

Part I : Institutional Data

A. PROFILE OF THE COLLEGE

1. Name and address of the Institution : **Aravali College of Advanced Studies in Education**
 Village- Pali, Ballabgarh – Sohna Road, Faridabad
 Haryana Pin Code-121004
2. Website URL : www.aravali.edu.in
3. For communication : Principal,
 Aravali College of Advanced Studies in Education
 Village– Pali, Ballabgarh - Sohna Road, Faridabad
 Haryana Pin Code-121004

OFFICE

Name	Telephone Number with STD Code	Fax No	E-Mail Address
Head/Principal:- Dr. Manorama <u>Mathur</u>	0129-6450430	01296518147	principalacase.edu@gmail.com
Vice-Principal:- Dr. Vandana Sharma	0129-6450430	01296518147	2000vandanasharma@gmail.com
Self - appraisal Co-ordinator:- Ms. Chinar <u>Malik</u>	0129-6450430	01296518147	chinar_malik@yahoo.com

RESIDENCE

Name	Telephone Number with STD Code	Mobile Number
Head/Principal:- Dr. Manorama <u>Mathur</u>	011-41039502	9810478381
Vice-Principal:- Dr. Vandana Sharma	0129-2246367	9818835160
Self-appraisal- Co-ordinator:- Ms. Chinar <u>Malik</u>	-----	9953074466

4. Location of the Institution:

Urban ☐ Semi-urban ☐ Rural ☒ Tribal ☐

Any other (specify and indicate) ☐

5. Campus area in acres:

3 Acres

6. Is it a recognized minority institution?

Yes

☐

No

☒

7. Date of establishment of the institution:

Month & Year

MM	YYYY
10	2006

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

Maharshi Dayanand University, Rohtak (Haryana)

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

Month & Year

I
2f

MM	YYYY
N	A

Month & Year

12B

MM	YYYY
N	A

10. Type of Institution

a) By funding

i. Government

☐

ii. Grant-in-aid

☐

	iii. Constituent	<input type="checkbox"/>
	iv. Self-financed	<input checked="" type="checkbox"/>
	v. Any other (specify and indicate)	<input type="checkbox"/>
b) By Gender	i. Only for Men	<input type="checkbox"/>
	ii. Only for Women	<input type="checkbox"/>
	iii. Co-education	<input checked="" type="checkbox"/>
c) By Nature	i. University Dept.	<input type="checkbox"/>
	ii. IASE	<input type="checkbox"/>
	iii. Autonomous College	<input type="checkbox"/>
	iv. Affiliated College	<input checked="" type="checkbox"/>
	v. Constituent College	<input type="checkbox"/>
	vi. Dept. of Education of Composite	<input type="checkbox"/>
	College	<input type="checkbox"/>
	vii. CTE	<input type="checkbox"/>
	viii. Any other (specify and indicate)	<input type="checkbox"/>

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

Yes ☐ No ☒

If yes, has the institution applied for autonomy?

Yes ☐ No ☐

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

Sr. No.	Level	Programme/ Course	Entry Qualification	Nature of Award	Duration	Medium of instruction
i)	Pre-primary	-----	-----	Certificate	-----	-----
		-----	-----	Diploma	-----	-----
		-----	-----	Degree	-----	-----

Self Appraisal Report

ii)	Primary/ Elementary	_____	_____	Certificate	_____	_____
		_____	_____	Diploma	_____	_____
		_____	_____	Degree	_____	_____
iii)	Secondary/ Sr. secondary	_____	_____	Certificate	_____	_____
		_____	_____	Diploma	_____	_____
		B.Ed.	Graduation	Degree	1 Year	Hindi/ English
iv.	Post Graduate	_____	_____	Diploma	_____	_____
		M.Ed.	B.Ed.	Degree	1 Year	Hindi/ English
v.	Other (specify)	_____	_____	Certificate	_____	_____
		_____	_____	Diploma	_____	_____
		_____	_____	Degree	_____	_____

(Additional rows may be inserted as per requirement)

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

Level	Programme	Order No. & Date	Valid upto	Sanctioned Intake
Pre-primary	_____	_____	_____	_____
Primary/Elementary	_____	_____	_____	_____
Secondary/ Sr. Secondary	B.Ed.	NRC/NCTE/F-7/HR-400/30895 NRC/NCTE/F-7/HR-772/2007/30971-30977	_____	200
Post Graduate	M.Ed.	NRC/NCTE/F-7/HR-783/30956-30962	_____	35
Other (specify)	_____	_____	_____	_____

(Additional rows may be inserted as per requirement)

B : CRITERION-WISE INPUT

Criterion I: Curricular Aspects

1. Does the Institution have a stated

- a) Vision
- b) Mission
- c) Values
- d) Objectives

Yes	√	No	
Yes	√	No	
Yes	√	No	
Yes	√	No	

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

Yes	√	No	
-----	---	----	--

If yes,

- a) How many programmes?
- b) Fee charged per programme

Two (2); B.Ed. & M.Ed.

B.Ed.: 44,000/ P.A.; M.Ed.: 38,500/
P.A. As Per MDU & Haryana Govt.
Norms

3. Are there programmes with semester system? Yes Only M.Ed. Course

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

Yes		No	√
-----	--	----	---

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

—

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

D.Ed.

B.Ed.

Methods- 12
Options - 04

M.Ed. (Full Time)

Options - 03

M.Ed. (Part Time)

Any other (specify and indicate)

6. Are there Programmes offered in modular form?

Yes		No	√
-----	--	----	---

Number	<input type="text"/>
--------	----------------------

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

Yes	√	No	
-----	---	----	--

Number	2 (Two)
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8. Are there Programmes with faculty exchange/visiting faculty?

Yes		No	√
-----	--	----	---

Number	<input type="text"/>
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9. Is there any mechanism to obtain feedback on the curricular aspects from the

▪ Heads of practice teaching schools	Yes	√	No	
▪ Academic peers	Yes	√	No	
▪ Alumni	Yes	√	No	
▪ Students	Yes	√	No	
▪ Employers	Yes		No	√

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

As per the norms of Regulating Bodies

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

Yes		No	✓
Number		_____	

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

Yes	✓	No	
Number		(07) Seven	

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

Yes	✓	No	
-----	---	----	--

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

Yes	✓	No	
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Criterion II: Teaching-Learning and Evaluation

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

a) Through an entrance test developed by the institution	<input type="checkbox"/>
b) Common entrance test conducted by the University/ Government	<input type="checkbox"/>
c) Through an interview	<input type="checkbox"/>
d) Entrance test and Counseling (For M.Ed.)	<input checked="" type="checkbox"/>
e) Merit at the qualifying examination (For B.Ed.)	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

- f) Any other (specify and indicate)
(If more than one method is followed, kindly specify the weightages)

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

a) Date of start of the academic year	22/09/2012
b) Date of last admission	15/10/2012
c) Date of closing of the academic year	22/06/2013
d) Total teaching days	185
e) Total working days	210

3. Total number of students admitted (current year)

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
D.Ed.	—	—	—	—	—	—	—	—	—
B.Ed.	18	182	200	02	14	16	16	168	184
M.Ed. (Full Time)	12	23	35	04	05	09	08	18	26
M.Ed. (Part Time)	—	—	—	—	—	—	—	—	—

4. Are there any overseas students?

Yes		No	✓
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If yes, how many?

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

a) Unit cost excluding salary component	Rs. 8258/-
b) Unit cost including salary component	Rs. 29456/-

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

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

Programmes	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
D.Ed.	---	---	---	---
B.Ed.	81.00%	50%	70.30	45.58%
M.Ed. (Full Time)	81.00%	52.60 %	75.30 %	53.80%
M.Ed. (Part Time)	-----	-----	-----	-----

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

Yes	√	No	
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8. Does the institution develop its academic calendar?

Yes	√	No	
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9. Time allotted (in percentage)

Programmes	Theory	Practice Teaching	Practicum
D.Ed.	----	----	----
B.Ed.	60%	20%	20%
M.Ed. (Full Time)	70%	-----	30%
M.Ed. (Part Time)	-----	-----	-----

10. Pre-practice teaching at the institution

a) Number of pre-practice teaching days

1	5
---	---

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

1	0
---	---

11. Practice Teaching at School

- a) Number of schools identified for practice teaching

1	0
---	---

- b) Total number of practice teaching days

3	5
---	---

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

2	2
---	---

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

No. of Lessons In simulation	05	No. of Lessons Pre-practice teaching	05
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13. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes	✓	No	
-----	---	----	--

14. Does the institution provide for continuous evaluation?

Yes	✓	No	
-----	---	----	--

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

Programmes	Internal	External
D.Ed.	-----	-----
B.Ed.	20 %	80%
M.Ed. (Full Time)	20%	80%
M.Ed. (Part Time)	-----	-----

16. Examinations

- a) Number of sessional tests held for each paper

2

- b) Number of assignments for each paper

7

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

	Yes	No
Computers	√	
Intranet		√
Internet	√	
Software / courseware (CDs)	√	
Audio resources	√	
Video resources	√	
Teaching Aids and other related materials	√	
Any other (specify and indicate) L.C.D Projector	√	

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

Yes	√	No	
-----	---	----	--

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

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

Yes	√	No	
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If yes, is it offered as a compulsory or optional paper?

Compulsory	√	Optional	√
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Criterion III: Research, Consultancy and Extension**1. Number of teachers with Ph. D and their percentage to the total faculty strength**

Number	4	22.22 %
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2. Does the Institution have ongoing research projects?

Yes		No	√
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If yes, provide the following details on the ongoing research Projects

Self Appraisal Report

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

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

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

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

<input type="radio"/> Teachers are given study leave	X
<input type="radio"/> Teachers are provided with seed money	X
<input type="radio"/> Adjustment in teaching schedule	✓
<input type="radio"/> Providing secretarial support and other facilities	✓
<input type="radio"/> Any other specify and indicate	✓

(The College provides needed books/journal/Psychological Tests and tools etc.)

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

Yes		No	✓
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6. Number of research degrees awarded during the last 5 years.

a. Ph.D.	—
b. M.Phil.	—

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

Yes		No	✓
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8. Details of the Publications by the faculty (Last five years)

+	Yes	No	Number
International journals	✓		05
National journals – referred papers	✓		23
Non referred papers		✓	—

Academic articles in reputed magazines/news papers		√	-
Books	√		04
Any other (specify and indicate)	-	√	-

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

Yes		No	√
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Number		—	
--------	--	---	--

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

	Faculty	Students
National seminars	33	20
International seminars	0	0
Any other academic forum (Conference & Workshop)	24	0

11. What types of instructional materials have been developed by the institution?

(Mark '✓' for yes and 'X' for No.)

Self-instructional materials	√
	√
Print materials	
Non-print materials (e.g. teaching Aids/audio-visual, multimedia, etc.)	√
Digitalized (Computer aided instructional materials)	√
Question bank	√
Any other (specify and indicate)	—

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

Yes		No	√
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If yes, indicate the nature of the post.

Full-time	—	Part-time	—	Additional charge	—
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13. Are there NSS and NCC programmes in the institution?

Yes		No	✓
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14. Are there any other outreach programmes provided by the institution?

Yes	✓	No	
-----	---	----	--

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

2 (Two)

16. Does the institution provide consultancy services?

Yes	✓	No	
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In case of paid consultancy what is the net amount generated during last three years.

Academy Consultancy is provided at free of cost

with other institutions/ organizations?

Local level	✓
State level	--
National level	--
International level	--

Criterion IV: Infrastructure and Learning Resources

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

2502 sq.mts.

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

a) Math's lab	Yes	✓	No	
b) Psychology lab	Yes	✓	No	
c) Science Lab(s)	Yes	✓	No	
d) Education Technology lab	Yes	✓	No	
e) Computer lab	Yes	✓	No	

f) Workshop for preparing teaching aids Yes ☒ No ☐

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

35

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

Rs. 62000/-

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

Rs. 50,000/-

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

Rs. 8621/-

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

Rs. 1,20,00,000/-

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

Yes ☒ No ☐

9. Total number of posts sanctioned

Open Reserved

	M	F	M	F
Teaching	03	15	-	-
Non-teaching	05	04	-	-

10. Total number of posts vacant

Open Reserved

	M	F	M	F
Teaching	-	-	-	-
Non-teaching	-	-	-	-

11. a. Number of regular and permanent teachers

b. (Gender-wise)

Open

Reserved

Lecturers

M	F	M	F
3	12	-	-

Readers

M	F	M	F
-	01	-	-

Professors

M	F	M	F
-	01	-	-

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

Open

Reserved

Lecturers

M	F	M	F
-	01	-	-

Readers

M	F	M	F
-	-	-	-

Professors

M	F	M	F
-	-	-	-

c. Number of teachers from

Same state

13

Other states

05

12. Teacher student ratio (program-wise)

Programme	Teacher student ratio
D.Ed.	-----
B.Ed.	1:16
M.Ed. (Full Time)	1:7
M.Ed. (Part Time)	-----

Self Appraisal Report

13. a. Non-teaching staff

Permanent

Open

Reserved

M	F	M	F
04	04	-	-

Temporary

M	F	M	F
-	-	-	-

b. Technical Assistants

Permanent

Open

Reserved

M	F	M	F
01	-	-	-
M	F	M	F
-	-	-	-

Temporary

14. Ratio of Teaching – non-teaching staff

2:1

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

65.75 %

16. Is there an advisory committee for the library?

Yes ☒ No ☐

17. Working hours of the Library

On working days

8 hour

On holidays

During examinations

8 hour

18. Does the library have an Open access facility

Yes ☒ No ☐



19. Total collection of the following in the library

a. Books	9464
- Textbooks	7609
- Reference books	1855
b. Magazines	05
e. Journals subscribed	
- Indian journals	16
- Foreign journals	01
f. Peer reviewed journals	0
g. Back volumes of journals	14
h. E-information resources	
- Online journals/e-journals (Open Source)	340
- CDs/ DVDs	30
- Databases	0
- Video Cassettes	02
- Audio Cassettes	42

20. Mention the

Total carpet area of the Library (in sq. mts.)	202 sq. mts.
Seating capacity of the Reading room	130

21. Status of automation of Library

Yet to intimate	√
Partially automated	-
Fully automated	-

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

Circulation	√
Clipping	✗
Bibliographic compilation	✗
Reference	√
Information display and notification	√

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

23. Are students allowed to retain books for examinations?

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

24. Furnish information on the following

Average number of books issued/returned per day	<input type="text" value="70"/>
Maximum number of days books are permitted to be retained	
by students	<input type="text" value="15"/>
by faculty	<input type="text" value="30"/>
Maximum number of books permitted for issue	
for students	<input type="text" value="03"/>
for faculty	<input type="text" value="05"/>
Average number of users who visited/consulted per month	<input type="text" value="1450"/>
Ratio of library books (excluding textbooks and book bank facility) to the number of students enrolled	<input type="text" value="7.9:1"/>
25. What is the percentage of library budget in relation to total budget of the institution	<input type="text" value="0.47%"/>

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

Self Appraisal Report

	2010-11		2011-12		2012-13	
	Number	Total cost (In Rs.)	Number	Total cost (In Rs.)	Number	Total cost (In Rs.)
Text books	141	Rs.27,638/-	110 Books	Rs.20,583/-	99 Books	Rs. 25,032.75/-
Other books	-----	-----	3 Encyclopedia	Rs.3150/-	1 Encyclopedia	Rs. 900/-
Journals/ Periodicals	16 Journals and 5 Magazine	Rs.6,311/ Rs. 480/-	16 Journals and 5 Magazine	Rs.8,311/ Rs. 480/-	16 Journals and 9 Magazine	Rs.10,850/- Rs. 1,915/-
Any others specify and indicate	Binding Books 119	Rs.5,000/-	Binding 82 Books and journals	Rs.5,940/-	-----	-----
<i>(Additional rows/columns may be inserted as per requirement)</i>						

Criterion V- Student Support and Progression

1. Programme wise "dropout rate" for the last three batches

Programmes	Year 1	Year 2	Year 3
D.Ed.	N.A	N.A	N.A
B.Ed.	NIL	NIL	NIL
M.Ed. (Full Time)	NIL	2.8%	5.7%
M.Ed. (Part Time)	N.A	N.A	N.A

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, how many students are under the care of a mentor/tutor?

3. Does the institution offer Remedial instruction?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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4. Does the institution offer Bridge courses?

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

	B.Ed.			M.Ed.			M. Phil		
	(2010)	(2011)	(2012)	(2010)	(2011)	(2012) (I Sem.)	I	II	III
Pass percentage	68%	82.5%	81.0%	80%	94.28	93.93	—	—	—
Number of first classes	77	76	155	11	24	13	—	—	—
Number of distinctions	NIL	NIL	NIL	NIL	NIL	NIL	—	—	—
Exemplary performances (Gold Medal and university ranks)	NIL	NIL	NIL	NIL	NIL	NIL	—	—	—

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

	I	II	III
NET	3	4	-
SLET/STET	-	-	-
CTET	7	4	1
HTET	2	1	-

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

Financial Aid	2010-11	2011-12	2012-13
Merit Scholarship	—	—	—
Merit-cum-means scholarship	—	—	—
Fee concession	NIL	02	06
Loan facilities	—	—	—
Any other specify and indicate	—	—	—

(Additional rows may be inserted as per requirement)

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

Yes	√	No	
-----	---	----	--

9. Does the institution provide Residential accommodation for:

Faculty

Yes		No	√
-----	--	----	---

Non-teaching staff

Yes	√	No	
-----	---	----	--

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

Yes		No	√
-----	--	----	---

If yes, number of students residing in hostels

Men

-

Women

-

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

Sports fields

Yes	√	No	
-----	---	----	--

Indoor sports facilities

Yes	√	No	
-----	---	----	--

Gymnasium

Yes		No	√
-----	--	----	---

12. Availability of rest rooms for Women

Yes	√	No	
-----	---	----	--

13. Availability of rest rooms for men

Yes	√	No	
-----	---	----	--

14. Is there transport facility available?

Yes	√	No	
-----	---	----	--

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

Yes	√	No	
-----	---	----	--

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

(Excluding college day celebration)

	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	X	X	X	√		02
Inter-university	X	X	X	√		01
National	X	X	X	X	X	X
Zonal						
Interzonal	X	X	X		X	17

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

	Participation of students (Numbers)	Outcome (Medal achievers)
State	X	X
Regional	X	X
National	X	X
International	X	X

18. Does the institution have an active Alumni Association?

Yes	√	No	
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If yes, give the year of establishment

2008-09
(Name registered-"Alumni Association of Aravali College of Advanced Studies in Education, Faridabad" on Registration No.FBD/DRS/1845 /30.10.13)

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

Yes	√	No	
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20. Does the institution regularly publish a college magazine?

Yes	√	No	
-----	---	----	--

21. Does the institution publish its updated prospectus annually?

Yes	√	No	
-----	---	----	--

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

	2010-11 (%)	2011-12 (%)	2012-13 (%)
Higher studies	0.85	1.27	1.70
Employment (Total)	20.85	17.44	18.29
Teaching	20.85	17.44	18.29
Non teaching	—	—	—

23. Is there a placement cell in the institution?

Yes	√	No	
-----	---	----	--

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

2010-11	2011-12	2012-13
05	07	09

24. Does the institution provide the following guidance and counseling services to students? Yes No

- Academic guidance and Counseling
- Personal Counseling
- Career Counseling

√	
√	
√	

Criterion VI: Governance and Leadership

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

Yes	√	No	
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2. Frequency of meetings of Academic and Administrative Bodies: (last year)

Governing Body/management	06
Staff council	03
IQAC/or any other similar body/committee	01
Internal Administrative Bodies contributing to quality improvement of the institutional processes. (mention only for three most important bodies)	
01-Research Committee	(05)
02-Extencess Linkage	(02)
03-Library committee	(02)

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

Loan facility	Yes		No	√
Medical assistance	Yes	√	No	
Insurance	Yes		No	√
Other (specify and indicate)	Yes		No	√

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

0	0	2
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5. Furnish the following details for the past three years

a) Number of teachers who have availed the Faculty Improvement

Program of the UGC/NCTE or any other recognized Organization

0

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

National	0	0	0
International	0	0	0

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

0	0	3
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d) Number of Seminars/ workshops/symposia on curricular development, Teaching-learning, Assessment, etc. organized by the institution

0	0	3
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e) Research development programmes attended by the faculty

0	0	4
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f) Invited/endowment lectures at the institution

0	0	6
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Any other area (specify the programme and indicate)

0	0	0
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6. How does the institution monitor the performance of the teaching and non-teaching staff?

a. Self-appraisal

Yes	√	No	
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b. Student assessment of faculty performance

Yes	√	No	
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c. Expert assessment of faculty performance

Yes		No	√
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d. Combination of one or more of the above

Yes	√	No	
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e. Any other (specifies and indicates)

Yes		No	√
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7. Are the faculty assigned additional administrative work?

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

1.30 hours

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

Grant-in-aid

NIL

Fees

Rs. 94,83,558/-

Self Appraisal Report

Donation	NIL
Self-funded courses	NIL
Any other (specify and indicate) Interest & etc.	Rs. 3, 52,078/-

9. Expenditure statement (for last two years)

2011-12 2012-13

Total sanctioned Budget	68.80 Lakhs	71.20 Lakhs
% spent on the salary of faculty	57.26	65.75
% spent on the salary of non-teaching employees	9.24	9.0
% spent on books and journals	0.57	0.48
% spent on developmental activities (expansion of building)	1.53	0.33
% spent on telephone, electricity and water	1.36	0.80
% spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc.	5.58	0.45
% spent on maintenance of equipment, teaching aids, contingency etc.	1.27	0.75
% spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)	0.84	0.75
% spent on travel	0.48	0.12
Any other (Advertisement, Functions, Hostel Expenses, Dresses, University Fee, Postage and Telecom, etc.)	21.87	21.57
Total expenditure incurred	63.85 Lakhs	69.68 Lakhs

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

	Surplus in Rs.	Deficit in Rs.
2010-11	Rs. 34, 55,000/-	NIL
2011-12	Rs. 30, 58,000/-	NIL
2012-13	Rs. 32, 18,000/-	NIL

11. Is there an internal financial audit mechanism?

Yes	✓	No	
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12. Is there an external financial audit mechanism?

Yes	✓	No	
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13. ICT/Technology supported activities/units of the institution:

Administration	Yes	✓	No	
Finance	Yes	✓	No	
Student Records	Yes	✓	No	
Career Counselling	Yes	✓	No	
Aptitude Testing	Yes		No	✓
Examinations/Evaluation/ Assessment	Yes	✓	No	
Any other (specify and indicate) (Teaching & Learning)	Yes	✓	No	

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

Yes	✓	No	
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15. Does the institution have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes		No	✓
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16. Are all the decisions taken by the institution during the last three years approved by a competent authority?

Yes	✓	No	
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17. Does the institution have the freedom and the resources to appoint and pay temporary/ ad hoc / guest teaching staff?

Yes	✓	No	
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18. Is a grievance redressal mechanism in vogue in the institution?

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

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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20. Has the institution adopted any mechanism/process for internal academic audit/quality checks?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21. Is the institution sensitised to modern managerial concepts such as strategic planning, teamwork, decision-making, computerisation and TQM?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Criterion VII: Innovative Practices

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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2. Do students participate in the Quality Enhancement of the Institution?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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3. What is the percentage of the following student categories in the institution?

	Category	Men	%	Women	%
a	SC	2	0.85	4	3.40
b	ST	-	-	-	-
c	OBC	2	0.85	13	5.53
d	Physically challenged	2	0.85	-	-
e	General Category	31	13.19	204	86.80

f	Rural	13	5.53	20	8.5
g	Urban	17	7.23	185	78.72
h	Any other (specify)	—	—	—	—

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

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	Nil	Nil	02	22.22
b	ST	Nil	Nil	Nil	Nil
c	OBC	04	22.22	05	56.0
d	Women	15	83.33	04	44.44
e	Physically challenged	Nil	Nil	Nil	Nil
f	General Category	14	77.77	02	22.22
g	Any other (specify)	Nil	Nil	Nil	Nil

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

Category	At Admission		On completion of the course			
	Batch I	Batch II	Batch		Batch	
			I	II	I	II
SC	—	—	11	10	—	—
ST	—	—	—	—	—	—
OBC	—	—	08	15	—	—
Physically challenged	—	—	—	—	—	—
General Category	—	—	216	210	—	—
Rural	—	—	28	33	—	—
Urban	—	—	207	202	—	—
Any other (specify)	—	—	—	—	—	—