

CRITERION VII : INNOVATIVE PRACTICES

7.1 Internal Quality Assurance System

7.1.1 Has the institution established internal Quality Assurance System? If yes, give its year of establishment, composition and functions.

Yes, the institution has established internal Quality Assurance System for better, smooth functioning of the institution. The Quality Assurance System has also been established in 2010. It consists of a committee headed by the convener. The detail of the office bearers are as follows:

| S No. | Name | Designation |
|-------|-------------------|-------------|
| 1 | Mr. N.C.Bansal | Convener |
| 2 | Dr.Rajiv Jain | Member |
| 3 | Mrs.Rachna Arya | Member |
| 4 | Mr.Devender Verma | Member |

The major functions of IQAC/QCC are as follows:

- It ensures the development and application of various quality parameters for the various academic and administrative activities of the institution.
- Take regular feedback from students, faculty, parents and other stakeholders for the effective functioning of the institution.
- Balanced distribution of work for teaching and non-teaching staff.
- Distribution of students into different groups for better management of college.

- To organize remedial classes, guest lecture, tutorial classes with the help of latest teaching aids.
- To promote and provide vocational training like Ornament Making, Soft Toys, Clay Art etc.
- To provide placement facility to students for
- To organize excursion and educational tour.
- To distribute books, cloths, food to unprivileged students of RKCSM.
- To organize recreational activities like Saturday function etc.
- To organize physical educational classes like yoga for physical and mental harmony.
- To celebrate special and distinct occasions like Gandhi Jayanti, Independence day, Republic day
- Determining infrastructural growth and future plans with respect to infrastructure, technology, library
- To organize National / International Seminars under its umbrella.

7.1.2 Describe the mechanism used by the institution to achieve its goals and objectives.

Our institute makes proper forecasting and plans curricular activities in advance. The aim of the teacher training is to train the pupil teachers and to evaluate and various other objectives; we have taken various

- In the meeting of academic advisory board the activities are planned and that are included in the academic session.

- Assignment and projects are given to the students to make them resourceful.
- Periodic Home visits are done to monitor the timely progress and status of learning.
- Seminars are arranged to improve the communication power of the students.
- In the staff meetings, the progress is done regarding the academic achievements of the students. Further the grievances are brought to the notice of the members of academic council.

7.1.3 How does the institute monitor the progress of the students in the programmes?

The institute monitors the progress of the students in the programmes by adopting the following measures:

- i. The Progress Report is prepared at regular intervals to monitor the progress of the students in the programmes.
- ii. To check the progress of the students, the institute conducts the session tests, in-house tests, and assignments.
- iii. Students are motivated through the counselling sessions based on social and personal aspects to increase their interest in the programmes.
- iv. Guidance and counselling sessions are conducted to improve their performance in the programmes and to assist them for their overall development.
- v. There is a regular communication with the students in the form of feedback sessions to monitor their progress in the academic and administrative activities.
- vi. Teaching staff are encouraged to check their own progress and to provide feedback to the students.

- vii. Feedback is also taken from the students and their suggestions are welcomed by the institution.
- viii. To organize a meeting with the parents about their ward.

7.1.4 How does the in- stitution management proc-

Regular staff meetings ensure smooth functioning. Responsibilities are distributed among the staff members. The college are directly related to institutional equipments. The management procedure is performed per the need of the college and students.

tion and financial

a good rapport and responsibilities are maintained. The finance of the college, which are directly related to institutional equipments, labs, and ICT facilities. The quality of financial management of the entire department as well as the college are audited by the staff members.

7.1.5 How does the in- stitution constituents of th-

RKCSM identifies all possible sources of information which are shared with the staff members concerning student activities. Regular meetings are held for gathering in meetings, discussions, good practices, and college for its pro-

gress with various

all possible sources of information and good practices are shared through regular meetings or assemblies or discussions to ensure adequate and proper day to day working of the

7.2 Inclusive Practices

7.2.1 How does the institution give attention to these in the classroom?

on and the focus of the institution?

The institution follows various policies and procedures related to inclusive education.

form on the issues related to inclusive education in the form of indicators regarding

7.2.2 What is the provision for students with special needs and exceptionalities?

tion about inclusion and its impact on learning?

According to the National Curriculum Framework for "Inclusive Education" is taught to the teacher trainees. The curriculum helps the pupil teachers in the identification of special needs. The curriculum helps the normal students so that they can learn. The curriculum also helps the up coming generation.

studies, "Inclusive Education" provides the information to the teacher trainees about the special needs, so that they can identify the needs of exceptionality, and provide the special needs. This helps the students with the special needs in the form of the society. The curriculum also helps the differences among the students.

7.2.3 Detail on the various strategies to create learning environments that support learning and self—improvement.

to create learning environments that support learning and self—improvement in the classroom.

The institution provides ample opportunities to the students to develop their personality and social skills. Through Scout guide camp, educational tours, morning and weekly assemblies, tutorials, debates, speech competitions, quiz competitions, extensive sports and other co-curricular activities, we try our best to make the student socially and emotionally adjusted in a better way in their personal and professional life.

During micro teaching, the students are given the opportunity to interact with their peers and healthy teachers which helps them to develop their communication skills and helps both to now individuals and the institution.

7.2.4 How does the institution work with children with special needs?

During the classroom teaching, the students are given the opportunity to interact with their peers and healthy teachers which helps them to develop their communication skills and helps both to now individuals and the institution. The institution provides ample opportunities to the students to develop their personality and social skills. Through Scout guide camp, educational tours, morning and weekly assemblies, tutorials, debates, speech competitions, quiz competitions, extensive sports and other co-curricular activities, we try our best to make the student socially and emotionally adjusted in a better way in their personal and professional life. The institution provides ample opportunities to the students to develop their personality and social skills. Through Scout guide camp, educational tours, morning and weekly assemblies, tutorials, debates, speech competitions, quiz competitions, extensive sports and other co-curricular activities, we try our best to make the student socially and emotionally adjusted in a better way in their personal and professional life.

7.2.5 How does the institution work with children with special needs?

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There is a provision of enrolment for physically challenged students in the institute according to the norms of state government. Though there are no physically challenged students in the College at present, following provisions are there for such students:

- special attention by t
- provision of books fr sit.
- priority to such stude library.

7.2.6 How does the institutor es (activities
of women cell and other issues)?

A women cell is establi girl students
and the problems relate women day
celebration, speech and l to women,
gender discrimination, g e held under
the patronship of this ce

7.3 Stakeholder Relationships

7.3.1 How does the institution ensure the access to the information on organizational performance (Academic and non-academic) to the stakeholders?

Regular staff meetings are held for discussing the academic and other developmental activities of the institution. The minutes and reports of these meetings are prepared and a proper record of clip is maintained of the overall activities and a report is prepared from the last academic session and presented to the stakeholders.

The modes through which information on organizational performance is made available to the stakeholders are:

- Prospectus
- Media
- Correspondence
- Telephonically
- College Website
- Different Committee Meetings

7.3.2 How does the institution ensure the access and identify the strengths and weaknesses of various processes and procedures to the stakeholders for bringing continuous improvement?

The institution collects the feedback from the stakeholders regarding the strengths and weaknesses of various programmes of the institution, in the

meetings of alumni. The help of student's representatives are also taken to know about the causes of student's dissatisfaction of various processes of the institution. This information is shared with the stakeholders to bring the qualitative improvements in the institution. The self evaluation is also done in the staff meeting after every year. Necessary actions are taken for further improvement.

7.3.3 What are the feedback mechanisms from students, parents, professional community, alumni and society? How does the institution use the information?

The institution has a provision for feedback from the students through feedback meetings are organized in which all the suggestions for further improvement are welcomed for the betterment. During real school teaching practice, the staff of practicing school on qualitative feedback are given training. Further the institution has the provision for feedback from the staff of the institution.