Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**OXFORD COLLEGE OF EDUCATION**
Name of the head of the Institution	**Dr. Sunil Kumar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**08930682150**
Mobile no.	**8222001929**
Registered Email	**oxfordcollege2324@gmail.com**
Alternate Email	**oxfordcollege3047@gmail.com**
Address	**KHERA-KHURAMPUR, FARRUKHNAGAR, GURUGRAM, HARYANA**
City/Town	**FARRUKHNAGAR, GURUGRAM**
State/UT	**Haryana**
Pincode	**122506**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**MS. SONIA MAHI**
Phone no/Alternate Phone no.	**08930682150**
Mobile no.	**8222001929**
Registered Email	**oxfordcollege2324@gmail.com**
Alternate Email	**oxfordcollege3047@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.oxfordg.com/aqar

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.oxfordg.com/academiccalendar

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.13**	**2012**	**21-Apr-2012**	**20-Apr-2017**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**01-Aug-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Assistive Devices	**10-Dec-2019** **1**	**3**

Skill Development Programme	25-Nov-2019 7	240

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0

No Files Uploaded !!!

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View Link](#)

10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View Uploaded File](#)

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

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

Life Skills

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

Plan of Action	Achivements/Outcomes
Add on Course	Academic session 2018 19 was more elaborate in terms of conduct of Add on Course, Two Add on Courses were successfully executed.

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC	30-Apr-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2018

Date of Submission	31-Dec-2018

17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

College is affiliated to BILASPUR University which has its admission plan and policy, provides B.Ed. Programme curriculum along with list of different courses, examination scheme, weightage to the theory and practicum. University completes entire admission process by the end of July every year. We strictly follow the syllabus, curriculum policy, plan and instructions who given by BILASPUR UNIVERSITY. College have 2 year B.Ed. programme. While revision and up gradation of syllabus is done at University level, the college has a mechanism for effective, documented curriculum delivery. At the commencement of each academic year, every faculty member provides the students with individual time plans and reading lists foe each course which are displayed in the classroom. These time plans are adhered to, so that the students able to gauge with a degree of clarify, what portion of the curriculum will be delivered within the stipulated time frame. These time plans are also preserved each year as documentation. Besides traditional lectures and seminars, infrastructure for the use of ICT in classroom, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. In some departments, bridge courses or supplementary courses are held in order to make the curriculum delivery more holistic and effective. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through Value Education. Curriculum transacted by the institution provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes

related to various learning areas The Curriculum promotes a holistic approach to education, placing equal emphasis on the development of knowledge, understanding, skills, values and attitudes. The emphasis is laid on building solid foundations of knowledge and skills, introducing to students a fundamental understanding of key concepts and processes across a breath of key learning areas. Course Outcomes have been developed, each faculty member who is assigned to teach a specific course develops a Unit-based and Subunit Based calendar of activities for the entire term to facilitate the learner well in advance about the academic schedule

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Inclusive Education	IE	04/11/2019	56	Yes	Yes
Professional Ethics	PE	01/08/2019	52	Yes	Yes
Life Skills	LS	01/04/2020	45	Yes	Yes
Bridge Course in Geography	BCG	13/04/2020	60	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	Nill

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

	Certificate	Diploma Course
Number of Students	260	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Inclusive Education	04/11/2019	48
Professional Ethics	01/08/2019	93
Life Skills	01/04/2020	93
Bridge Course in Geography	13/04/2020	26

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1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	TEACHER EDUCATION	98
MEd	Teacher Education	17
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Student Feedback: To make teaching-learning process more effective there is a dire need to get systematic feedback on the rating scale develops by the institute for above said purpose. To collect feedback from the existing students is the regular feature of the institute. At the end of every annual session i.e. March- April month, feedback Performa is distributed individually to the students. About the rating Scale: To collect the data a self prepared questionnaire by the faculty members of the institute is used. This tool is divided into four Areas which are Academics, Infrastructure, Skills/ Competencies developed during course of study, Overall Experience in the institute. Students have rated teachers on various dimension weightage to different attributes. It was summarized that beyond that. The teacher uses various means very effectively self-discipline, passion and devotion for the teaching professional parameter is represented as percentage of total number of fee Percentage overall average of rating was also computed for a time by the parents, it is observed that parents are largely teaching and learning.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	TEACHER EDUCATION	100	100	98
MEd	Teacher Education	50	30	17
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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	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG

		institution teaching only UG courses	institution teaching only PG courses	and PG courses
(UG)	(PG)			
2019	98	17	11	9	20

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
20	20	6	0	0	0
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

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

College has adopted a Mentoring System as a student support measure.A mentor is a teacher acting both as a friend and a role model over a small group of students assigned to each mentor. Mentor records the profile of all the assigned students with regards to their academic performance and participation in campus activities and any other initiative. Mentee can contact their mentor for any academic or non-academic support. The mentor guides a student in his /her academic, emotional and psychological development, particularly in the latter's transition phase. The mentor guides his wards to take out the best in him/her. In this system, Each faculty member is the mentor of a group of 14-15 mentees allocated to him/ her by the Principal of the Institute. The teacher mentor collects personal information from the mentees without touching sensitive issues or any information out of the mentee and then provides the needed counseling to her/ him. Critical issues are brought in the notice of the Head of the Institute. The teacher meets the mentee formally or informally outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher for reference purposes. Types of Mentoring: Course-specific – regarding attendance and performance in the present semester and overall performance in the previous semester, participation in various activities on and off campus. Professional Guidance – regarding self-employment opportunities, entrepreneurship development, morale, honesty, and integrity required for career growth. Career advancement – regarding professional goals, selection of school or institute for career, higher education, competitive exams etc. Role of Mentor: • Meets the group of students at least twice a month. • Continuously monitors, counsels, guides and motivates the students in all academic matters. • Advises students regarding choice of electives, project, assignments etc. • Contacts parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. • Advises students in their career development/professional guidance. • Keeps contact with the students even after their graduation. • Intimates Principal and suggest if any administrative action is called for. • Maintains a brief but clear record of all discussions with students • Maintains a brief but clear record of all discussions with students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
115	20	1:6

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
25	20	5	0	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from

	state level, national level, international level		Government or recognized bodies
2019	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BEd	15401	4/2	10/06/2019	23/07/2019
MEd	1082	4/2	09/05/2019	17/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

At Institute level, effective implementation of tutorial and pre exam test takes place and results are declared within eight days. The students can see their evaluated answer sheets and discuss the same with concerned faculty. Term test is based on the university syllabus. Theory questions and numerical questions are also included. Time duration is timed for the above examination. It is ensured that questions are relevant to thinking process of the student and of progressive nature. The answer sheets are assessed on the point view of understanding the subject as main criteria. At the same time presentation is also looked into. Viva and oral are conducted with the current topics with the relevant academicians to give an exposure to the students of the various disciplines. Practical are conducted with the latest equipments and in a healthy environment. All the exams are conducted in a student friendly environment so that the student can give full and meaningful performance. For smooth conduction of University theory examination, faculty members is appointed. The faculty enters attendance and marks of the students periodically. The university appoints examiners for the practical examinations and viva voce examinations as per the University directives.

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

The Institution's internal academic calendar is thoughtfully drafted in such a way that it is in with the University, BILASPUR UNIVERSITY Calendar. The academic calendar outlines the semester class work schedule internal examination schedule, external examination schedule, class room activities and tutorials etc are properly spread out through the span of the session so that students can continuously go through a process of evaluation and academic growth. The faculty members got syllabus as well as tentative academic calendar coming semester in advance which enable them to plan and division of syllabus. The head of the Institution finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. Time table incharge prepares the time table as per the guideline of respective statuary bodies for the number of credit hours for each subject prior to the commencement of the semester. Academic calendar is provided to the students through information handbook of the institution as well as display on the notice board. In addition to the mid-term exams other Institutional Internal activities such as beginning of session, Orientation Programme, Celebration of Important days other activities etc are also part of academic calendar.

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)

https://www.oxfordg.com/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
15401	BEd	TEACHER EDUCATION	98	98	100

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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)

https://www.oxfordg.com/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	0	0	0

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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
INCLUSIVENESS OF ALL IN HIGHER EDUCATION	EDUCATION	14/10/2019
HINDI SAHITYA AND GANDHIWAD	EDUCATION	21/10/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards		
State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
EDUCATION	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	EDUCATION	0	0

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

Department	Number of Publication
EDUCATION	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2019	0	NIL	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2019	0	0	NIL

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

Awareness of HIV/AIDS	OXFORD COLLEGE	3	93
[View File](#)			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
[View File](#)			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Community /Extension Activities	OXFORD COLLEGE	Swachhta Pakkhwada	17	104
[View File](#)				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
TEACHER EDUCATION	INTERNSHIP	RAJMALA SR. SEC. SCHOOL	01/11/2019	28/02/2020	30
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0
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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
960000	400350

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
[View File](#)	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NIL	Partially	NA	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6874	1375300	480	96500	7354	1471800
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
[View File](#)			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	26	1	1	1	1	2	2	100	0
Added	1	0	0	0	0	0	0	0	0
Total	27	1	1	1	1	2	2	100	0

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

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
NIL	http://www.oxfordg.com/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
750000	400000	95000	90000

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)

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is censoriously linked to the mission of our Institute –"To prepare outstanding educators, scholars and researchers and to advance the profession of Teacher Education, To promote research, development and consultancy, To develop critical thinking, effective communication and learning skills in the student Teacher To impart value based education suitable to the needs of the society." through technically advanced educationalmethods. The institute has adequate physical infrastructural facilities to run the Educational Programme efficiently as per the Norms and Standards laid down by National Council for Teacher Education by affiliating body. Sidana Institute of Education has developed complete physical infrastructure as per NCTE norms to run the B. Ed course. The institute has modern and updated infrastructure and learning resources. Institution is located 10 kms off the Holy City Amritsar. The Institute is a self-financed institute. ? Out of total area, 4000 sq. meters (01 acres) is exclusively earmarked for Sidana Institute of Education. It has 2385.13 sq. meters built up area that accommodates the administrative offices and the academic wing. ? There are four classrooms and six method rooms with proper lighting and ventilation and all the classrooms are well equipped with proper furniture, dais, projector and display boards. ? Administrative office, a staff room and a Principal room with adequate space to conduct meetings and discussions with the faculty. ? Well-equipped library and a reading room having seating capacity for 60 pupil teachers. Library has internet connectivity and a photocopier with the facility of photocopying. ? ICT Resource Centre fully equipped with 40 computers with latest configuration and internet facility with each system. ? Psychology Resource Centre with sufficient number of Tests and Psychological Testing Equipment's. ? The Curriculum Laboratory is a Centre for instructional materials in teacher education institutes. It is designed for the professional development of pupil teachers. ? Art and Work Experience Resource Centre with adequate material. ? We have well-furnished Tutorial rooms, Seminar Hall and a Multipurpose Hall having seating capacity of more than five hundred persons to conduct various academic and cultural activities. ? The institute has separate common rooms for boys and girls. There is a Rest cum Medical Room provided with First aid facility. Sports, Music Room, Canteen and a Store Room are also available in the college campus. ? Morning assemblies are conducted in Open Air Theatre as well as in Multipurpose Hall. A well sized Parking Space for vehicles is also available in the campus. ? There is provision for indoor games such as Carom, Chess as well as outdoor games like Volley ball, Badminton, Shotput, Discus

throw, Relay-race, Kho-Kho, Tug-of- war and 200 metre athletic track for all athletics activities. ? There are separate toilets and wash rooms for boys, girls and college staff. Proper Fire Safety measures (Fire Extinguishers) are also placed in the college building. Institution has heavy Gen-set for the power backup to meet the emergency need. Its campus is surrounded with lots

http://www.oxfordg.com/

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	Concession in Tuition Fee	10	35000
Financial Support from Other Sources			
a) National	NIL	0	0
b)International	NIL	0	0
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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 implemetation	Number of students enrolled	Agencies involved
Human rights	10/12/2019	40	Oxford College
Yoga and meditation	20/06/2020	60	Oxford College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	CTET	94	94	30	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations	Number of students	Number of stduents placed	Nameof organizations	Number of students	Number of stduents placed

visited	participated		visited	participated	
2	51	10	Nill	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	0	B.Ed.	Education	NIL	NIL

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

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0

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

Activity	Level	Number of Participants
INSTRUMENTAL MUSIC	COLLEGE LEVEL	20

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	Nill	Nill	Nill	NA

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

The institute strongly believes in giving opportunity to the students in supporting the authorities and the faculty members in running all the affairs of the institute viz. curricular, co-curricular and extracurricular activities. For this reason, the institute provides the student community with all the possible. Opportunities to participate in the various academic and administrative bodies. The institution does not have a student council, but there are societies / clubs the heads of which are part of council which

oversee all the cultural activities PGMM. The objective is to make the students participate in the development of the institute as well as in the process develop their personality, organizational skills and career through interactive programs with the faculty, administration and society. The goal of the student council is to provide a common platform to students for co-curricular and extracurricular activities. It is responsible for all the major technical, cultural, literary and sports activities organized in the college premises. Activities under the council will be well supported by a team of faculty members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

280

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The institution has an Alumni Association. Its activities and major contributions for institutional, academic and infrastructure development. The college collects feedback from its graduates and employers and uses it to develop its curricula, improve the facilities and the overall status of the college. The college organizes alumni meet periodically and collects the feedback and uses it to in the improvement of the college. The institution collects program exit feedback from its passing out students.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The administration has considerably a decentralized system in that every part of it enjoys the powers assigned by the competent authority and functions as an autonomous unit within the delineated jurisdiction. There is, in a way, downward devolution of power, flowing from the management down to the committees and functionaries The Societyis a registered body having its own constitution which contains broad norms and, in some cases, even the prescriptive details. For effective and efficient, a proper hierarchy of management has been designed so as to coordinate at each level of management. There exists an efficient decentralized system of administration in that various committees perform academic and administrative responsibilities. COLLEGE HAS TWENTY TWO COMMITTEES FOR EFFECTIVE IMPLEMENTATION OF POLICIES AND PROGRAMMES.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details

Admission of Students	The procedure for online admission was refined. Information from application forms for admission was used for the filing up of university registration and Examination forms. The admission procedure was speeded up and involved all the staff members.
Industry Interaction / Collaboration	We have more than 15 collaboration for the internship/teacher training purpose.
Human Resource Management	We strongly believe in Team work and collective decision making. The College organizes various orientation programmes for both teaching and nonteaching staff members for upgrading their skills in the latest technology. Salary, payscale and increments are given to staff members as per Government norms which leads to employee satisfaction. Institute grants Medical, Casual, On Duty and Special Leave to its faculty members. And Non Teaching gets Medical, Causal and Earned Leave as per the norms of University. It also provides maternity leave according to norms to its female members.
Research and Development	For promoting research in the college, we have library with so many books for the teachers and students.
Examination and Evaluation	All year round evaluation through class tests, Tutorials, House test, student seminars/Presentations keeps the students in touch with their subjects. It also enhances and helps students grow in confidence for University Examinations. Result of Internal Examination.
Teaching and Learning	Our teaching and learning process includes presentations and group discussions.
Curriculum Development	Curriculum is set by the University. Suggestions from curriculum committee related to different subjects were forwarded to the M.D. University. Academic mentoring of students is done by the Teachers.

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

E-governace area	Details
Planning and Development	We use Emails for the same
Administration	We are maintaining the office records on MS-word and MS-Excel since 2009.

Student Admission and Support	we follow the rules and regulations of M.D. University. And as per University Guidelines there is one Pre Examination conducted in a year and at the end of year end term examination is conducted by the university.
Finance and Accounts	MS Excel
Examination	M.D. University norms are followed by the college for examination and evaluation.

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
2019	NIL	NIL	NIL	0

View File

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on ONLINE COURCES THROUGH SWAYAM: IN CLUSIVENSS OF ALL IN HIGHER EDUCATION	NIL	01/10/2019	01/10/2019	6	6

View File

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nill	Nill	0

View File

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Fee concession to children of staff Residential accommodation Maternity leave Academic leave Group insurance	Fee concession to children of staff Residential accommodation Maternity leave Academic leave Group insurance	Transport facilities, Book bank , Access of Wi-Fi Group insurance

6.4 – Financial Management and Resource Mobilization

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

INSTITUTION CONDUCT INTERNAL AND EXTERNAL FINANCIAL AUDIT REGULARLY. AUTHORISED CHARTERED ACCOUNTANT MONITER/ ANALYSE ALL THE RECORD RELATED TO FINANCIAL ISSUSE. BUDGET ALLOCATION AND AUDIT REPORT CHECKED AND MAINTAINE BY THE AUTHORISED CHARTERED ACCOUNTANT REGULARLY.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

View File

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

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

Parents Teacher meetings are held to assess the academic process of students, Parents are informed timely regarding the performance attendance of students.

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

Development programmes for support staff (at least three) Sexual Harassment at Workplace, Play on Beti Bachao Beti Padhao and Play on Swachh Bharat Abhiyan.

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

1. IQAC cell is established for assure quality culture as the prime concern with internal and external support. 2. College is recognized under 2F 12B for receiving grants from UGC for research projects. 3. Enhanced the use of ICT by faculty in the teaching learning process. 4. Initiatives for green campus, Barrier free campus for person with disabilities.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes

b)Participation in NIRF	Nill
c)ISO certification	Yes
d)NBA or any other quality audit	Nill

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	NIL	Nill	Nill	Nill	0
View File					

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)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
HIV/AIDS Awareness Programme	02/12/2019	02/12/2019	80	55
Beti Padhao and Beti Bachao	05/09/2019	06/09/2019	96	75
Self Defence	06/03/2020	06/03/2020	105	63
Gender Equity Programme	10/03/2020	16/03/2020	85	98

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
10

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of

	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2019	5	5	03/10/2019	7	Certificate Course in COOKING	Awareness Program for Local People of the village, teachers and students	60

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Students Code of conduct for teacher Code of conduct for Principal Code of conduct for non teaching staff	19/08/2019	Code of conduct for different persons are mentioned in institutional handbook of information and college website. Code of conduct committee of the institute monitoring the rules and regulation and code of conduct of the institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Bridge Course	20/08/2019	19/10/2019	20

View File

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

a) Recycling of paper - using rough paper b) New laptop bought in exchange of old laptop for faculty members c) More trees/grass planted in the campus d) Rain harvesting system cleaning on regular time intervals e) No use of plastics inside the campus- paper plates and glasses in canteen and in college pantry steel/glass utensils are used.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The college follows a systematic Performance Appraisal System for teaching and non-teaching staff. The institution / management evaluates teachers based on teaching, research and participation in development activities and due importance is given to all the activities. The institution evaluates non-teaching staff based on performance in technical work and administration related activities, co-curricular, professional, development related activities, academic contributions, general conduct and qualities. A structured "Self-Appraisal Form" is made use of by each faculty member for this purpose,

wherein he/she gives the details of his/her performance and participation in all the activities assigned to him/her by the department /college. The concerned HOD gives their remarks on the performance of the faculty member. The faculty performance appraisal system is evaluated in 6 categories namely teaching learning, co-curricular activities, research activities, academic performance- evaluated from the feedback from students, expert review feedback and management feedback. Self-appraisal is done on the basis of the following points:- Teaching learning process evaluation Specific duties / tasks assigned by Heads of the Department. Major contribution for the benefit of student/staff /Institute. Awards/ Rewards obtained by the faculty and staff. Contribution towards extracurricular and co-curricular activities. Execution of exam duties assigned. Research contribution of staff in terms of research projects, publications and guidance provided to students for involvement in research. The management always plays a vital role in the performance appraisal of the staff. Annual increments and promotions in the grades are all implemented by the management on the basis of an individual performance indicated in the appraisal report. The management takes major financial decisions like implementation new salary structure, introduction of perks, rewards scheme etc. based on the outcomes of the review of the performance in appraisal report.

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

http://www.oxfordg.com/

7.3 – Institutional Distinctiveness

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

Internal Quality Assurance Cell starts working Development administrative activities of the College. Focus is laid on effective implementation IQAC Coordinator held detailed dis institution. Faculty discussed strengths and weaknesses of betterment of the institute. Facilitating the creation of maturation to adopt the required knowledge and technology fuse of ICT. PPT of lesson/topic for discussion prepared functioning of the institution. College developed a data bank of stakeholders including alumni.

Provide the weblink of the institution

http://www.oxfordg.com/

8.Future Plans of Actions for Next Academic Year

Title of Practise: PROMOTION OF WOMEN EDUCATION Fee reimbursement/waiver of poor student Objective of Practice • Money should not hinder the education of needy children • Encourage girls to pursue higher education • Promotion of girls education in the remote region of CG Empowement of girls through education • Contribute to the national development programmes through educating girls • Provide skill oriented training along with higher education programme The College has special consideration is upliftment of girl students belonging to the socially and economically weaker family und who could not manage to proceed higher education because not in position to pay college fee fully or partially . These student's fees are exempted fully or partially as per the case. This proves to be a milestone in their career who could otherwise aloof themselves from higher education. The college receives such applications during its admission process at the start of session. Lookingattheprimafacieandinfavourofthestudent,th eyareadmittedwithnofeesubjectedtophysical verification of students claim. A committee constituted by the college management examines all the applications and conducts personal interaction with the girl students to ascertain whether to be given full fee concession or partial. These students depending on the situation are given partial or full fee/partial/ scholarships. Free library facilities with

course books ,competitive books ,magazines and other support have performed appreciably in life. The Practice Poor and economically deprived girl students who want to pursue study in reputed college like us in region ,who would otherwise would left higher education are education themselves due to economic reason are provided opportunity with a mission to fulfil responsibility towards community The verification of students remains too hectic for our college members .all thanks to our respected faculty thattheyknowthevalueandoutcomeofthispractice ,theydoselflesslyapartfromtheirownbusy Best Practices 2 Title of the Practice: Emphasis on Practical skills Objectives of the Practice: 1. Learning by doing 2. to make the students fit in the real world 3.productive use of theoretical knowledge 4.students can develop and apply their skills in real working conditions without facing much trouble making them employable The underlying principles of this practice are to strengthen and support students' knowledge by providing them practical environment where they can learn really that helps their career. The concept of emphasis on practical skills is to produce potential and skilled workers to the institutions or companies or to the organizations there by to build a strong nation with skilled people. Some of the students who have completed SSM certificate course have started their own work at home on small scale to generate some income. SN: Name of the Course Year of Starting Duration No. of seats 1 Electrical Fitting 2019 2 weeks 10 2 Certificate Course in MEHDI 2019 2 weeks 20 3 Certificate Course in COOKING 2019 1 MONTH 20 4 Certificate Course in Painting 2020 15 days 20 5. Electrician 2019 1 month 20