

Part – A

AQAR for the year (*for example 2013-14*)

2009-2010

1. Details of the Institution

1.1 Name of the Institution

Gandhi Memorial College of Education

1.2 Address Line 1

Gandhi Memorial College of Education

Address Line 2

Raipur , Bantalab, Jammu

City/Town

Jammu

State

Jammu & Kashmir

Pin Code

1188234

Institution e-mail address

gmcehesk@gmail.com

Contact Nos.

0191-2623064 ,0191-2623474

Name of the Head of the Institution:

Prof. Kusum Tikoo

Tel. No. with STD Code:

0191-2623064 ,0191-2623474

Mobile:

9419191406

Name of the IQAC Co-ordinator:

Ms Neeraj Wangnoo

Mobile:

9419731352

IQAC e-mail address:

gmcehesk@gmail.com

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

EC/51/A&A/68

1.5 Website address:

www.gmcehesk.in

Web-link of the AQAR:

AQAR uploaded in Latest announcements

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.14	2009	5 years

1.7 Date of Establishment of IQAC :

10/03/2010

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

Nil

1.9 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College

Yes No

Autonomous college of UGC

Yes No

Regulatory Agency approved Institution

Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women
 Urban Rural Tribal
 Financial Status Grant-in-aid UGC 2(f) UGC 12B

1.10 Type of Faculty/Programme

Grant-in-aid + Self Financing Totally Self-financing

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

University of Kashmir

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

UGC-COP Programmes

NA

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="3"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="Nil"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="06"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders:	Nil
2.12 Has IQAC received any funding from UGC during the year?	No
If yes, mention the amount	<input type="text" value="NA"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos. <input type="text" value="4"/> International <input type="text" value="Nil"/> National <input type="text" value="3"/> State <input type="text" value="Nil"/>	
Institution Level <input type="text" value="01"/>	

(ii) Themes

Date	Conferences / Workshops / Seminars	Organised by
10 th -14 th March 2010	Workshop on Awareness level of Rural People about Rural Development Schemes.	Gandhi Memorial College of Education
6 th -7 th April 2010	National Seminar on “Quality Teacher Education with Sub Themes” of Future Challenges of Teacher Education in Present Scenario	Gandhi Memorial College of Education
15 th -18 April 2010	Workshop on Development of Teaching Skills	Gandhi College of Education
20 th -21 st February 2009	National level seminar on Gender Sensitization	Gandhi College of Education in collaboration with University of Jammu

2.14 Significant Activities and contributions made by IQAC

Under green campus drive herbal and medicinal plants have been planted in the college lawns.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the academic year

Plan of Action	Achievements
Establishment of the Education Technology Laboratory, Language laboratory, Psychology laboratory.	Psychology Laboratories was established
Computer laboratory should be upgraded with new computers having latest configuration.	Computer laboratory was upgraded with 4 new computers having latest configuration.
An in house workshop on development of teaching skills should be organised.	An in house workshop on ‘Development of teaching skills’ prior to micro and macro teaching was organised.
Teaching faculty should be encouraged to improve their academic qualification.	The following faculty members improved their qualifications- Ms Sarita koul-M.Ed(2009)from Kashmir University. Ms Bindu Verma-Completed her Ph.D in Education. Ms Arti Durani-M.A.Sociology (2009,from IGNOU)
Under green initiative Herbal / Medicinal plants should be planted.	Some herbal/medicinal plants were planted in the college lawns.

* Academic Calendar of the year as Annexure I

2.15 Whether the AQAR was placed in statutory body Yes

Management Syndicate Any other body

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	01	Nil	01	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	01	Nil	01	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	02	Nil	02	Nil
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

The College has to implement the curriculum prescribed by the affiliating University and options/ compulsory papers are detailed as under:

Course	S.No	Foundation Papers (04) Compulsory	Teaching Subjects (02) one each from S.No. 5 & 6	Optional Subjects (01) one from S.No 7
B.Ed	1	Theory and Principles of Education	5	7 EVS/ Computer Education / Special Education/ Guidance & Counselling/ Population Education
	2	Psychology of learning & Development in Education	6	
	3	Development of Education System in India		
	4	Essentials of Instructional technology		

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓ (2)

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

* Analysis of the feedback - Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The revision/updating of syllabus is done after every three years by the University of Kashmir and the College remains bound to follow that. No revision of syllabus has been made this year.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No new departments have been added during the year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	17	Nil	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

02

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

02 (temporary)

2.5 Faculty participation in Seminars conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	05	04
Presented papers	-	03	-
Resource Persons	-	01	-

2.6 Innovative processes adopted by the institution in Teaching and Learning

Academic audit was done by the Principal in different teaching faculty staff meetings.

2.7 Total No. of actual teaching days during this academic year

189

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01

The institution is a member of the Board of Studies in Education; of the University of Kashmir and as such is invited to the meetings called for introducing any change in curriculum or revision of syllabus. These changes are incorporated by a majority decision of the members. The members from the college, usually the Principal or a senior faculty, freely

express their views in these meetings. Further, feedback on curriculum is also communicated to the University authorities in their yearly inspections.

2.10 Average percentage of attendance of students 90.36%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Pass Percentage
B. Ed	395	87%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes

The IQAC is responsible for creating conducive environment for teaching/ learning process in the campus. The college has established various committees of teaching faculty for participative improvement in the academic & administrative working of the college. IQAC monitors & evaluates the working of these committees and makes appropriate recommendations.

2.13 Initiatives undertaken towards faculty development Nil

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	24	Nil	Nil	10
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The college started pilot projects on the following topics to promote research climate in the institution.

- Lal Ded a perfect teacher.
- Contribution of Kashmiri Pandits in the Field of Education.
- Women an effective agent of social change and economic growth.
- Women in politics-(Appositive outlook) present scenario of J&K.

In addition to it a National Seminar on the Theme of “Gender Sensitization” was organised by college in Collaboration with Women Study Centre University of Jammu to create awareness on gender sensitization issues.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	02	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications: Nil

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	03	Nil	02	03
Sponsoring agencies	Nil	University of Jammu	Nil	GMCE	Self

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: Nil

3.22 No. of students participated in NCC events: Nil

3.23 No. of Awards won in NSS: Nil

3.24 No. of Awards won in NCC: Nil

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3. 26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The college has organised awareness programme in the village Nardhani on the theme “Save girl child”.
- The college organised an awareness drive for sanitation and health care in village nardhani of Kot Bhalwal village.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	75593.95 sq ft.	Nil	Self Financing	75593.95 sq ft.
Class rooms	9	4	Self Financing	13
Laboratories	03	Nil	Self Financing	03
Seminar Halls	01	Nil	Self Financing	01

4.2 Computerization of administration and library

01. College Library of the institution is fully automated. TLSS software is installed in the library.
02. Accounts section of the institution is fully computerised.
03. The college has a well equipped computer lab with 15 terminals having internet facility available for the students as well as the staff.

4.3 Library Services:

	Existing	Newly added	Total
Text Books	7306	900	8206
Reference Books	900	Nil	900
e-Books(Dictionaries)	Nil	Nil	Nil
Journals	24	7	31
e-Journals	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil
Magazines/ News papers	14/11	6	13/17

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	19	11	10	Nil	Nil	8	Nil	Nil
Added	4	4		Nil	Nil		Nil	Nil
Total	23	15	10	Nil	Nil	8	Nil	Nil

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Elementary Computer Education is optional paper for B.Ed students, but college has made it mandatory and compulsory to for all the students to attend one month's computer course. Teachers are also being given training to make them computer savvy.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.76 Lakhs
ii) Campus Infrastructure and facilities	3.29 Lakhs
iii) Equipments	0.25 lakhs
iv) Others (Transport)	0.33 Lakhs
Total :	4.63 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC conducts at least three meetings every session to plan, monitor and propose necessary improvements in academics & infrastructure. Over the years it has stressed for enhancing facilities provided to the students and taken up its suggestions with the college administration & management. Guided by IQAC recommendations the college conducts an election for student representatives, has a Grievance Redressal Cell for students, organises curricular & extracurricular activities, provides photo copying & internet facility, transport facility, hostel for girl students, remedial classes, counselling etc.

5.2 Efforts made by the institution for tracking the progression

Nil

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
413			

(b) No. of students outside the state

388

(c) No. of international students

Nil

Men	No	%	Women	No	%
	221	53.51		192	46.49

Last Year*						This Year (2009-10)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						262	28	30	93	Nil	413

Demand ratio 1.60:1

Dropout % = 4.35%

* Categorization was inducted in the college after 2009

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

There is as such no mechanism to support students for coaching for competitive examinations. However, the guidance & placement cell provides necessary information regarding new vacancies and examinations dates. Moreover, the students have free access to seek the guidance of faculty in this regard.

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

5.6 Details of student counselling and career guidance

No. of students benefitted

Nil

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Nil	Nil	Nil
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

A two days National level seminar was organised in the Gandhi college of Education, on gender sensitization, collaboration with University of Jammu. (20 & 21/02/2009).

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

Nil

National level

Nil

International level

Nil

No. of students participated in cultural events

State/ University level

Nil

National level

Nil

International level

Nil

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	Nil	Nil
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives Nil

5.12 No. of social initiatives undertaken by the students Nil

5.13 Major grievances of students (if any) redressed:

There were no major grievances during the session.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To develop GMCEJ as a reputed teacher training national institution based on academic excellence & world class pedagogy.

Mission

Pursuit of education, scholarship & research at the highest national level.

6.2 Does the Institution has a management Information System ?

The institution follows a proper MIS plan to integrate academic and administrative processes.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As the curriculum is devised by the affiliating University, the institution cannot incorporate any change in the quality of the curricular aspects directly. Although it has organised a national workshops and seminars for teaching skill development.

6.3.2 Teaching and Learning

Active Teaching Learning

The teaching- learning process in the college is based on an inductive learning. The faculty extensively employs interactive teaching learning process where the participation of the students is encouraged. This further is enhanced by explaining and practicing the active teaching. The concepts are explained with justifications, live examples, relations & co relations giving every chance to the pupil teacher involvement. There is an absolute participatory approach involved in the process. A good deal of active learning is practiced in the practice of teaching in simulation, micro and real class room teaching as Macro teaching where they individually prepare for their lessons presentation and other related activities of a real class room. In addition to it the college is providing the facility of enriched library having over 9000 books and refreshers and repro graphical facilities; computer laboratory equipped with computers, printers and internet, educational technology laboratory, psychology laboratory and education technology laboratory. The students have an access to these labs under the supervision of the teachers concerned and can avail the usage of material as and when needed.

6.3.3 Examination and Evaluation

The evaluation and examination of B.Ed course is done by the University of Kashmir and the colleges is bound to adopt & follow the pattern/process prescribed by its affiliating university.

6.3.4 Research and Development

The college has carried over various pilot studies on the topics

1. Lal Ded a perfect teacher.
2. Contribution of Kashmiri Pandits in the Field of Education.
3. Women an effective agent of social change and economic growth.
4. Women in politics-(A positive outlook) present scenario of J&K.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library of the institute is fully automated having DELNET facility to provide a better outreach of texts and refreshers to the students as well as the faculty along with over 9000 books.

The institution has 23 computers in overall out of which 15 are placed in computer laboratory, out of which 10 terminals are connected to internet. Regular power point

presentations by students are organized in the conference room equipped with projector facility.

The institute optimally utilises the ICT facility and all the documentation of the college is worked on the latest versions of MS word, Adobe, Excel and tally etc. Moreover, to minimise the use of paper all the official correspondence with students and other stake holders is done through e-mail and SMSs.

The college is also in of the process of subscription of e-journals and conversion of one classroom into smart class.

Physical Infrastructure: The institution is spread over 14 Kanals (75593.95 sq ft) of land and has six (06) main buildings including Academic Blocks, Library, Administration Section, Educational Technology Laboratory, Psychology Laboratory, Computer Laboratory, Auditorium and conference hall along with 13 lecture halls.

The college also provides an in-campus Girls Hostel for 120 girls. The 3 storied hostel has 33 rooms of 14.8x12=177.6 (sq.ft) each and are equipped with all the necessary facilities like, Beds, Fans, Almirahs, study table & chairs, Kitchen, mess hall, power backup, first aid, sick room, LCD television, refrigerators and heaters etc.

Besides, to provide a natural academically conducive environment, the college has landscaped lawns having medicinal and eco friendly plantation and a meditation corner for the students & the staff.

6.3.6 Human Resource Management

The college emphasises to recruit a well qualified, skilled and experienced teaching faculty and maintains a teacher student ratio of 1:20 which is nearer to the national standard of 1:15. The details of the college faculty are as follows:

Teaching Faculty

S.No.	Name	Designation	Qualification	Experience
01	Prof. Kusum Tiku	Principal Till August 2011	M.Phil (Education)	Over 19 Years
02	Dr Bindu Verma	Principal From September 2011	Ph.D. M. Phil, MA (Eng) MA (Sociology), M.Ed, B.Ed.	Over 8 years
3	Rajinder Thusoo	Lecturer / Assistant Professor	M.A Mathematics, M.Ed, B.Ed,	Over 13 years
4	Dr Arti Durani	Lecturer / Assistant Professor	Ph.D, M.Phil, M.Sc. (Chemistry), M.Ed, B.Ed	Over 7 years
5	Mr. Satish	Lecturer /	MA (Geography),	Over 4 years

	Talashi	Assistant Professor	B.Ed.	
6	Meenu Khazanchi	Lecturer / Assistant Professor	MA (Education), B.Ed.	Over 3 years
7	Ms Neeraj Wangnoo	Lecturer / Assistant Professor	M.Sc (Home Sc.), M.Ed, B.Ed	Over 3 years
8	Hema Koul	Lecturer / Assistant Professor	M. Ed., B. Ed	Over 3 years
9	Sarita Mattoo	Lecturer / Assistant Professor	M.A (Hindi), M.Ed, B.Ed	Over 3 years
10	Meenakshi Sudeshi	Lecturer / Assistant Professor	M. Phil, M.Ed, B.Ed	Over 3 years
11	Seema Mattoo	Lecturer / Assistant Professor	M C A	Over 7 years
12	Bindya Raina	Lecturer / Assistant Professor	M.A (Education), B.Ed, CIC	Over 5 years
13	Usha Dhar	Lecturer / Assistant Professor	M. A (Education), B.Ed	Over 9 years
14	Seema Bhat	Lecturer / Assistant Professor	MA(Sociology), M Ed	Over 3 years of
15	Veena Koul	Lecturer / Assistant Professor	M. A History, B.Ed	Over 7 years
16	Usha Kumari Bhat	Lecturer / Assistant Professor	M.Ed, B.Ed	Over 1 years
17	Amrita Bhat	Lecturer / Assistant Professor	MA (Hindi), M.Ed, B.Ed	Over 14 years including 13 years of teaching experience as PGT in school
18	Munni Raina	Lecturer / Assistant Professor (temporary)	M. A (Sociology), B.Ed	Over 2 years
19	Dr. Phoola Pandita	Lecturer / Assistant Professor (Contractual)	Ph.D, M.Phil	Over 20 Years

Administrative Staff

S.No	Name	Designation	Qualification	Experience
1	Sh. M L Koul Gulabi	Administrator HESK (Contractual)	Retd Financial Advisor Department of Finance J&K Government	Over 40 years
2	Manoj Tiku	Librarian	M. Lib	Over 7 years
3	Kaka Ji Bhat	Manager Estate GMCEJ	12 th NIOS	Over 23 years

4	Vinod Raina	Sr. Asst	B. Sc, 1 Yr Diploma in Computers	Over 5 years
5	Prayrna Bhat	Sr. Asst	B A, NIOS(CCA)	Over 5 years
6	Chandrika Wattal	Computer Operator	B. Sc, 1 year computer Diploma	Over 5 years
7	Meenakshi Raina	Computer Operator	BA, B. Ed, 3 years Diploma in Elec & Comm.	Over 3 years
8	Daleep Mattoo	Manager Accounts	B.Com, PGDCA, MBA Pursuing	Over 4 years
9	Rajni Kaul	Manager Accounts	B. A, B.Ed, 1 Yr Diploma in Computers	Over 3 years
10	Meenakshi Pandita	Computer Operator	B. A, 1 yr diploma in computer	Over 3 years
11	Rajni Zaroo	Asst Librarian	MA , B.Lib, 1 year linguistic diploma	Over 2 years
12	Baby Bhat	Warden Hostel	B.A	Over 3 years
13	Usha Koul	Manager Hostel	BA, I year diploma in computers	Over 3 years

Grade IV Staff

S.No	Name	Designation	Qualification	Experience
01	Sunil Sadhu	Class IV	12 th	Over 15 years
02	Kamal Zutshi	Class IV	12 th NIOS (CCA)	Over 11 years
03	Sarla Hakim	Library Asst	10 th pass	Over 4 years
4	Sunil Chakku	Class IV	12 th pass	Over 6 years
5	Shiban ji	Class IV	8 th pass	Over 11 years
6	Anjali Dhar	Class IV		Over 3 years
7	Roshan Lal	Class IV		Over 3 years
8	Om Prakash	Driver	Under Matric	Over 3 years
9	Ratan Lal	Driver		Over 4 years
10	Rakesh Kumar	Cook	Under Matric	Over 3 years
11	Garu Ram	Gardner	8 th pass	Over 5 years
12	Sukhdev Singh	Gunman	9 th pass	Over 3 years
13	Prakash Singh	Gunman	8 th Pass	Over 3 years
14	Bila Ram	Chowkidar		Over 25 years
15	Raj Kumar	Gate Keeper		Over 3 years
16	Shakuntala Devi	Sweeper	5 th pass	Over 2 years
17	Bachno Devi	Sweeper	5 th pass	Over 2 years
18	Dwarika Devi	Sweeper		Over 3 years
19	Bindya Devi	Sweeper		Over 3 years
20	Sheela Devi	Dish washer		Over 3 years
21	Abdul Hamid	Sweeper		Over 5 years

6.3.7 Faculty and Staff recruitment nil

6.3.8 Industry Interaction / Collaboration Nil

6.3.9 Admission of Students

Gandhi Memorial College of Education, Jammu, a self financing institution is affiliated to the University of Kashmir and is governed by its rules and regulations in terms of admission, fee structure, curriculum, examination, recruitment etc. The admission to the B.Ed programme is centralized managed directly by the University of Kashmir. Minimum academic qualification required for admission is graduation in any stream with a minimum of 45 % (40 % for Reserved Categories) in the qualifying examination.

However, the college has established an admission committee for helping the students in the process of online admission. This committee also provides an initial orientation to the admitted candidates regarding the choice of subjects and rules & regulations of the college

6.4 Welfare schemes for

Teaching	CPF
Non teaching	CPF
Students	NIL

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	College
Administrative	Yes	Chartered Accountant Aushotosh Sher and Company	Yes	Member Finance

6.8 8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

The examination & evaluation is done by the affiliating university, i.e, University of Kashmir and results are also declared by the university within a span of two months.

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Nil

6.12 Activities and support from the Parent – Teacher Association

The college does not have any parent teacher association. However, the college organises Parent Teacher Meets where inputs / suggestions from the Parents are taken care of.

6.13 Development programmes for support staff Nil

6.14 Initiatives taken by the institution to make the campus eco-friendly

Plantation drive was launched by the college to make environment more eco-friendly

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

Nil

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the academic year

Plan of Action	Achievements
Establishment of the Education Technology Laboratory, Language laboratory, Psychology laboratory.	Psychology Laboratories was established
Computer laboratory should be upgraded with new computers having latest configuration.	Computer laboratory was upgraded with 4 new computers having latest configuration.
An in house workshop on development of teaching skills should be organised.	An in house workshop on ‘Development of teaching skills’ prior to micro and macro teaching was organised.
Teaching faculty should be encouraged to improve their academic qualification.	The following faculty members improved their qualifications- Ms Sarita koul-M.Ed(2009)from Kashmir University. Ms Bindu Verma-Completed her Ph.D in Education. Ms Arti Durani-M.A.Sociology (2009,from IGNOU)
Under green initiative Herbal / Medicinal plants should be planted.	Some herbal/medicinal plants were planted in the college lawns.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

Title of the practice	Preparation of Study Material and Question Bank
Context that required initiation	Since the students are from different socio-economic and cultural background, it is difficult for them to understand certain topic from the text and reference books, in order to make their concepts clearer for some difficult topics study material is prepared. In addition to this, the faculty compiled a question bank to expose the students to the pattern of university examination.
Objectives	<ul style="list-style-type: none"> • To enhance comprehension level of the students. • To make the students aware about the pattern of examinations. • To help the students to compose answers in a lucid manner.
The Practice	All the teachers contribute towards the preparation of study material as well as question bank.
Obstacles faced	None
Strategies adopted to overcome	
Impact	Enhanced knowledge & comprehension.
Resources required	<ul style="list-style-type: none"> • In-house human resource as well as infrastructure
Contact person	Principal

7.4 Contribution to environmental awareness / protection

Nil

7.5 Whether environmental audit was conducted? No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT analysis:

Strengths

- The institution has a transparent and participative working of staff & management
- This institution is one of the best private institution affiliated to university of Kashmir
- The institution is run by a community society with over 72 years in the field of propagating education.

Weakness

- The self financed institution faces a resource crunch, due to starting from scratch in Jammu post displacement from the Kashmir.
- The institution is operating beyond the jurisdiction of the affiliating university as a special case, post displacement from the Kashmir valley.

Opportunity

- growing horizontally through diversification of courses, keeping in view the demand for new skill & career oriented courses.

Threats

- Surviving in the present day competition in the higher education sector involving high infusion of funds.

8. Plans of institution for next year

Establishment of Educational Technology laboratory

Up gradation of ICT

Power backup

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Academic Calendar Session 2009-2010

The Academic session shall start from 1st June 2009 till 31st May 2010. The University shall be conducting final examination in the Month of June 2010. The College shall close for 45 days for summer break from 17th June to 31st July 2009 with a break for Pooja holidays from 16th – 21st October 2009. Winter Break shall commence from 25th to 31st December 2009. The tentative schedule of working days is as under:-

Month	Available Days	Sundays & Holidays	Remarks
June (2009)	14	02	Regular class work Summer break from 17 th June-31 st July
August	24	5+2 =7	Regular Class work
September	23	4+3=7	Regular Class work
October	18	04	Regular Class work Diwali Break from 16 th To 24 th Oct
November	23	5+2=7	regular Class work House test I (23 rd Nov to 7 Dec)
December	18	4+3+6=13	Micro Teaching 8 th to 24 th Dec Winter Break 25 th - 31 st December
January(2010)	24	5+2=7	Practice Of Teaching (2 nd Jan to 5 th Feb)
February	22	4+2=6	House Test II (18 th to 27 th Feb)
March	24	4+3=7	Regular class work
April	24	4+2=6	regular Class work

Total working days	=	214
Number of days for internal tests/ Co-curricular activities/ Unforeseen developments	=	25

Total Teaching Days = 214-25= 189

The total no of working days are approximately the actual no of working days may vary marginally. The university exams /vacations are also tentative. Exact dates shall be intimated to the students, as and when communicated by University of Kashmir.

Principal

Annexure II

Student feedback on curriculum

1. Depth of the course content including project work if any:
 - 50% of the students are in favour that depth of course content is very good.
 - 25% were of the opinion that it is good.
 - 10% were of the opinion that it is satisfactory
 - 15% were of the opinion that depth is unsatisfactory.
2. Extent of coverage of course
 - 99% of the students were of the opinion that course coverage is very good.
 - 1% of the students were of the opinion that course coverage is good.
3. Applicability/relevance to real life situations
 - 66 % of students were of the opinion that course content is applicable to real life situation very effectively
 - 12% of students were of the opinion that course content is applicable to real life situation effectively
 - 5% of students were of the opinion that course content is applicable to real life situation satisfactorily
 - 17% of students were of the opinion that course content is applicable to real life situation unsatisfactory.
4. Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)
 - 61% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are very good
 - 24% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are good
 - 13% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are satisfactory.
 - 2% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are unsatisfactory.
5. Clarity and relevance of textual reading material
 - 63% of students were of the opinion that Clarity and relevance of textual reading is very good
 - 22% of students were of the opinion that Clarity and relevance of textual reading is good
 - 10% of students were of the opinion that Clarity and relevance of textual reading is satisfactory

- 5% of students were of the opinion that Clarity and relevance of textual reading is unsatisfactory

6. Relevance of additional source material (Library)

- 75% of the students were of the opinion that Relevance of additional source material (Library) is very good
- 14% of the students were of the opinion that Relevance of additional source material (Library) is good
- 7% of the students were of the opinion that Relevance of additional source material (Library) is satisfactory
- 4% of the students were of the opinion that Relevance of additional source material (Library) is unsatisfactory

7. Extent of effort required by students

- 15% of the students were of the opinion that the extent of effort required by the students is very good
- 45% of the students were of the opinion that the extent of effort required by the students is good
- 35% of the students were of the opinion that the extent of effort required by the students is satisfactory
- 5% of the students were of the opinion that the extent of effort required by the students is unsatisfactory

8. Overall rating

- 85% rated the institution as very good
- 10% rated the institution as good
- 4% rated it satisfactory
- 1% rated it unsatisfactory

Student feedback on teachers

1. Knowledge base of the teacher (as perceived by you)

- 60 % of the students were of the opinion that Knowledge base of the teacher is very good
- 29 % of the students were of the opinion that Knowledge base of the teacher is good
- 9% of the students were of the opinion that Knowledge base of the teacher is satisfactory
- 2% of the students were of the opinion that Knowledge base of the teacher is un satisfactory

2. Communication Skills (in terms of articulation and comprehensibility)

- 45% of the students were of the opinion that communication skills in terms of articulation and comprehensibility was very good
- 38% of the students were of the opinion that communication skills in terms of articulation and comprehensibility was good
- 5% of the students were of the opinion that communication skills in terms of articulation and comprehensibility was satisfactory.
- 12% of the students were of the opinion that communication skills in terms of articulation and comprehensibility was un satisfactory

3. Sincerity / Commitment of the teacher

- 80% of the students were of the opinion that teacher's sincerity and commitment is very good.
- 12% of the students were of the opinion that teacher's sincerity and commitment is good.
- 5% of the students were of the opinion that teacher's sincerity and commitment is satisfactory.
- 3% of the students were of the opinion that teacher's sincerity and commitment is un satisfactory

4. Interest generated by the teacher

- 69% of the students were of the opinion that interest generated by the teacher is very good
- 22% of the students were of the opinion that interest generated by the teacher is good
- 4% of the students were of the opinion that interest generated by the teacher is satisfactory
- 5% of the students were of the opinion that interest generated by the teacher is unsatisfactory

5. Ability to integrate course material with environment/other issues, to provide a broader perspective

- 53% of the students were of the opinion that ability of teachers to integrate course material with environment/other issues, to provide a broader perspective is very good.
- 35% of the students were of the opinion that ability of teachers to integrate course material with environment/other issues, to provide a broader perspective is good.

- 6% of the students were of the opinion that ability of teachers to integrate course material with environment/other issues, to provide a broader perspective is satisfactory
 - 6% of the students were of the opinion that ability of teachers to integrate course material with environment/other issues, to provide a broader perspective is unsatisfactory
6. Ability to integrate content with other courses
- 65% of the students were of the opinion that ability of the teachers to integrate content with other courses is very good.
 - 29% of the students were of the opinion that ability of the teachers to integrate content with other courses is good.
 - 3% of the students were of the opinion that ability of the teachers to integrate content with other courses is satisfactory.
 - 3% of the students were of the opinion that ability of the teachers to integrate content with other courses is unsatisfactory.
7. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)
- 13% of the students were of the opinion Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class) is very good
 - 38% of the students were of the opinion Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class) is good.
 - 33% of the students were of the opinion Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class) is satisfactory.
 - 16% of the students were of the opinion Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class) is unsatisfactory
8. Ability to design quizzes /Tests /assignments / examinations and projects to evaluate students understanding of the course
- 25% of the students were of the opinion that Ability of teachers to design quizzes /tests /assignments / examinations and projects to evaluate students understanding of the course is very good.
 - 33% of the students were of the opinion that Ability of teachers to design quizzes /tests /assignments / examinations and projects to evaluate students understanding of the course is good.
 - 16% of the students were of the opinion that Ability of teachers to design quizzes /tests /assignments / examinations and projects to evaluate students understanding of the course is satisfactory
 - 26% of the students were of the opinion that Ability of teachers to design quizzes /tests /assignments / examinations and projects to evaluate students understanding of the course is unsatisfactory
9. Provision of sufficient time for feedback

- 69% of the students were of the opinion that provision of sufficient time on feed back is very good.
- 22% of the students were of the opinion that provision of sufficient time on feed back is good
- 4% of the students were of the opinion that provision of sufficient time on feed back is satisfactory
- 5% of the students were of the opinion that provision of sufficient time on feed back is unsatisfactory

10. Overall rating

- 76% of the students were of the opinion that overall rating is very good
- 21% of the students were of the opinion that overall rating is good
- 3% of the students were of the opinion that overall rating is satisfactory
- None of the students were of the opinion that overall rating is unsatisfactory