of merit at the qualifying Examination in addition to following the Government of Himachal Pradesh rules on communal reservation. The teaching schedule and academic calendar are prepared methodologically and are informed to the students at the time of admission itself.

2.2 The classes are handled by qualified full time faculty. All the teachers are encouraged to keep abreast of the latest developments in their respective subjects through a well-equipped library, seminar participation, internet Browsing etc, Computer internet facilities are extended to all teachers and students. Library has a very good collection of books, Periodicals, Journals and Back Volumes. The teaching learning process is strengthened through lectures, seminars, paper presentation, Demonstration Classes, micro- teaching classes, Macro-Teaching classes, Field Trips and intensive lab work. The use of audio –visual equipments and latest technological equipment substantially contribute towards this process. The total number of working days is 180 out of which the students utilize 30 days internship programme comprising of observation sessions and practice teaching. Prepractice teaching session is given in the college prior to practice teaching schedule. Practice for micro teaching skills observation sessions and demonstration classes are given to all the students. The scheme of curriculum evaluation and practicum components are briefed in a detailed manner during the discussion session on these aspects. The pass percentage has been quite impressive in spite of the fact that the students admitted invariably do not have a good score in the qualifying examination for admission.

2.3 Micro teaching is used for developing certain teaching skills. Various skills such as skill of probing questions, skill of explaining, skill of illustrating with examples ,skill of reinforcement and skill of stimulus variation are developed by teacher educators among pupil teachers. Each student prepare four lesson (two for each teaching subject on each skill related to his teaching subjects) Thus in all each student prepares and presents 20 lessons based on various skills mentioned above. Practice teaching in various schools is conducted for one month according to the norms laid down by H.P. University. Teaching is conducted in well planned manner. Permission is sought from Director of Education to conduct teaching in Govt. Schools for period of one month. Students teacher ratio for teaching practice remains 1/14 for each school. Two lessons are prepared and delivered by each student per day which is corrected and observed by teacher educator as well as two peers and school teacher. At the end of practice teaching all the work done by pupil teachers (such as teacher and student attendance register prepared by each student,

macro –teaching files, morning assembly register, activity register) is countersigned by school principal to ensure transparency and proper working by pupil- teachers.

2.4 Workshops and seminars organised by various educational institutions throughout state at national level or state level are attended by our faculty members and the expenditure for the same are met-by institution so that professional development of teaching staff institution is ensured. Records are available for ready reference.

2.5 The internal assessment system is another strong point. The college is following non-semester system, with provisions for continuous internal assessment for 20% of the marks.CIA (continuous internal assessment) consists of sessional tests and two model exam. Although there is single valuation in university exam, there is a provision for re-totaling, re-valuation. Thus there is an absolute transparency which greatly adds to the creditability of the examination system. Computer Science is offered as an compulsory subject and student teachers are well trained in Computer usage and adaptation of technology in day to day learning and teaching.

State level inter B.Ed college Declamation contest was organized on 18-10-2012 . The Honourable chief guest of the event was Prof. Yashwant Singh Rana (Retd.) Department of lifelong education , H.P.U Shimla (H.P) overall twenty colleges form different Districts of H.P. Participated in the declamation contest with two participants and one official from each college including the host college. Many distinguished persons were present in the event from various educational fields i.e Primary, Secondary and higher education. Pupil teacher learnt a lot from this declamation as topics were related to educational field. Records are available for ready reference.

Criterion-III: Research, Consultancy and Extension.

The college Management strives very hard to promote research, and extension activities by providing whatever possible incentive that it can. The College has well qualified staff, with NET, M.Phil and Ph.D. degrees. The college has organized inter college seminars, symposia, and workshops. Awards and recognition are received by the faculty members for various aspects like organizing seminars, convening extension activities, and getting good results etc. College is located in a rural background and hence it is very difficult to get or to retain faculties with research qualifications. Instructional materials are developed by the faculty members like self instructional materials, print materials, non print materials and question bank in computer laboratory.

Various training programmes on Micro Teaching, Simulation, Computer Education, Lesson Planning, Macro teaching are organized by the institution and all the programmes are attended by the faculty members. Two or three papers are published by faculty members in various Indian Journals. Award for faculty members of college for good result are given by Management Various skits are organized by the college to educate the community & Teacher Educators.

Seven schools are taken up by the college to train pupil teachers. The institution has no facility to research and consultancy because institution has no course of research related i.e. M.Ed. and M.Phil in Education.

The college has networking linkage with other institutions and organizations. The extension activities carried out by the faculty of the college, given the limitations, are also fairly impressive. The college has developed computer aided learning packages. Most of the staff members are regular and permanent Assistant Professors are provided with study leave, seed money, secretarial support, adjustment in teaching schedule and incentives for acquiring additional research degree by the Management in order to encourage research activities.

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

Number-01	12.5%
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3.2 (12) Twelve papers were presented by the faculty and students during last five years

Faculty National Seminar-06

- (i) Mr. Rakesh Kumar Assistant Professor in Education presented a paper on Environmental Education : Need and Importance in Future Prospective Teacher's Role for Environment Protection organized at DDM Sai College of Education, Kallar, Nadaun, District Hamirpur(H.P.) on 12 Oct., 2012.
- (ii) Mr. Rakesh Kumar(Assistant Prof. in Education) presented paper on Value Degradation in Teacher Education at Krishma College of Education, District Mandi(H.P.)
- (iii) Mr. Rakesh Kumar(Assistant Prof. in Education) presented a paper on Education for National Development at Nalanda College of Education on 30th March, 2012.
- (iv) One Workshop have been attended by our college teachers Rakesh Kumar(Assistant Prof. in Education) . Workshop on Use of Statistical

Techniques in Educational Research on 4th & 5th March, in Trisha College of Education Jol Sappar, Hamirpur(H.P.) and SVN PG College of Education, Tarkwari, District Hamirpur(H.P.).

- (v) Workshop on Micro Teaching was held on 2nd and 3rd December, 2013 at Raj Rajeshwari College of Education, Bhota, Hamirpur(H.P.) was attended by Rakesh Kumar(Assistant Professor in Education)
- (vi) Mrs. Meenakshi Soni(Assistant Professor in Education) presented a paper on Recent Trends in Tests Examination and Evaluation at Dronacharya College of Education at Kangra(H.P.) on 15th and 16th February, 2013.
- (vii) Mrs. Meenakshi Soni Assistant Professor in Education presented a paper on Role of ICT in Teacher Education organized by DDM Sai College of Education, Kallar, Nadaun, District Hamirpur(H.P.) on 17 December, 2011.
- (viii) One Workshop have been attended by our college teachers Meenakshi Soni (Assistant Prof. in Education) . Workshop on Use of Statistical Techniques in Educational Research on 4th & 5th March, in Trisha College of Education Jol Sappar, Hamirpur(H.P.) and SVN PG College of Education, Tarkwari, District Hamirpur(H.P.).
- (ix) Workshop on Micro Teaching was held on 2nd and 3rd December, 2013 at Raj Rajeshwari College of Education, Bhota, Hamirpur(H.P.) was attended by Mrs. Meenakshi Soni(Assistant Professor in Education)
- (x) Mrs. Kshama Gupta(Assistant Professor in Education) presented a paper on Role of IQAC at Dronacharya College of Education at Rait, Kangra(H.P.) on 15th and 16th February, 2013.
- (xi) Mrs. Kshama Gupta(Assistant Professor in Education) presented a paper on Teacher’s Role for Environement Protection at DDM Sai College of Education, Kallar, Nadaun, District Hamirpur(H.P.) on 12th October, 2012.
- (xii) Mrs. Kshama Gupta(Assistant Professor in Education) presented a paper on Indian Education on the Cross Roads ; The Role of Teacher Education at Hamir College of Education, Hamirpur(H.P.) on May, 9th & 10th ,2012.
- (xiii) Workshop on Micro Teaching was held on 2nd and 3rd December, 2013 at Raj Rajeshwari College of Education, Bhota, Hamirpur(H.P.) was attended by Ksham Gupta(Assistant Professor in Education)

- (xiv) Mrs. Reena Heera(Assistant Professor in Education) presented paper on Teacher;s Role for Environment Protection at DDM Sai College of Education ,Kallar, District Hamirpur(H.P.)
- (xv) Reena Heera(Assistant Professor in Education) attended National Seminar at L.R. Institute of Education, Solan(H.P.) on dated December, 9, 2010.
- (xvi) Mrs. Sunita Datta(Assistant Professor in Education) presented a paper on Privatization of Teacher Education Programme Bane & Boon at Hamirpur College of Education, Hamirpur(H.P.) on dated 9th & 10th May, 2012.
- (xvii) Sunita Datta(Assistant Professor in Education) presented a paper on value oriented Education at Vijay Memorial College of Education, Mandi(H.P.) on 26th April, 2013.
- (xviii) Workshop on Micro Teaching was held on 2nd and 3rd December, 2013 at Raj Rajeshwari College of Education, Bhot, Hamirpur(H.P.) was attended by Sunita Datta(Assistant Professor in Education)

Asha Devi(Assistant Professor in Education), Meenakshi Soni(Assistant Professor in Education), Sunita Datta(Assistant Professor in Education), Kshama Gupta(Assistant Professor in Education), Dinesh Pathania(Assistant Professor in Education), Manjesh Kumari(Assistant Professor in Education).

3.2 (i)The institution has organized Two Days workshop on Training on Micro Teaching on 2nd and 3rd December, 2013 to improve skill of teaching and the teaching process of teacher training institution of Himachal Pradesh.

(ii)The institution has organized State Level Declamation Contest and Various Seminars on various topics.

(i) The College has organized inter college symposia and workshop on preparing Teaching Aid on May, 2013 in college campus.

Research And Publication

The Institution encourages action research by solving the problems of the students by the teachers at the spot and problems of the teachers by the principal of the institution. Two or three papers are presented in two Indian Journals.

3.3 Extension Activities were organized by the college on various

topic which are helpful to Teacher Educators & Faculty of the college. College organized various programme for the community and to educate the Teacher Educators.

- 3.5** All the faculty members engaged actively in schools and teaching practice of Teacher Educators and provide your best efforts.

Criterion IV:- Infrastructure and Learning Resources.

4.1 The institution has the sufficient physical infrastructure as per NCTE norms .The total built up area of the college is 5055 square meter with well furnished classrooms, sophisticated laboratories, spacious administration rooms, library etc. The building facilities are adequate for the existing program .The college has a modernized computer lab, psychology lab, science lab ,educational technology lab, social science lab , language lab ,work experience lab in a commodious settings .The college has sufficient infrastructure facilities for the organization of co-curricular activities and extracurricular activities including games and sports .The college has its own volleyball ground ,badminton court , yoga hall ,field tracks and the necessary sports wares. The infrastructure facilities are put to optimal use .Other campus facilities include rest room for women ,separate washroom for men and women ,canteen ,health centre(with a visiting doctor)etc.

4.2 The institution in the last five years provides the sufficient budget for the building, laboratories ,furniture ,equipments ,computers and transport/vehicle. The institution has also involved the students in the campus beautification .The students collectively supported in the cleaning and making the infrastructure beautiful. Well developed lavatory facilities has also been provided and proper hygiene is maintained. To ensure that the infrastructure is optimally utilized, the students make the maximum use of library and they are taken to various laboratories from time to time for the practical knowledge of the subject.

4.3 The institution library has a well qualified and experienced librarian. The college library has a very good collection of more than 4500 books, many periodicals ,latest magazines ,journals ,encyclopedia ,reference books beside a number of newspapers. The library is kept open on all days except Sunday and Government holidays. The library has computer internet and reprographic facilities. The circulation, clippings, bibliography, compilation, display and notification ,photo copying ,computer with printer are provided in the library .There is a library advisory committee. Greater attention is paid in the allocation of budget, pertaining to the purchase of the books, journals and magazines for the purchase of augmentation of library facilities. For physically challenged students, we take extra care of them by accommodating in the classroom of the ground floor and by allowing extra time for books from library.

4.4 The college has its own computer lab equipped with 24 computers with internet facility, latest hardware ,software and fax facility .Computer training with basic language is provided to all students by a computer teacher .Practical teaching on computer is given to each student .

4.5 Various audio visual facilities such as CDs , audio ,video cassettes , OHP ,slide projector ,LCD projector are used to acquaint students with the latest technology .Institution has established language lab in which we give pronunciation and repetition drills .The institution has a multipurpose hall and seminar hall .The institution organizes workshop on various topics like microteaching , teaching aids etc for the practical knowledge of the students.

4.6 Teaching staff members has been trained with the latest ICT to impart power point presentation so as to make their teaching effective and significant. Various staff members have been deployed from time to time to different orientation, refresher courses ,workshop and seminars so as to broaden their intellectual horizon. Institutional building has also been expended to run some other courses during this span .The institution has also maintained its playground in improving way.

Criterion V: Student Support and Progression.

5.1 Student Progression

The institution organizes the workshop debates, seminars, microteaching and real teaching for the preparedness of pupil teacher. Institutions provide guidelines related to jobs through guest lectures by various resource person from different fields such as Health, Education, police, agriculture etc. Number of ours student qualified the NET, SLET,TET, CTET & JRF exams and get jobs in Govt. and private sector such as administration, police education etc. from the last 3 years almost 70 percent of student choose teaching as career and go for further studies. Our institution provide free library service, computer education and other audio-visual facilities like LCD,OHP,T.V,Slide projector, languages Lab.etc

5.2 Student Support

Our Institution organizes various curricular and co-curricular programmes.In curricular program institution organizes debate, declamations, symposium, quiz, competition and seminar. Our Institutions organize guest lectures by prominent educationist to acquaint the students with latest development in the field of education. In co-curricular programme institution organize (Talent Search, Rangoli mehendi competitions) Sport Activity (indoor, outdoor games) for extracurricular

activities institution organize N.S.S camp, Blood donation camp and AIDS day celebrations.

The Institutions has tutor ward mentoring system. The college offers remedial instruction every year, Our institution provide financial aid to students (scholarship for poor students). In Institution there are various provision which support and enhance the effectiveness of the faculty in teaching and mentoring of students such as OHP,LCD,Slide projector ,T.V,video camera,computer etc.Institution has in own web site **www.raj-rajeshwari.com** For guidance and Counseling of students expert from various field are invited time to time by the college and the students are made aware of recent innovation and career opportunities available for them. Continuous comprehensive evaluations and sessional tests are conducted for monitoring the progress of the students. Teaching skill are demonstrated by teacher before pre practice teaching to ensure students competency among the students related to various skills. video recording of micro teaching practice by each student is done by the institution, so that they can learn from their mistakes and restructure the plan.

5.3 Student Activities

The institution has an alumni association .The institution encourage and motivate the students to participate in extracurricular activities like sports and games .Cultural activities in inter college, state level and national level competition .The students achieve prominent position in various competitions .The students are also honoured by the institution. The college publishes the college magazine and Gyan Darshika every year.

5.4 Best Practice in Student Support and Progression

For the quality enhancement with regard to students support and progression , our institution organize Social Service camp ,AID awareness camp ,Blood donation camp which enhances the feelings of emotional, integration ,co-operation, leadership quality & confidence among the students. The institution conducts morning assembly regularly which increases tolerance power, discipline, punctuality, moral and religious values among the students.

Criteria – VI :- Governance and leadership.

6.1:- Institutional Vision and Leadership

1. In our college there are many bodies and committees. All the bodies have their own workings for good management. The management deserves commendation for strengthening the resource base of the college to realize the educational objectives to define the function of organization, to co-ordinate the activities, to minimize the wastage and to have further scope for different courses like J.B.T, B.C.A in our institution, are the purposes that are to be achieved.
2. The top management committees of our college are advisory committee, college calendar ,sports and health ,examination committee, block teaching discipline and anti Ragging committee, Time table committee, Press committee college magazine committee, Morning assembly committee, Academic development committee ,Library managing committee , Canteen committee, cultural activities, Admission committee, In charge teacher diary , Refreshment committee, Coordinator ,Seminar, workshop, symposia / NAAC committee.
3. Every information is communicated by the head of institution to the staff of the institution through circular, and the staff member has to sign on the circular. By conducting staff meeting, head of the institution organize various activities in college.
4. By organizing different activities seminars, science club, cultural programmes, health club etc. We can get feedback from convener of the committees about what were the limitations and how they can be met.
5. There should be mechanism to reward and motivation to staff members by providing best teacher award and performance based increment.
6. Head of the institution forms different committees and every committee had one convener and two other members. Every information is communicated by the head of institute to the staff through circular for organization of workshop, seminar, refresher and orientation courses for their professional development. Academic calendar is prepared on the basis

of guidelines & provided by UGC by keeping in mind the feasibility of students, other environmental condition of college.

6.2 Organizational Arrangements

1. For the management of different institution activities our institution has a functional quality. Assurance cell for proper functioning of every activity. These are academic committee, science club committee, social student committee, cultural activities committee, prize committee, college magazine committee, sports committee, water committee, Tour, excursion or picnic committee, service committee, Health club, Nature club etc.
2. There are number of committees and bodies which helps for the organization of the management for proper working. Various problems are discussed in meeting and suggestion are given by different staff members, Principal for improvement of college management. In academic bodies there are seven assistant prof. giving their services, one librarian, Management for proper functioning of the organization.
3. To improve and plan the quality of educational provisions various activities like workshop, seminars, cultural programming are organized to collaborate with other institutions and departments.
4. The management deserves commendation for initiating good welfare schemes for the faculty like loan, medical assistance, insurance, fee concession for employed children studying in the institution, festival advance, P.F, maternity leave etc. Faculty members are sponsored for profession development programs by the institution.

6.3 Strategy Development and Deployment

3. Our institution has a functional internal quality assurance cell in order to check the proper functioning of Every activity every problem is discussed in monthly staff meeting and staff management meeting.
4. To bring quality and excellence in teaching learning process there is proper plan for whole academic session. Teaching and non teaching staff is evaluated time to time by head of the institution and higher authority. Records already maintained are :- 1 Staff meeting register ,Staff management meeting register, IQAC register, Academic calendar register, different committees, stock register and circular register are maintained to have an academic plan.

6.4 Human Resource Management

1. To develop needs of faculty various refreshers are to be provided. For giving knowledge to students about new technology of education they should have a training for that so teaching and non teaching staff are properly evaluated time to time by head of institution and higher authorities.
2. The significant best practices in leadership of the institution are to run the institution effectively by every staff member. To bring quality in teaching there is a proper evaluation. For evaluation of teachers peer evaluation is done in the institution for professional development of teachers.
3. The faculty and staff are assisted medically, insurance , maternity leave, loan etc. Faculty members are sponsored for professional development programme by the institution. The internal and external financial audit mechanism is in vogue in the college. Training programme for the staff is being periodically arranged.
4. Institution has mechanism to reward and motivate the staff members by providing best teacher award and performance based increment. Also loan facility, medical assistance and E.P.F study welfare schemes are available for teaching and non teaching staff.

6.5 Financial Management and Resource Mobilization

1. The college monitors the performance of the teaching staff through self appraisal report, principals assessment etc. The internal and external financial audit mechanisms are in vogue in the college. Grievance redressal mechanism is effectively functioning in the college. Training programme for the staff is being periodically arranged. There is no ragging system in our college.

6.6 Best Practices in Governance and Leadership

1. The significant best practice in Governance & Leadership of the institution is to run the institute effectively by every staff member and students etc. To bring the quality and excellence in teaching learning process there is proper provision of evaluation and supervision. Teaching staff, non teaching staff and students are properly evaluated time to time.

Criterion-VII: Innovative Practices

The college has initiated many innovative practices. To cite some of them; introduction of Computer Science, Computer in Education as an effective subject, ICT oriented learning resources, imparting education using information technology to benefit students from the rural area and from socio-economically backward societies, promoting cultural, moral, ethical and environmental values; Establishment of Internal Quality Assurance Cell(IQAC) to promote and sustain quality in academic and administrative spheres; Prompting the use of latest strategies and technologies in teaching-learning process; Providing incentives to teachers who perform well; inculcating social responsibilities and citizenship roles in students through structures such as Socially Useful and Productive Work(SUPW), AIDS awareness programmes;

- 7.1 (1)The Institution has Internal Quality Assurance Cell (IQAC) which was established on 29th December, 2012. It consists of 4 members including office bearer.
- (2) Under this cell or as the mechanism of the cell has been structured, various meetings from time to time has been organized and are organized on different issues regarding the quality enhancement and assurance of the institution such as:

On Use of Technology

Monitoring of Infrastructures

Parent teacher meetings

Extension Lectures

Health Services

Pupil Teacher Ratio

Proper arrangement in the Library(Regarding more Newspapers and Journals)

progress Report Card

IQAC is under its Mechanism ensures the conducting or organizing the different academic activities and learning resources' programme from time to time.

Institution has enhanced its learning resources through its cell by organizing seminar and workshops.

7.2 Regarding Inclusive Practices, students, both boys and girls are motivated to take part in different activities to foster positive interaction, active engagement in learning among them.

Community and village awareness campaign are organized on AIDS DAY, Environment Day so as to make the maximum awareness of the burning issues.

Quiz Competition, debate, declamation programmes are conducted in collaboration with the Community Health Centre, Hamirpur to aware the students and to eradicate the misconceptions regarding some diseases.

7.3 Stakeholder relationship are harnessed by making them aware about the shortcomings and progress made by the institution from time to time through various meetings organized by administration of the institution.

Parents of the students are invited on various programmes and reports of the academic achievement of their wards are delivered to them from time to time to make them aware about the performance of their wards.

Visitors, parents from the locality are invited on different cultural programmes and are welcomed to assess the shortcoming and to give the suggestions accordingly.

Old Student Association of the institution is responsible for the improvement made on the suggestion conveyed by the old students.

Old students after their certificate of degrees or courses are welcomed to suggest ways and means to improve the area in which they found some flaws or scope of improvement.

Records are available for ready reference.

Mapping of Academic Activities of the Institution
RAJ RAJESHWARI COLLEGE OF EDUCATION
BHOTA, HAMIRPUR(H.P.)-176041

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																																		

Note: A week is of six working days and a day is of six clock hours

The table should cover the entire academic session and may be extended as per the requirement

- 1. Admission & Orientation: 10-09-2013 to 25-09-2013, 2. Theory/Teaching: 26-09-2013 to 07-04-2014, 3. Tutorials/Seminars: 01-10-2013 to 31-12-2013,
- 4. Sessional Work Test & Assignments: 02-12-13 to 15-12-13. 5. Practical Work: 01-10-13 to 31-12-13, 6. Preparation of Internship: 01-10-13 to 30-01-14.
- 7. Practice Teaching/ Internship: 10-05-14 to 21-06-14, 8. Co-Curricular Activities: 15-10-13 to 16-04-14, 9. Working with community/ Project work: 12-04-14 to 31-03-14
- 10. End Term Examination: 12-04-14 to 10-05-14. W.V. Mean, Winter vacation

Manual for Self—appraisal of Teacher Education Institutions

D. Declaration by the Head of the Institution

I certify that that the data included in this Self-Appraisal Report (SAR) are true to the best of my knowledge.

This SAR is prepared by the institution after internal discussions, and No part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SAR during the peer team visit.

Reshma
Principal

Reshma
B.S. Deyarhwar College of Education
Nandipuri N.P.-176041

**Signature of the Head of the institution
with seal:**

Dr Radhey shyam Mishra

Place: *Bhota*

Date: *07-01-14*

Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that Raj Rajeshwari College of Education (Name of the institution) fulfils all norms Bhota, Hamirpur (H.P.).

1. Stipulated by the affiliating University and/or Affiliated to H.P. University, Shimla (H.P.)
2. Regulatory Council/Body [such as NCTE, AICTE, MCI, DCI, BCI, etc] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 07/01/14
Place: Bhota

RSP
Principal
Raj Rajeshwari College of Education
Hamirpur, H.P. 176044
Principal / Head of the Institution
(Name and Signature with Office seal)
Dr Radhey Shyam Mishra