A. Profile of the Institution:

1. Name and address of the institution:

   R.K.College of Systems and Management
   Chameli Bagh, Agra Road, Firozabad-283203
   Uttar Pradesh

2. Website   :   **www.rkcsm.com**

3. Address for communication   :

   Office:

Name	Telephone Number with STD Code	Tele-fax number	E-mail Address
Principal: **Dr.Rajiv Jain**	09219404566	09219404566	info@rkcsm.com
Self-Appraisal Co-ordinator: **Shri Nikhil Bansal**	09219404566	09999496878	nikhil@rkcsm.com

   Residence:

Name	Telephone Number with STD Code	Mobile Number
Principal: **Dr.Rajiv Jain**	09219404566	09457251583
Self-Appraisal Co-ordinator: **Shri Nikhil Bansal**	09219404566	09999496878

4. Location of the Institution:

   ✓ **Rural**   Semi-Urban   Urban   Tribal

5. Campus area in acres: **4 acres**

6. Is it a recognized minority institution?

   ✓ **No**   Yes

7.   Date of establishment of the institution:

Month	Year
July	**2000**

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

Dr.Bhim Rao Ambedkar University, Agra, Uttar Pradesh

9.   Details of UGC recognition under sections 2(f) and 12 B of the UGC Act, 1956.

Yes, vide UGC letter : F. No.8-266/2012 (CPP-1/C), dated 15th Jun'12

MM	YYYY
June	**2012**

10.   Type of institution:

(a)   By funding

1.   Government
2.   Grant – in – aid
3.   Constituent
4.   **Self-Financed** ✓
5.   Any other, (specify and indicate)

(b) By Gender

1.   Only for Men
2.   Only for Women
3.   **Co- education** ✓

1.   University Department
2.   IASE
3.   Autonomous College
4.   Affiliated College
5.   Constituent College
6.   **Department of Education of Composite College** ✓
7.   CTE
8.   Any other (specify and indicate)

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

Yes ✓　　　　　　　　No

If, yes, has the institution applied for autonomy

Yes　　　　　　　　**No** ✓

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

Level	Programme/ Course	Entry Qualification	Nature of Award	Duration	Medium of instruction
Degree	B.Ed.	Graduation	Degree	One Year	English/Hindi

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

Level	Programme	Order Number and date	Valid upto	Sanctioned Intake
Degree	B.Ed.	F-3/UP-428/B.Ed/ 2000/8063 Date: 08.09.2000	Permanent	100

B) Criterion-wise inputs

Criterion I: Curricular Aspects

1.   Does the Institution have a stated

Vision

Yes	✓	No	

Mission

Yes	✓	No	

Values

Yes	✓	No	

Objectives

Yes	✓	No	

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

Yes ✓ / ~~No~~

If yes,

    a) How many programmes?

One (B.Ed)

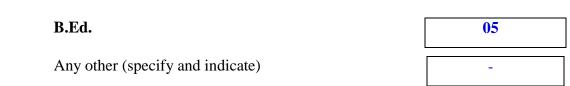   b) Fee charged per programme

Rs. 51,250/-

3.   Are there programmes with semester system   **No**

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

Yes		**No**	✓

If yes, how many faculties are on the curriculum development/vision committees/boards of universities/regulating authority?
Not Applicable

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

B.Ed.

05

Any other (specify and indicate)

-

6.   Are there Programmes offered in modular form

Yes		**No**	✓

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

Yes	✓	No	

Number	**Once in a session**

8.   Are there Programmes with faculty exchange/visiting faculty

Yes	✓	No	

Number	**01**

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?

Minimum One Year

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

Yes		**No**	✓

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

Yes		**No**	✓

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

Yes	✓	No	

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

Yes	✓	No	

Criterion II: Teaching-Learning and Evaluation

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

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

2.   Furnish the following information (for the previous academic year): 2012-2013

   a) Date of start of the academic year   **01.08.2012**
   b) Date of last admission   **15.09.2012**
   c) Date of closing of the academic year   **25.07.2013**
   d) Total teaching days   **212**
   e) Total working days   **229**

3.   Total number of students admitted:

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
B.Ed.	77	23	100	00	00	00	77	23	100

4.   Are there any overseas students?   Yes   **No**   ✓

   If yes, how many?   **Not Applicable**

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. 2,760**

   b) **Unit cost including salary component**   **Rs.4,485**

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

Programme	*Open*		*Reserved*	
	Highest (%)	*Lowest (%)*	*Highest (%)*	*Lowest (%)*
B.Ed. 2012-13	*73*	*51*	*62*	*45*

Note: Entrance Test Examination Conducted by the State University as per direction of the State Government.

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

    Yes ✓   No ☐

8. Does the institution develop its academic calendar?

    Yes ✓   No

9. Time allotted (in percentage)

Programme	Theory	Practice Teaching	Practicum
B.Ed. 2012-13	**45%**	**20%**	**25%**

10. Pre-practice teaching at the institution

    a) Number of pre-practice teaching days

2	**0**

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

1	**1**

11. Practice Teaching at School

    a) Number of schools identified for practice Teaching

0	2

    b) Total number of practice teaching days

2	2

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

2	0

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

No of Lessons In simulation	10	No. of Lessons Pre-practice teaching	20

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

Yes ✓   No ☐

14. Does the institution provide for continuous evaluation?

Yes ✓   No ☐

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

Programme	Internal	External
B.Ed.	**-----**	**100%**

16. Examinations:

a) Number of sessional tests held for each paper

0	**2**

b) Number of assignments for each paper

0	**5**

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

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

8

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

   Yes ✓   No

   Number - 01

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

   Yes   **No** ✓

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

Criterion III: Research Consultancy and Extension

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

   Number: **2**   Percentage: **25%**

2.   Does the Institution have ongoing research projects?   ~~Yes~~ / **No**

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?

   - o   Teachers are given study leave   **Yes**

   - o   Teachers are provided with seed money Adjustment in teaching schedule   **Yes**

   - o   Providing secretarial support and other facilities   **Yes**

   - o   Any other specify and indicate   **-**

Note: As per rules of NCTE, teachers are motivated to participate and complete research work.

5.   Does the institution provide financial support to research scholars? **Yes** / ~~No~~

6.   Number of research degrees awarded during the last five years? **N.A.**

7.   Does the institution support student research projects (UG & PG)? **Yes** / ~~No~~

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

	Yes	**No**	**Number**
International journals	-	-	-
National journals – Referred papers Non referred papers	-	-	-
Academic articles in reputed magazines / news papers	✓	-	11
Books	-	-	-
Any other (specify and indicate)	-	-	-

9.   Are there awards, recognition, patents etc received by the faculty? **Yes** / ~~No~~

   If yes, how many? - **Two**

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

	Faculty	Students
National seminars	**Nil**	**Nil**
International seminars	**Nil**	**Nil**
Any other academic forum	**Nil**	**Nil**

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

Self-instructional materials	✓
Print materials	✓
Non-print materials (e.g. Teaching Aids/Audio-visual, multimedia, etc.)	✓
Digitalized (Computer aided instructional materials)	✓
Question bank	✓

12.   Does the institution have a designated person for extension activities? **Yes** / ~~No~~

If yes, indicate the nature of the post.

Full Time   Part-time   Additional Incharge ✓

13.   Are there NSS and NCC programmes in the institution? ~~Yes~~ / **No**

14.   Are there any other outreach programmes provided by the institution? **Yes** / ~~No~~

15.   Number of other curricular/co-curricular meets organized by other academic agencies/NGOs on Campus : **01**

16.   Does the institution provide consultancy services? ~~Yes~~ / **No**

In case of paid consultancy what is the net amount generated during last three years? **Not Applicable**

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

Local level	**Yes**
State level	**Yes**
National level	**Yes**
International level	No

Criterion IV: Infrastructure and Learning Resources

1. Built-up Area (in sq. meters.): **5,000 sq.mtrs**

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

   a) Methods 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 lab   **Yes** / ~~No~~

3. How many Computer terminals are available with the institution?   **15**

4. What is the Budget allotted for computers (purchase and maintenance) **Rs. 1,50,000/-** during the previous academics year?

5. What is the Amount spent on maintenance of computer facilities during **Rs. 75,340/-** the previous academic year?

6. What is the Amount spent on maintenance of upgrading of laboratory **Rs.26,200/-** facilities during the previous academic year?

7. What is the Budget allocated for campus expansion (building) and **Rs. 35,000,00/-** upkeep for the current academic session/financial year?

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

9. Total number of posts sectioned

	Open		Reserved	
	M	**F**	**M**	**F**
Teaching	5	3	-	-
Non-teaching	4	1	-	-

10. Total number of posts vacant:

	Open		Reserved	
	M	**F**	**M**	**F**
Teaching	-	-	-	-
Non-teaching	-	-	-	-

11. a.   Number of regular and permanent teachers (Gender-wise)

	Open		Reserved	
Lecturers	M	F	M	F
	3	3	0	0
Professors	M	F	M	F
	2	0	0	0

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

	Open		Reserved	
Lecturers	M	F	M	F
	-	-	-	-
Professors	M	F	M	F
	-	-	-	-

c.   Number of teachers from: **Same State -** 08   **Other States:** Nil

12. Teacher student ratio (B.Ed) - **1:12.5**

13.   a.   Non-teaching staff

	Open		Reserved	
	M	F	M	F
Permanent	4	0	0	0
Temporary	0	1	0	0

     b.   Technical Assistants - **Nil**

14. Ratio of Teaching & Non–Teaching staff - **8 : 5**

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

    As per Audit Report (enclosed)

16. Is there an Advisory Committee for the library?

    Yes / No

17. Working hours of the Library

On working days	**10:00 A.M. to 03:00 P.M.**
On holidays	**Closed**
During examinations	**10:00 A.M. to 05:00 P.M.**

18. Does the library have an Open access facility? **Yes** / ~~No~~

19. Total collection of the following in the library

a.

Books	
- Textbooks	3800
- Reference books.	435

b.   Magazines - B.Ed.   – 15

c.

Journals subscribed	
- Indian journals	10
- Foreign journals	00

d.   Back volumes of journals   - Nil

e.

E-information resources	**- Nil**
- Online journals/e-journals	**- Nil**
- CDs / DVDs	**- 50**
- Databases	**- Nil**
- Video Cassettes	**- 10**
- Audio Cassettes	**- 32**

20. Mention the

Total carpet area of the Library (in sq. mts.)	**110**
Seating capacity of the Reading room	**30-40**

21. Status of automation of Library

Yet to initiate	
Partially automated	✓
Fully automated	

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

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

23. Are students allowed to retain books for examination?

    Yes / No

24.   Furnish information on the following:

Average number of books issued/returned per day (For **B.Ed**): **20-25**

	Maximum number of days books are permitted to be retained	Maximum number of books permitted for issue
by students	07 days	04
by faculty	15 days	05

Average number of users who visited/consulted per month   : **100**

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

1: 20

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

Between 1% - 3% of the total budget of the college

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

	2010 – 11		2011 – 12		2012 – 13	
	Number	**Total cost (in Rs.)**	**Number**	**Total cost (in Rs.)**	**Number**	**Total cost (in Rs.)**
Text books	228	33, 098	162	49,024	252	81,125
Other books	102	26, 665	NIL	NIL	98	25, 665
Journals / Periodicals	03	1,310	05	2,400	01	350
Any others	NIL	NIL	NIL	NIL	NIL	NIL

Criterion V: Student support and progression

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

Programme	2010-11	2011-12	2012-13
B.Ed.	Nil	Nil	Nil

2.   Does the Institution have the tutor-ward/or any similar mentoring system? **Yes** / No

If yes, how many students are under the care of a mentor/tutor? - **Eleven (11)**

3.   Does the institution offer Remedial instruction?   **Yes** / No

4.   Does the institution offer Bridge courses?   Yes / **No**

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

	B.Ed.		
	2010-11	**2011-12**	**2012-13**
Pass percentage	100	100	100
Number of first classes	27	24	24
Number of distinctions	6	4	5
Exemplary performances (Gold Medal and university ranks)	Nil	Nil	Nil

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

	2010-11	**2011-12**	**2012-13**
NET	-	-	-
SLET/SET	-	-	-
Any other (specify and indicate)	Nil	Nil	Nil

Note: Exact information is not available.

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

	2010-11	**2011-12**	**2012-13**	**Total**
GEN	06	07	14	27
SC/ST	50	44	48	142
OBC	21	14	08	43
Total	77	65	70	212

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
Hostel Facility is available only for boys. Currently, hostel facility is under renovation and hence, no allotment of rooms has been made to any student

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 common room for girls.
Yes / No

13.   Availability of common room for boys.
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/ organised.

	Organized			Participated		
	Yes	**No**	**Number**	**Yes**	**No**	**Number**
Inter-collegiate	Yes	-	01	Yes	-	03
Inter-university	-	No	-	-	No	-
National	-	No	-	-	No	-

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	05	-
Regional	02	-
National	-	-

18.   Does the institution have an active Alumni Association?   **Yes** / ~~No~~

If yes, give the year of establishment: **2010**

19.   Does the institution have a Student Association /Council? ~~Yes~~ / **No**

20.   Does the institution regularly publish a college magazine?   **Yes, since 2010**

21.   Does the institution publish its updated prospectus annually? **Yes** / ~~No~~

22.   Give the percentages on the progression of the students to employment/further study for last three years:

	Year (%)	Year(%)	Year (%)
	2010-11	2011-12	2012-13
Higher Studies	20%	18%	21%
Employment (Total)	50%	66%	60%
Teaching	23%	32%	33%
Non teaching	27%	34%	27%

Note: Data is as per information available.

23.   Is there a placement cell in the institutions? **Yes** / ~~No~~

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

2010-11	2011-12	2012-13
10	12	15

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

	Yes	No
• Academic guidance and Counseling	✓	
• Personal Counseling	✓	
• Career Counseling	✓	

Criterion VI: Governance and Leadership

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

   Yes / ~~No~~

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

Governing Body/management	02
Staff Council	Monthly
IQAC/or any other similar body/committee	Twice in a Year
Internal Administrative Bodies contributing to quality improvement of the institutional processes. (mention only for three most important bodies)	Management, Staff Council and IQAC

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~~
Others	**Yes** / ~~No~~

4.   Number of career development programmes made available for non-teaching staff during the last years: **02**

5.   Furnish the following details for the past three years:

   a. Number of teachers who have availed the Faculty Improvement program of the UGC/NCTE or any other recognized organization: **Nil**

   b. Numbers of teacher who were sponsored for professional development programmes by the institution

National	**01**
International	**Nil**

   c. Number of faculty development programmes organized by the Institution: **03**

d. Number of Seminar / workshops/symposia on Curricular development, Teaching-learning, Assessment, etc, organized by the institution: **06**

e. Research development programmes attended by the faculty: **02**

f. Invited/endowment lectures at the institution: **09**

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

a. Self-appraisal	**Yes** / ~~No~~
b. Student assessment of faculty performance	**Yes** / ~~No~~
c. Management assessment of faculty performance	**Yes** / ~~No~~
d. Combination of one or more of the above	**Yes** / ~~No~~

7.   Are the faculty assigned additional administrative work?   **Yes** / ~~No~~

If yes, give the number of hours spent by the faculty per week – **3 hours per week**

E.g. Faculty members were deputed as convenors/members, Number of inspection committees/ proctorial duties etc.

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

Particulars	Amount (Rs.'000)
Grant-in-aid	NIL
Fees (B.Ed.)	5,558
Donation	199
Self-funded courses	-
Any other (specify and indicate)	-

9.   Expenditure statement (for last two years)

	2011-12	**2012-13**
Total sanctioned Budget	46,20,000	Rs 43,00,000/-
% spent on the salary of faculty	49%	48%
% spent on the salary of non-teaching employees	21%	21%
% spent on books and journals	1%	3%
% spent on developmental activities (expansion of building)	0%	0%
% spent on telephone, electricity and water	5%	5%
% spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc.	6%	5%
% spent on maintenance of equipment, teaching aids, contingency etc.	5%	5%
% spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)	6%	6%
% spent on travel	2%	2%
Any other (specify) - Legal & other expenses	5%	5%
Total expenditure incurred	100%	100%

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

	Surplus in Rs. '000	**Deficit in Rs. '000.**
2010-11	256	
2011-12	585	
2012-13		194

11.   Is there an internal financial audit mechanism? **Yes** / ~~No~~

12.   Is there an external financial audit mechanism? **Yes** / ~~No~~

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

     Administration   **Yes** /~~No~~

     Finance   **Yes** /~~No~~

     Student Records   **Yes** /~~No~~

     Career Counselling   **Yes** /~~No~~

     Aptitude Testing   **Yes** /~~No~~

     Examinations / Evaluation / Assessment   **Yes** /~~No~~

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

    Yes /~~No~~

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

    Yes /~~No~~

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

    Yes /~~No~~

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

    Yes /~~No~~

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

       a. for teachers   **Yes** /~~No~~

       b. for students   **Yes** /~~No~~

       c. for non-teaching staff   **Yes** /~~No~~

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

    ~~Yes~~ / **No**

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

    Yes /~~No~~

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

    Yes /~~No~~

Criterion VII: Innovation Practices

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

   Yes / ~~No~~

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

   Yes / ~~No~~

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

B.Ed. 2012 – 13					
	Category	Men	%	Women	%
a.	SC	45	45%	7	7%
b.	ST	-	-	-	-
c.	OBC	23	23%	06	6%
d.	Physically challenged	-	-	-	-
e.	General Category	09	14%	10	10%
	Total	**77**	**77%**	**23**	**23%**

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

2012 – 13					
	Category	Teaching staff	%	Non-teaching	%
a.	SC / ST	-	-	-	-
b.	OBC	-	-	2	50%
c.	Women	3	38%	1	20%
d.	Men	5	62%	4	80%
e.	Physically challenged	1	12%	-	-
f.	General Category	8	100%	2	50%
g.	Rural	-	-	-	-
h.	Urban	-	-	-	-
i.	Any other (specify) Minority	-	-	-	-

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

.

B.Ed.				
Category	**At Admission**		**On completion of the course**	
	Batch – I (2011-12)	**Batch-II 20102 2**	**Batch – I (2011-12)**	**Batch –II (2012-13)**
SC	52	52	52	52
OBC	29	29	29	29
General	19	19	19	19
Total	100	100	100	100

Note: 100% result is every year