in keeping with the objective of the Institute to provide quality education, well skilled and trained teachers for secondary and higher secondary school and to foster and nurture academic quest among the pupil teachers constant efforts have been taken by our institute to keep its excellent performance for which it was accredited 'A' Grade.

The Institute's plan of action and strategy of implementation are in tune with its duly stated purpose vision mission and values.

Regarding curricular aspects there has been constant endeavour to provide best facilities and infrastructure. As per the suggestions and directions given by the peer Team of NAAC, new computer lab with 30 seats have been set up for innovative transaction of curriculum.

In order to empower the minority strata of the society special classes have been conducted for facing CTET exams.

Dr. L R Mohan attended a 5 days' workshop at NCERT on curriculum evaluation. Critical analysis of the present curriculum by faculty members has been done to weed out the lacunae.

Mr. Tafseer Alam our Urdu faculty gave his suggestions to the university for improving Urdu curriculum.

In order to promote value education efforts have been made to organize lecture's on the need for healthy values.

Use of ICT by faculty is ensured as each and every faculty member gives power point presentation twice a week - chalkboards have been replaced by soft boards

Students are encouraged to take up action research under the guidance of supervisors

Apart from providing scholarship for needy students, fee concession has been granted to two students:

Shamaila BEd.(Batch 2011-12)

Amar ETE(Batch 2011-13)

In order to inculcate a sense of social responsibility towards society, students have been engaged in extension work by teaching in Blind schools, taking part in cleanliness drives distributing mid day meal and also distributing clothings to the needy.

As usual faculty members as well as students took part in Hart Prithvi, the annual environment programme.

Regarding assessment, data have been collected from Alumni, Employees, academic experts about the relevance of the existing curriculum use of ICT and provision for inclusive education
Teaching Learning and evaluation

The admission process has been streamlined. This year the quality of students who sought admission has shown remarkable improvement as there is awareness about the quality provided in the institution. There is total transparency regarding reservation policy or community based discrimination.

Physically challenged candidates have been allowed to use Laptop during teaching practice. Efforts have been made to create conducive environment for teaching learning process. This year saw maximum participation of students in ‘Anugoonj’ and winning positions.

In order to foster faculty development, 2 days workshop on ‘Research’ was conducted at the Institute. Eminent resource persons were Prof. Shakuntala Nagpal, Dr. Arshad Ikram and Dr. B. S. Nagi. It was attended by a large number of faculty and students. Also each faculty has been encouraged to participate at least in 3 seminars/workshop arranged by other Institutes. This year Institute of Vocational Studies has taken the initiative of bringing out its first journal on research. This step has been widely appreciated by the teaching community.

To foster analytical thinking reading habits among children a large number of books, reference books were added in the library (number of books 4127e)

To promote students centered learning more and more project based teaching, collaborative teaching etc. have been encouraged. Students prepared scorebook containing cut-outs of all educational matters.

All the students actively participated in the sport events organized by the GGSIP University and also in the Inter College and Intra College activities.

In order to keep pace with the recent development in assessment and evaluation (CCE) the teacher educators as well as pupil teachers were encouraged to attend workshop on the same. Mr. Tafseer Alam (faculty) presented a paper on the theme. organized by IDEAL Institute.

Research has been an integral part of B.Ed. programme. Laying special emphasis on this concept of promoting research, the Institute organized a two days workshop on ‘How to conduct Research’ Eminent educationist Prof. Shakuntala Nagpal was the key speaker. It was attended by many faculty and research scholars from all over delhi NCR.

Also faculty members have been attending seminars workshop etc.

The Institute is planning to launch a research journal to promote research Dr. Niranjana Sopernia published three research papers in reputed journals.
Many extension activities were undertaken namely:-

- Cloth distribution to the poor
- Teaching in blind school
- Distribution of mid day meal
- Tree planting

To ensure personal and professional development of the staff they are encouraged to go for higher education Ms. Parul Maheshwari has enrolled in Ph.D

**Infrastructure**

The Institute has the policy of expansion of infrastructure to keep pace with its academic great

New computer lab has been set up with the seating capacity of 25 students.

Budget has been approved for setting language lab. New books have been added

Psychology lab, Science and Maths lab have been updated with new equipments.

Also steps have been to ensure optimum utilization of available infrastructure. As planned old furniture has been replaced with modern and comfortable ones.

Chalk Board replaced by soft board, Laptops procured for exclusive use in the department.

**Students Support**

The Institute has been making conscientious efforts to provide a learner friendly environment. Guidance and Counseling is a permanent feature of the institute. The cell is active in organizing guidance programme.

Mock interviews, extension lectures, in career orientation, writing resumes etc are organized. Students have been participating in all the Inter college and Inter college activities and bringing laurels to the institute.

<table>
<thead>
<tr>
<th>Event</th>
<th>Result</th>
<th>Participant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. On the spot Painting</td>
<td>1st position (IVS)</td>
<td>Mehwish Kainat</td>
</tr>
<tr>
<td>2. Collage Making</td>
<td>2nd position (IVS)</td>
<td>Tanya Vij</td>
</tr>
</tbody>
</table>
Number of students placed in reputed school are 91 Apart from this 10 of students have joined Government’s initiative of Sarva Shiksha Abhiyan.

Vacancies in school are brought to the students on weekly basis.

Institute’s Portal is constantly updated for the benefit of students. Also student’s queries are handled by teachers through face book interaction.

Feedback from alumni is sought for bringing more quality in to the system. Also interaction with alumni helps the current batch in planning and preparation for examination.

While preparing teachers in institute, expectations of schools, their needs and aspiration are taken in to consideration. This year our pupil student’s conduct of teaching practice was very much appreciated by the principal of kalkaji, Govt. School and the students were given certificate of appreciation.

The Administration system has been modified to bring in more transparency, leave rules modified. Increase in salary for all faculty members. Various committees meet twice a year to assess the functions of the system and make resolutions. Administrations have been decentralized for brining in efficiency.

Self appraisal by faculty, employer & principal help in assessment of the overall functioning of the program.

Various committees which were constituted earlier have been merged into 4 main committees namely

1) Programme Advisory & Implementation committees
2) Students Affairs Committee
3) Extra-curricular Committee
4) Administration & Infrastructure Committee

The committees meet twice a year to assess the functioning of the committee and also make new policy for future.

New welfare measures for the staff and faculty have been introduced.

- Sanction of leave for OD, FDP etc.
Innovative practice

- Value education taught by presentation on different.
- Some topics of ET taught by visits to CIET, NCERT Delhi
- Research methods used for teaching some topics of social sciences and science.
- Laboratory method used for mathematics teaching

The Institute is sensitive to the quality of education and ensures high performance and ensures encourages teachers to develop proficiency. Provision for weak children from diverse backgrounds.
Feedback mechanism is active in collecting, collating data from students, Alumni and other stakeholders on the institute’s quality policy.