

National Council for Teacher Education
(A Statutory Body of the Government of India)
Western Regional Committee

Format for Performance Appraisal Report

Year of Appraisal : 2017-2018

Code No.

1	1	3	1	5	1
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Profile of the Teacher Education Institution

1. Name of the Institution : **ALL INDIA KHILAFAT COMMITTEE
COLLEGE OF EDUCATION**

2. Address for communication : **173-175, Khilafat House, Motishah Lane,
Byculla (East), Mumbai 400 027.**

3. Phone No. (with STD Code) : **022/ 23775516**

4. Fax No. : **022/ 23740146**

5. E-mail : **khilafatcol01010@yahoo.com**
Website : **www.aikccoe.org (under construction)**

6. Date of establishment of the institution : **July 1989**

7. Course(s) offered

1	2	3	4	5
Name of the course in full	Stage/Level	Duration	Year of starting the course	Intake Approved
Bachelor of Education	Graduation	One Year	July 1989	50
Diploma in Education	Diploma	Two Years	January 2005	50

8. Name of the University /Examining Body to which the Institution is Affiliated :
University of Mumbai

9. Number and date of the order of the Regional : **B.Ed. WRC/OAPW0708/113151/2015**
Committee granting recognition/permission : **145996 dated 31.05.2015**
D.Ed. WRC/2-32/65/2004/7391
dated 26.10.2004

10. **Mode of selection of candidates** :

		Yes	No
a)	Centralized test at the state level	√	
b)	Test conducted by the university		√
c)	Test conducted by the institution		√
d)	Test conducted by the independent agency		√
e)	Based on marks obtained in the qualifying examination	√	
f)	By the management		√

11. **Criteria for admission** :

		Yes	No
a)	As per NCTE norms	√	
b)	Norms superior to NCTE		√
c)	In relaxation of NCTE norms with respect to minimum Percentage of marks.		√
d)	In relaxation of NCTE norms with respect to qualifying course		√
e)	In relaxation of special eligibility provisions of NCTE norms such as participation in national/regional/ state/ university level events. (Only one school subject)		√
f)	In relaxation of professional experience		√
g)	In relaxation of professional experience and performance in qualifying course.		√

12. **Academic calendar of the outgoing academic session**

		D	D	M	M	Y	Y
a)	Start of admission (Issue of forms)	0	5	0	4	1	7
b)	Closure of admission	0	1	1	1	1	7
c)	Start of teaching	2	0	0	6	1	7
	S.Y.						
	F.Y.	0	3	1	1	1	7
d)	Last Working Day	2	8	0	5	1	8
	S.Y.						
	F.Y.	1	7	0	5	1	8
e)	Total number of teaching days	2	3	0			
	S.Y.						
	College started from 3 rd November 2018 due to late admissions from government.	1	4	8			
	F.Y.						
f)	Total number of days of vacation/break during the academic session (Winter Break)	2	4				

13. **Practice Teaching at School**

a)	Total number of practice teaching days + Internship Days		
	S.Y.	7	3
	F.Y.	1	2

b)	Minimum number of practice teaching lessons given by each student		
	S.Y.	4	2
	F.Y.	0	7

14. **Pre-practice Teaching at the institution**

a)	Number of pre-practice teaching days (simulated/micro-teaching/any other)	Simulated	0
		Micro-teaching	0
		Integrated Lessons	0
		Computer Assisted Instruction (CAI)	0

***NOTE : Orientation, demonstration and individual guidance for the lessons, was conducted by teacher educators. Till the practice lessons started from 3rd July 2017 of SEM-3, all the method lectures were devoted for guiding and preparing the students for practice teaching in the form of lesson plan guidance, counseling and instructions, about 10 days were allotted to pre practice teaching.**

b)	Minimum number of pre-practice teaching lessons given by each student	0	4
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c)	Number of demonstration lessons held.	1	4
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15. **Examinations (A.Y. 2015-17)**

a)	Number of sessional tests held for each course	0	2
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b)	Number of assignments for each course	S.Y.	0	6
		F.Y.	1	2

D D M M Y Y

c)	Date of commencement of annual examination (Conducted by University of Mumbai) 2015-2017 : S.Y.-Sem-4	3	1	0	4	1	7
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D D M M Y Y

d)	Date of declaration of results (Conducted by University of Mumbai) 2015-2017	0	8	0	9	1	7
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D D M M Y Y

e)	Start of submission of dissertation (N.A.)	-	-	-	-	-	-
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16. Scheme of Examination

		Yes	No
a)	External examination only		√
b)	Internal and external examinations	√	
c)	Internal Examination only		√

17. Student support and progression (2015-2017)

a)	Number of students who appeared in the final examination	4	9
b)	Number of students who passed in the final examination	4	9
c)	Number of students who failed in the final examination	0	0
d)	Number of students who joined higher studies	0	5
e)	Number of students who took up teaching employment (Approx.)	3	5
f)	Number of students who secured employment through the institution	1	8

18. Teaching Resources

a)	Principal/Head of the Department in position	0	1
b)	Number of teachers employed on full-time basis	0	7
c)	Number of teachers employed on part-time basis	0	0
d)	Number of guest lecturers engaged	0	0
e)	Number of teachers on regular scale of pay	0	6
f)	Number of teachers on consolidated remuneration (Including part-time)	0	1
g)	Number of teachers with qualifications as per NCTE norms	0	1+6
h)	Number of teachers yet to qualify NET/SLET	0	1
i)	Number of teachers yet to obtain post-graduate degree in education	0	0
j)	Number of teachers without school experience	0	5

19. Professional Development of Teachers

a)	Number of teachers who attended in-service courses during the preceding year. (Orientation & Refresher Courses)	0	0
b)	Number of teachers enrolled in part-time post-graduate course in education (M.Phil)	0	0
c)	Number of teachers enrolled in full-time post-graduate course in education (M.Ed./M.A.(Education)/M.Phil)	0	0
d)	Number of teachers enrolled in Ph.D. programme	0	1
e)	Number of teachers who participated in seminars/conferences/workshops	0	0
f)	Number of papers published by the teachers	0	0
g)	Number of teachers who received professional recognition/awards.	0	1

20. **Land and Building**

		Yes	No.
a)	Institution functions from its own building	√	
b)	Institution functions from a rented building		√
c)	Institution building is under construction		√
d)	Institution building is shared for running another course(s)	√	
e)	Title on the land is on free-hold ownership basis		√
f)	Title of the land is on long-lease as per law	√	

21. **Educational Technology**

a)	Number of computers with supporting accessories	2	5
		Yes	No.
b)	Access to Internet	√	
c)	Number of hands-on experience hours provided to each student Per week		3 Hours
d)	Number of education related CD-ROM s available	5	0
e)	No. of education related video-cassettes available	0	2
f)	No. of education related audio-cassettes available	0	0
		Yes	No.
g)	Website of the institution	√	
h)	Availability of LCD Projector	√	
i)	Availability of OHP	√	
j)	Availability of T.V.	√	
k)	Availability of VCR/VCD		√
l)	Availability of public-address system	√	

22. **Library resources**

a)	Number of books in the library	6	8	5	9
b)	Number of books added to the library during the preceding year	4	6	6	
c)	Total Number of educational journals/periodicals being subscribed	2	6		
d)	Number of encyclopedia available in the library	0	1	9	
e)	Number of books available in the reference section of the library	3	8	2	9
f)	Total seating capacity in the library	0	5	0	

23. **Sports and Physical Education Resources**

		Yes	No.
a)	Playground (football/hockey etc.)with the institution	√	
b)	Playground (football/hockey etc.)of another institution on sharing Basis		√
c)	Gymnasium/Multipurpose hall with the institution	√	
d)	Facilities for gymnasium with the institution		√
e)	Facilities for athletics with the institution		√
f)	Facilities for Health Education	√	
g)	Anatomy Laboratory		√
h)	Physiology Laboratory		√

24. **Organisation and Management**

		Yes	No.
a)	Government owned		√
b)	Aided		√
c)	Unaided	√	
d)	University Department		√

25.

a)	Minimum emoluments (basic pay and allowances) paid to teachers on regular appointment (per month)	4	0	0	0	0
b)	Minimum emoluments (basic pay and allowances) paid to teachers on ad-hoc service (per month gross)	1	6	0	0	0
c)	Minimum consolidated remuneration paid to teachers (per month gross)	1	3	0	0	0
d)	Per lecture honorarium paid to guest lecturer		4	0	0	

26.

		Yes	No.
a)	Teacher's salaries are paid in cash		√
b)	Teacher's salaries are paid through account payee cheque (Saving A/c of each staff has been opened and their salary is credited every month to their respective A/c.)	√	

27.

		Yes	No.
a)	Salaries are disbursed each month	√	
b)	Teacher's are paid salaries for the vacation period	√	

28. Expenditure and Receipts

a)	Salaries paid to teaching staff during the preceding financial year	4	8	4	8	7	8	5
b)	Salaries paid to non-teaching staff during the preceding financial year	1	6	6	2	3	4	8
c)	Amount spent on utilities during the preceding financial year. (Including salary expenses)	5	5	6	5	2	4	4
d)	Amount spent on purchase of books and Journals for the library during the preceding financial year	0	4	6	2	9	4	
e)	Amount spent on purchase of equipment during the preceding financial year			0	0			
f)	Amount spent on purchase of furniture during the preceding financial year			0	0			
g)	Amount spent on capital expenditure during preceding financial year		-	0	0			
h)	Amount spent on contingencies during the preceding financial year		-	0	0			

29.

a)	Amount carried forward from the previous financial year	0	0	0	0
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b)	Receipts for fees (tuition and all other fees) during the preceding financial year	1	0	1	1	4	3	7
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c)	Receipts from donations during the preceding financial year	0	0	0
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d)	Receipts from consultancies and extension programmes during the preceding financial year	0	0	0
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e)	Amount of grant received from the governments during the preceding financial year	0	0	0
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f)	Income from investments during the preceding financial year		N	I	L
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30. **Excess of expenditure over income**

4	5	1	1	9	3	5
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31. **The institutional accounts of the preceding financial year have been audited.**

Yes No.

√	
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32. **Endowment fund and Reserve Fund :**

a) Amount of Endowment fund maintenance.(Copy enclosed)

5	0	0	0	0	0
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b) Amount of reserve fund maintenance.(Copy enclosed)

3	0	0	0	0	0
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Yes No

c) Endowment fund is maintained jointly with NCTE

√	-
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33. **Resume of the institution**

Brief appraisal of the overall performance of the institution during the preceding Academic session and plans for the future development may be given.

(**Enclosed Annual Report**)

(Signature of the head of the Institution/Principal)
(With Seal)

APPENDIX

List of Documents to be attached

- | | |
|--|----------|
| 1. Academic Calendar of activities of the preceding sessions. | Enclosed |
| 2. Copy of time table of the preceding sessions. | Enclosed |
| 3. Staff profile (Proforma Enclosed) | Enclosed |
| 4. List of 'Practice Teaching School' | Enclosed |
| 5. Details of fee structure. | Enclosed |
| 6. Details of salary disbursement. | Enclosed |
| 7. Receipts and expenditure statement account for the financial year (2017-2018 : Audited) | Enclosed |
| 8. Copy of the constitution of the selection committee related to appointed staff. | - N.A.- |
| 9. Minutes of the selection committee related to appointed staff. | - N.A.- |
| 10. Reserve Fund and Endowment Fund Receipt | Enclosed |
| 11. Annual Report | Enclosed |

Signature of the Manager/Secretary
of the Society/Trust

Date : 25/06/2018

(Signature of the head of the Institution/Principal)

Name : Dr. Sultana Shaikh

Seal :

ALL INDIA KHILAFAT COMMITTEE COLLEGE OF EDUCATION

LIST OF PRACTICE TEACHING SCHOOLS

(A.Y. 2017-2018)

1.	Anjuman-I-Islam High School, Bellasis Road
2.	Anjuman-I-Islam Junior College, C.S.T.
3.	Seventh Day High School
4.	Awami Junior College
5.	Suffah High School
6.	Al-Barkat High School
7.	Dimond Jubilee High School
8.	Taheri High School
9.	Anjuman Khairul Islam High School, Madanpura (Morning & Afternoon)
10.	Anjuman Islam High School, Bandra
11.	ANZA High School
12.	Maharashtra College, Bellasis Road

- Distance of Practice Teaching Schools is approximately within a radius of 10 kilo meters from the College.

PRINCIPAL

Enclosure No. 6

Details of Salary Disbursement

There is a standing instruction from the College to the Development Credit Bank, Clare Road, Mumbai to debit its Saving A/c No.00610500000020 every month and against it to credit the staff members' salary account respectively. The staff has salary account in the Development Credit Bank. Details of disbursement for the academic year 2017-2018 are as follows.

S.No.	Name	Designation	Net Amount
01.	Dr. Sultana Shaikh	Principal	50838
02.	Dr. Saramma Mathew	Assistant Professor	41856
03.	Dr. Nasreen Shaikh	Assistant Professor	30699
04.	Mrs. Shaharas P.V.	Assistant Professor	34320
05.	Mr. Niyaz Ahmed	Assistant Professor	34320
06.	Ms. Nafisa Shaikh	Assistant Professor	31122
07.	Ms. Khan Rizwana	Lecturer	15800
08.	Ms. Shaikh Amina	Lecturer	12800
09.	Mr. Shahzad Anwar	Librarian	15800
10.	Mr. Mohd. Sharique Khan	Accountant/Head Clerk	24872
11.	Mrs. Ujwala Salaskar	Senior Clerk	20031
12.	Mrs. Manisha Joshi	Jr. Clerk/Typist	15000
13.	Mr. Ali Akbar M. Ansari	Library Attendant	12162
14.	Mr. Uves Ahmed H. Shaikh	Peon	12162
15.	Mr. Sameer J. Tasildar	Peon	12162
16.	Mr. Vithoba Teli	Sweeper	12162
17.	Mr. Mohammad Tehsin	Peon	11058
18.	Mr. Zahid Ali Shaikh	Peon	11058

Date : 30.04.2018

PRINCIPAL

Ref.: AIKC/COL/263 /2017-18

June 29, 2018

To,
Under Secretary,
National Council for Teacher Education,
Wing – II, Hans Bhawan,
1, Bahadur Shah Zafar Marg,
New Delhi -110 002.

SUB. : Submission of Performance Appraisal Report.

Sir,

We are submitting the Performance Appraisal Report of our college for the academic year 2017-2018 to your kindness in the prescribed format along with Audit Report and other enclosures.

Kindly accept the same.

Yours faithfully,

Dr. Sultana Shaikh
PRINCIPAL