The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year.*

AQAR 2014-15
Part – A

1. Data of the Institution
(data may be captured from IIQA)

1. Name of the Institution: **PATNA TRAINING COLLEGE, PATNA**

- Name of the Head of the institution: **Dr. Khagendra Kumar**
- Designation: **Principal**
- Does the Institution function from own campus: **Yes**
- Phone No./Alternate Phone No.: **0612-2302037**
- Mobile No.:   **9334112424**
- Registered E-mail: **khagendra41@yahoo.com**
- Alternate E-mail: **info@ptcpu.org**
- Address: **Principal,**
  Patna Training College,
  Faculty Of Education,
  Bari Path, Dariyapur, Patna
- City/Town: **Patna**
- State/UT: **Bihar**
- Pincode: **800004**

2. Institutional Status:

- Affiliated/Constituent: **Constituent**
- Type of Institution: Co-education/Men/Women: **Men**
- Location:Rural/Semi-Urban/Urban: **Urban**
- Financial Status: Grants-in aid/UGC 2f and 12(B)/Self financing (please specify):

  Grants-in aid and UGC 2f and 12(B)
- Name of the Affiliating University: **Patna University**
- Name of the IQAC Co-ordinator: **Dr. Bina Prasad**
- Phone No./Alternate Phone No. **0612-2302037**
- Mobile: **7004639019**
- IQAC E-mail address: **binapd@yahoo.com**
- Alternate E-mail address: **info@ptcpu.org**

3. Website address: **www.ptcpu.org**

Web-link of the AQAR: (Previous Academic Year):

4. Whether Academic Calendar prepared during the year?   Yes

If yes, whether it is uploaded in the Institutional website:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st				from: to:
2nd				from: to:
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 05-01-2013

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & duration	Number of Participants or beneficiaries
1. To fix a date for College Foundation day & For organizing a national seminar	09-07-2014	15
2. Celebration of Unity Day on 31st Oct., 2014 & Organizing Workshop on Bihar Govt. Secondary School Text books	17-10-2014	07
3. Organize Health Awareness Campaign & blood donation camp	20-12-2014	07
4. Organize Exhibition on college Achievement & Alumni Meet	04-03-2015	07
5. NCTE norms 2014 & curriculum; Preparation for 2 year B.Ed. programme frame work	07-05-2015	07

(Indicative list)
- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/	Scheme	Funding	Year of award	Amount

Departmen t/Faculty		agency	with duration	

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: **05**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….Yes/No

         (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

         If yes, mention the amount: Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

1) Parent-Teacher Meeting to strengthen student's academic progression.

2) Organizing workshop on Bihar Govt. Secondary School Text books to improve curriculum of Government Schools

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Academic Calendar	List of all college activities including examination dates
IQAC Calendar	List of academic and quality enhancing programmes
Teaching Time Plans	Students informed to teaching schedules
College website upgraded	Stakeholders are made to aware of all information's

	online
30 hours of Library work for weak students and students with low attendance	Better results in the University examinations

14. Whether the AQAR was placed before statutory body? Yes /No: **No.**
Name of the Statutory body:
Date of meeting(s):
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? Yes/No: **No**   Date:
16. Whether institutional data submitted to AISHE: **Yes**
Year: **2015**   Date of Submission: **16.01.2015**
17. Does the Institution have Management Information System? **Yes**
If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)
The admission on Patna Training College is made on the basis of an admission test conducted by Patna University. Desirable candidates for admission should apply online on the university website. University conducts written test on specify date. Selection of candidates in merit based keeping roster in State Govt. in mind. Since the admission and other fees in this institution is Rs. 1827/- for the entire duration of the B.Ed. course. Applicants across the state and boarder areas outside the state participate in the entrance test. 40 students are provided residential accommodation on the basis of merit roaster and need. All the data related to the college as well students are uploaded on the college website regularly. External assessment activities are also uploaded on college website. Internship activities of the admitted students are uploaded on the college website. Parent-Teacher meeting are held every quarterly and outcomes are uploaded on the website. Attendance of the students, staff as well as faculty members are maintained in the college register and uploaded on the college website on weekly basis. Leave records of the staff and faculty members are maintained as per Governor Secretariat letter No. BSU-28/2008-2198/GS(I) dated 30.06.2008.

Finance & Accounting MIS-transaction with bank is conducted offline. Students actively participate in the computer activities which greatly enhance their teaching skills. College has a well-equipped computer lab having more than 30 computers. All the stake-holders are regularly informed through print media as well as seminar and symposium regarding the activities/changes in the college. Thus college maintains a sound management information system.

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words
While Revision and up-gradation of the syllabi is done by the Board of Courses of Study of the Faculty of Education as per Section 27(7) a. The college has a mechanism for effective, documented curriculum delivery. At the commencement of each academic year, an academic calendar is prepared with the help of teaching faculty and students. Induction programme for the newly admitted students are conducted. There are tutorial/remedial classes assigned in the time-table where students get their problems/doubts solved with the help of faculty members. Time table also has two classes for library work where students read the reference book and so develop their reading habbits. There is a Curriculum Transaction Committee which regularly monitors the curriculum transactions. Besides traditional lectures and weekly seminars, power point presentations, smart boards and audio-visual supports are actively used by the faculty members for delivery of the curriculum which makes learning interesting for the students. 10 students are assigned one mentor who is a faculty member. Scripts of Internal assessment are shown to students for improvement. Inter-personal skills are enhanced through Value Education and weekly seminars. As a part of curriculum transaction, 10 students are sent to each government schools for school internship.
1.1.2 Certificate/ Diploma Courses introduced during the Academic

year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
No	**No**	**No**		

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
No			

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
N.A.					

Already adopted (mention the year): **N.A.**

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students		

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
No.		

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
School Internship	**90**

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents

Yes	Yes	No	Yes	Yes

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

Feedback is collected from all the stakeholders who is analyzed and utilized for over all development of the college. The college has a system of receiving feedback from students, the Parents, the alumni and the person from the society. The feedback is place before the meeting of the teachers and Non-teaching staffs and students. It is also discussed in the PTA and Alumni meet. By means of the feedback mechanism the teacher is made aware of drawbacks. He/She has to rectify to develop his teaching skills and proficiency.

Feedback from alumni helped us by inviting them for guest lectures/seminars on various current issues facing in the society. Suggestions from students and parents are always welcomed and incorporated into wherever possible.

Our faculty members who are the members of various bodies of the Patna University make significant and meaningful contributions in the overall development of the institution. Feedback plays a very important role in the overall development of the institution.

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2014-15	90	N.A.	13	N.A.	N.A.

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of	Number of	ICT tools and	Number	Number	E-

teachers on roll	teachers using ICT *(LMS, e-Resources)*	resources available	of ICT enabled classrooms	of smart classrooms	resources and techniques Used
13	13	Smart boards, overhead projectors, laptops. Access to e-journals, J Stor, ebooks like EBSCO, Oxford, Cambridge, Sage. Access to N-List via Inflibnet	03	03	Smart boards, Ppt. Presentation, You Tube streaming

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

There is a well-developed students mentoring system available in the institution. Teacher is assigned a maximum of 10 students for mentoring purposes. Every teacher in this institution act as a member. Since students from various disciplines take admission in this institution. They feel many problems which are curricular and outside curricular. They mentor tries to solve their problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
90	**13**	**7:1**

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
08	13	00	10	04

2.4.2 Honours and recognitions received by teachers

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)			
Nil			

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year-end examination
Bachelor of Education	B.Ed.	1	28 April 2015	27 June 2015

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

Continuous Internal Evaluation is a part of B.Ed. curriculum. Nearly 44% marks of one year B.Ed. Curriculum are assigned to Practicum and accordingly nearly 56% marks are assigned to Theory as per B.Ed. Syllabus with effect from Session 2009-10.

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

Patna University rigorously follows the academic calendar. Academic calendar is prepared by the university and passed in different statutory bodies before transmitted it to Chancellor's office for approval. Chancellor office regularly monitor academic calendar of the university. The academic calendar of the college is incorporated to the academic calendar of university. All the stake holder i.e. faculty members, students,

parents, alumni etc. are involved in the preparation of academic calendar. Any deviation from the academic calendar in the normal circumstances is not appreciated at the university level.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B.Ed.	Bachelor of Education Final Year	87	84	96.55

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organizations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year

Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects *(other than compulsory by the College)*				
International Projects				
Any other(Specify)				
Total				

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
N.A.				

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

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

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

Name of the Department	No. of Ph. Ds Awarded
N.A.	

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	Faculty of Education	12	
International	Faculty of Education	10	

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Faculty of Education	2

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
N.A.						

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding	Institutional affiliation as mentioned in the

					self-citations	Publication

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	**0**	**5**	**1**	**10**
Presented papers	**00**	**2**	**1**	
Resource Persons	**0**	**2**	**1**	**1**

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Annual Sports Meet	Patna Training College, Patna University, Patna	13	90

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students Benefited

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating	Name of the activity	Number of teachers coordinated	Number of students participated in

	agency		such activities	such activities

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the Year

Nature of Activity	Participant	Source of financial support	Duration
Seminar	Faculty of Education, Patna Training College, Patna	Patna Training College, Patna	1 Day

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/industry/research lab with contact details	Duration **(From-To)**	Participant
B.Ed. Internship Programme	Internship For Training	10 Schools Within Patna	1 Month	90 Students

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
N.A.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	40894.69	
Class rooms	10	
Laboratories	4	
Seminar Halls	1	
Classrooms with LCD facilities	3	
Classrooms with Wi-Fi/ LAN	10	
Seminar halls with ICT facilities	1	
Video Centre	1	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System-ILMS}

Name of the ILMS Software	Nature of automation (fully or partially)	Version	Year of automation

4.2.2 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	525	1,00400			525	1,00,400
Reference Books	100	50,064			100	50,064
e-Books		00	00	00	00	
Journals						
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						

Others (specify)								

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	25	1		Fully Wifi - Campus	2	3	Laptop (07)	GTPL (100mbps)	
Added	00	00							
Total	25	01							

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

GTPL 100 MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS)etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e -Content

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of Academic facilities	Assigned budget on physical	Expenditure incurred on maintenance of physical facilities

		facilities	
463500	309592	1069763	304210

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	**State Distric Welfare**	**2**	**34654**

Financial support from other sources

a) National			
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance Redressal

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Private Schools	90	30	0	0	0

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2014-15	18	B.Ed.	Faculty of Education	Faculty of Education, Central University of South Bihar, Gaya, JP University, Chhapra, Magadh University, Bodhgaya, Banaras	Master Course in Education, Science, Arts, Commerce

| | | | | Hindu University, Varanasi | |

5.2.3 Students qualifying in state/ national/ international level examinations during the year(eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
Annual Sports Meet- Carrom, Chess, Cricket, Badminton, Table Tennis, Race-200 meters & 400 meters	Institutional	52

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the Student

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

The students are members of various committees of the college like- Cultural and Sports committee, Discipline Committee, Curriculum Implementation Committee, Anti Ranging Committee, Campus Beautification Committee, Academic Calendar Committee. The students actively participate in these committees and the college gets enriched through their suggestions in implementing these activities.

5.4 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):**No.**

5.4.2 No. of ~~registered~~ enrolled Alumni:35

5.4.3 Alumni contribution during the year (in Rupees) **: 5567**

5.4.4 Meetings/activities organized by Alumni Association **:**

Annual General Meeting for registered members was conducted on 04.03.2015. This day is a much awaited day for both Alumnae and present students. This was a much enjoyable event. The college benefitted academically and financially by Alumni.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

The vision of Patna Training College provides a picture of the institution, inspiration, and the framework for strategic planning. It has a huge influence on decision making and the way resources are allocated.
Vission:

(One Lamp Kindles the Flames of Another)

PTC vision and mission provide all the stakeholders with a unifying sense of purpose and direction.

Mission of the Institution are:

- ➢ Prepare professionals recognized for the quality and significance of teaching, research, service & leadership.
- ➢ Provide widely recognized leadership in the improvement of teaching-learning and assessment of educational outcomes.
- ➢ Develop the commitment among faculty, staff and students towards diversity, social justice and democratic citizenship.
- ➢ Provide leadership in the development of collaborative, professional relationships with schools, community and workplace setting and
- ➢ Sustain caring, supportive climate in the college.

The institution has fulfilled the dream of quality higher education with no financial burden to the people of Bihar and its border areas. Scholars from different places also provide their leadership support to the present college leadership.

The Institutional Values are:

- ➢ Academic excellence and integrity.
- ➢ Outstanding teaching and service.
- ➢ Integration of teaching, research and service
- ➢ Diversity, equity and social justice and
- ➢ Scholarly research & professional leadership.

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution believes in the policy of decentralization and participatory functioning. The Principal is at the highest position as the Chief of Administrative and Executive functions of the college, well supported by a series of office bearers of different orders.

Apart from these basic management structures of the college, several committees are formed to practice decentralization and participative management. Our college has constituted the following committees:

- ➢ Admission Committee
- ➢ Finance Committee

- ➢ Anti-Ragging Committee
- ➢ Staff-Welfare Committee
- ➢ Sports Committee
- ➢ Cultural Committee
- ➢ College Development Committee
- ➢ Purchase Committee
- ➢ Library Advisory Committee
- ➢ Examination Committee
- ➢ NAAC Committee
- ➢ Career Counselling and Campus Placement Cell
- ➢ Grievance Redressal Cell

The two glaring and outstanding examples of decentralization and participative Management during the last year are (i) Library Management and (ii) Management of cultural activities.

6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: **Yes**

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each**):**

❖ Curriculum Development

Every year Patna Training College takes the feedback. The obtained feedback is analyzed. The suggestions are put forward and discussed in Seminars or Workshops on curriculum development. Conclusions are drawn and with reference to jurisdiction are divided, into (i) college level, and (ii) University level.

❖ Teaching and Learning

Patna Training College fulfills the required necessities faced by the students and the faculty every year by considering the proposals and suggestions put forward by the various committees and cells. Patna Training College is enhancing the new technologies and facilities according to the requirement for academic growth. Earlier faculty of PTC

used OHP, Digital Projector and high density Video Camera for the demonstration of micro teaching and lesson planning. But nowadays faculty and PTs both are using the gadgets for simulated-teaching, micro-teaching and lesson planning to keep pace with the academic growth. Besides there, faculty frequently use Power-point, various multi-media, transparencies and other innovative methods to make the teaching and learning process more effective.

❖ Examination and Evaluation

Developing the teaching skills

❖ Research and Development

❖ Library, ICT and Physical Infrastructure /Instrumentation

The Library of Patna Training College located at the ground floor of the building. PTC is provided with a library and a reading room. It contains 525 books and 800 titles. There are text and reference books, national journals/periodicals, encyclopedias, All India Education Surveys, Magazines specially- Edutrack, India Today. The books are available for PTs and faculty for reading and referring. There is one reading room, reference section, text book section and periodical section in the library. Library has 01 computer with internet facility, printer/scanner and photocopier for staff and PTs.

❖ Human Resource Management

Patna Training College maintains a human resource management system which is effective enough to lead to judicious decisions on manpower utilization and, therefore, to a more productive teacher education. PTC follows the manpower requirement criteria and procedures for appointment as mandated by the affiliating university and the NCTE, and provides periodical training and guidance to staff for their development.

❖ Industry Interaction /Collaboration

❖ Admission of Students

The admission is done through Entrance Examination Conducted by the Nodal University of Bihar authorized by the Bihar Governor. Students

are admitted to college based on their preferences and ranks.

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

❖ Planning and Development

N/A

❖ Administration

N/A

❖ Finance and Accounts

N/A

❖ Student Admission and Support

❖ Examination

N/A

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional	Number of teachers	Date and Duration

development programme	who attended	(from – to)

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
13	**13**	**12**	**12**

6.3.5 Welfare schemes for

Teaching	
Non teaching	
Students	

6.4 Financial Management and Resource Mobilization

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

Budgeting and auditing procedures are regular and standardized. The sources of income of the institution are legitimate and transparent. Financial planning is done to ensure judiciousness. PTC follows financial regulations based on the approved procedures of financial management. It budgets all items of expenditure which remain transparent. In the financial sphere it honors all legal limits and maintains transparency in transactions.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

6.4.3 Total corpus fund generated

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.5.2 Activities and support from the Parent – Teacher Association (at least three)	
We Conduct regular meetings and telephonic contact with the parents on monthly basis after attendance. Feedback from parents is given due consideration.	
6.5.3 Development programmes for support staff (at least three)	
Workshop on work life balance ad stress management, workshop on stress management, workshop on memory enhancement techniques.	
6.5.4 Post Accreditation initiative(s) (mention at least three)	
6.5.5 a. Submission of Data for AISHE portal : (Yes /No)- Yes b. Participation in NIRF : (Yes /No)- No c. ISO Certification : (Yes/No)- No d. NBA or any other quality audit : (Yes/No)- No	
6.5.6 Number of Quality Initiatives undertaken during the year	

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from…to..)	Number of participants

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Students are encourage to participate in social services like: community health programme, blood donation camp and NSS activity. Since the institution is gender specific, it is the need of the hour that students may be sensitize towards gender equity.
1. Green campus initiave
2. Solar energy harvesting
3. Rain Water harvesting

Title of the programme	Period **(from-to)**	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources. The institute makes every effort to integrate cross cutting issues as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum. The college provides various means to educate or aware the students on Climate Change and Environmental Education.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift	No	
Ramp/ Rails	No	
Braille Software/facilities	No	
Rest Rooms	Yes	
Scribes for examination	Yes	
Special skill development for differently abled students	No	
Any other similar facility	No	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
No.						

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication		Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration(from….to….)	Number of participants

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

The campus has green landscaping of plants and trees, through various activities like :

1. Plantation Drive,
2. No Plastic use in the Campus, Students participate in campaigns like "Adopt a tree", Plantation Drive, Awareness about deforestation, Conserve native species of plants and trees.
3. Installation of Solar System
4. Water harvesting Mechanism
5. Proper mechanism for waste management

7.2 Best Practices

Describe at least two institutional best practices

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

The academic programs of Patna Training College are in tune with the NCF-National Curriculum Framework, 2005 and subscribe straight away to the curriculum prescribed by the Patna University, Patna, as per regulation of 1-Years B.Ed. course approved by the Governor's Secretariat, Bihar in pursuance of the guidelines of NCTE-2014. With the vision of the college and national policy of education,1986 in view, PTC have (within the overall framework of the rules and regulations of the university for B.Ed. course) been able to shift the focus of educational process from theory to practical and make the learning process activity based as per the normative guidelines of NCTE,2014. At its own level, PTC tries to cater to the emerging needs of the society, by introducing the concept of smart classes and computer learning.

Best Practice 1: Lowest fee structure for admission and hostel accommodation throughout the country.

Best Practice 2: Free medical facility.

Best Practice 3: Campus is free Wi-Fi Campus.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words

Patna Training College is the only constituent unit of any university in the state of Bihar. This itself illustrate the institutional distinctiveness. Patna Training College is striving to provide quality teacher education to the society since 1908. The feedback obtained from all the stakeholders provides a vision in improving teacher education. Teaching, Learning and Evaluation are based on the ordinance and regulation approved by the governor secretariat from time to time. Since the tuition and other fees for doing the teacher education programme in PTC is one of the lowest in the country. Students from the state and border area participate in the admission process which is conducted by the university. Students are provided a hostel accommodation whose charges are one of the lowest in the country. Since the admission in PTC is very tuff and only students scoring very high get the admission. The college has a strong student support service. The students are also provided free medical service. Tutorial classes are also provided to the needy students. The academic standard of the students are continuously monitored by the institution through their mentors. The college has a well-equipped infrastructure and instructional facilities for the proper implementation of teacher-education programme. The teachers are actively engaged in training and developing instructional and other teaching-learning materials. Qualified faculty and staff shares workload equitably and collectively. The college has a very well-equipped and rich library having more than ten thousand books. Some of the books are very rare.

The college has distinction of having the British principal till the country got its independence. i.e. when the country got its independence, the college gets first Indian principal.

8. Future Plans of action for next academic year (500 words)

- To regularize the academic session.
- To make the library semi-automatic.
- The faculty members encourage to do research/quality improvement programme.
- To increase the number of seats in college and hostel.
- Construction of new building for classroom/examination purpose.
- Renovation of the building.
- Proper electrification of the entire campus.
- The playground should be made beautiful.

Name:..............................   Name:..............................

Signature of the Coordinator,IQAC Signature of the Chairperson, IQAC