

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year

2010- 2011

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

181123

Institution e-mail address

gmcehesk@gmail.com

Contact Nos.

0191- 2623064, 2623474

Name of the Head of the Institution:

Prof Kusum Tiku

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.gmcejammu.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	05 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 ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

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

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

1.10 Type of Faculty/Programme

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 (<i>Specify</i>)	
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers	3
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	Nil
2.4 No. of Management representatives	2
2.5 No. of Alumni	nil
2. 6 No. of any other stakeholder and community representatives	nil
2.7 No. of Employers/ Industrialists	nil
2.8 No. of other External Experts	nil
2.9 Total No. of members	06
2.10 No. of IQAC meetings held	03
2.11 No. of meetings with various stakeholders:	Nil

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State

Institution Level

(ii) Details of the No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Nil

2.14 Significant Activities and contributions made by IQAC

- Remedial counselling has been provided to the students by optional teachers and their doubts regarding the selection of optional subjects have been cleared.
- Green boards have been replaced with White Boards in all the classrooms.
- New Water Cooler (Purifier refrigerator) installed in Academic Block.
- For uninterrupted power supply college installed 35 KVA generators in the college campus.
- The college has organised sufi, violin, classical, vocal and musical concert for the students. This was organised to break to re-energise the students for their practical component of teaching.
- Slogan writing and Painting event was organised to celebrate International Women's Day.

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 is as under:

Plan of Action for session2010-11	Outcome at the end of session2010-11
Additional counselling for selection of optional paper after initial counselling be started	Additional counselling has been provided to the students by optional teachers and their doubts regarding the selection of optional subjects have been cleared. 1. Special Education -- Dr Arti Durani 2. Environmental Science-- Ms Meenakshi Sudeshi 3. Guidance & Counselling--Ms Usha Bhat 4. Population Education -- Ms Bindya Tikoo
College needs to have an independent web-site, which could cater to the different needs of the students regarding admissions and Academics.	A web-site committee was constituted following faculty members were included in the committee. 1 Dr.Bindu Verma. 2 Ms Neeraj Wangnoo 3 Ms Bindya Tikoo 4 Ms Seema Mattoo This committee was assigned the Job of creating content design and other necessary web site related activities.
Teaching aid workshop should lay emphasis on Science and Mathematics teaching aids	The workshop on teaching aids was organised as per the academic calendar and pupil teachers prepared teaching aids on science and Mathematical Subjects.
A skill training program for the teachers should be organised	-----not done-----
The technology lab needs to be up graded	Educational Technology laboratory has been upgraded with requisite Charts, Maps and models
Enhancement of computer Laboratory be done	New computers for the computer laboratory have not been purchased because of the financial constraints but the existing computers were upgraded with new hardware and operating system was changed from widows XP to Windows 2007.
The existing black boards should be replaced with white boards	White Boards have been installed in all the classrooms.
Proposal to be submitted by IQAC for the drinking water facility of the B. Ed students as well as the staff of GMCEJ.	New Water Cooler (Purifier refrigerator) installed in Academic Block.
College needs a Power generator because of long hour power cuts in the area	To cater the electricity requirements of the college during Power failures, college installed 35 KVA generator in the college campus.

New lecture halls be constructed	Because of financial constraints extra physical infrastructure could not be raised. Efforts are being done for the same
A field trip for students to bring them closer to nature be organised by March-April month this year.	Students were taken to Mansar Lake in the Month of March for a heritage cum natural field trip.
The college must start green audit	Green audit has been initiated from this session. And more eco-friendly plants were added to the existing plantation.
Internal Audit should be conducted at the end of the financial year.	-----pending-----
A review of qualification improvement of the faculty should be done	The following faculty members have improved their qualifications this year: Ms Arti Durani – 1. Completed her PhD in 2010 from University of Jammu on topic “Career Orientation among female college and university students in relation to psychological and socio- economic variation” 2. PGDDE in 2011(Post Graduate Diploma from IGNOU) Ms Munni Raina – Completed her M.Ed from University of Jammu in (2010)

2.15 Whether the AQAR was placed in statutory body Yes No

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

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: Elective/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	Teaching of Hindi/English/Urdu/Punjabi	7 EVS/ Computer Education / Special Education/ Guidance & Counselling/ Population Education
	2	Psychology of learning & Development in Education	6	Teaching of Math/ Physical Science /Bio Science / History-civics/ Geography	
	3	Development of Education System in India			
	4	Essentials of Instructional technology			

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓ (02)

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 in the 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.

The institution is in the process of getting no objection Certificate for starting of M.Ed course from the State Government and the University.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others (Guest Faculty)
	17	17	Nil	Nil	1

2.2 No. of permanent faculty with Ph.D.

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

01 temporary faculty and 01 guest faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	01	
Presented papers	Nil	01	
Resource Persons	Nil	nil	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Academic audit has been started under the supervision of the Principal of the college

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

185

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

86.54%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Pass Percentage
B. Ed	405	85%

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. Academic audit is also conducted in the institution.

2.13 Initiatives undertaken towards faculty development

<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 (organized by college)	nil
Staff training conducted by the university	nil
Staff training conducted by other institutions	nil
Summer / Winter schools, Workshops, etc.	nil
Others	

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

Nil

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	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:

NA

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

Nil

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

ii) Without ISBN No.

iii) with ISSN No.

3.8 No. of University Departments receiving funds from

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	Nil	Nil	Nil	Nil
Sponsoring agencies	NA	NA	NA	NA	NA

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

3.13 No. of collaborations Nil

3.14 No. of linkages created during this year Nil

3.15 Total budget for research for current year in lakhs : Nil

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

Nil

Nil

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

Nil

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

NA

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 Nil

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Nil

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	13	Nil	Self Financing	13
Laboratories	03	Nil	Self Financing	03
Seminar Halls	01	Nil	Self Financing	1

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 sections of the institution are fully computerised working with latest version of Tally, Excell worksheets and MS office.
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	8206	459	8665
Reference Books	900	Nil	900
e-Books(Dictionaries)	Nil	Nil	Nil
Journals	31	Nil	31
e-Journals	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil
Magazines/ News papers	13/17	Nil	30

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	23	15	14	Nil	Nil	8	Nil	Nil
Added	0	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	23	15	14	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 to for all the students to attend short computer course. Teachers are also being given training to make them computer savvy.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.07
ii) Campus Infrastructure and facilities	7.50
iii) Equipments	0.54
iv) Others (Transport/Vehicle)	0.59
Total :	9.7

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
435			

(b) No. of students outside the state

428

(c) No. of international students

nil

No	%
175	40.22

Men

No	%
260	59.78

Women

Last Year(2009-10)						This Year (2010-11)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
262	28	30	93	Nil	413	271	32	15	117	nil	435

Demand ratio (718: 507) 1.42:1

Dropout % = (30/435 = 6.89%)

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

Nil

No. of students benefitted

Nil

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

Nil

5.9 Students Activities

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

5.9.1.1 No. of students participated in cultural events 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

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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 repo 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

Nil

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 14 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, Excel and tally etc.

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 $14.8 \times 12 = 177.6$ (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 20 Years
02	Dr Bindu Verma	Principal From September 2011	Ph.D. M. Phil, MA (Eng) MA (Sociology), M.Ed, B.Ed.	Over 9 years
3	Rajinder Thusoo	Assistant Professor / Lecturer	M.A Mathematics, M.Ed, B.Ed,	Over 14 years
4	Dr Arti Durani	Assistant Professor / Lecturer	Ph.D, M.Phil, M.Sc. (Chemistry), M.Ed, B.Ed	Over 8 years
5	Mr. Satish Talashi	Assistant Professor / Lecturer	MA (Geography), B.Ed.	Over 5 years
6	Meenu Khazanchi	Assistant Professor / Lecturer	MA (Education), B.Ed.	Over 4 years
7	Ms Neeraj Wangnoo	Assistant Professor / Lecturer	M.Sc (Home Sc.), M.Ed, B.Ed	Over 4 years
8	Hema Koul	Assistant Professor / Lecturer	M. Ed., B. Ed	Over 4 years
9	Sarita Mattoo	Assistant Professor / Lecturer	M.A (Hindi), M.Ed, B.Ed	Over 4 years
10	Meenakshi Sudeshi	Assistant Professor / Lecturer	M. Phil, M.Ed, B.Ed	Over 4 years
11	Seema Mattoo	Assistant Professor / Lecturer	M C A	Over 8 years
12	Bindya Raina	Assistant Professor / Lecturer	M.A (Education), B.Ed, CIC,	Over 5 years (including 1 year as PGT)
13	Usha Dhar	Assistant Professor / Lecturer	M. A (Education), B.Ed	Over 10 years (including 9 years of teaching experience as PGT in school)
14	Seema Bhat	Assistant Professor / Lecturer	MA(Sociology), M Ed	Over 4 years of
15	Veena Koul	Assistant	M. A History,	Over 8 years

		Professor / Lecturer	B.Ed	
16	Usha Kumari Bhat	Assistant Professor / Lecturer	M.Ed, B.Ed	Over 2 years of teaching experience
17	Amrita Bhat	Assistant Professor / Lecturer	MA (Hindi), M.Ed, B.Ed	Over 15 years including 13 years of teaching experience as PGT in school
18	Munni Raina	Assistant Professor / Lecturer	M. A (Sociology), B.Ed	3 years (including 3 years of teaching experience in School)

Administrative Staff

S.No	Name	Designation	Qualification	Experience
1	Sh. M L Koul Gulabi	Administrator HESK (Contractual)	Retired Financial Advisor department of Finance J& K State	Over 40 years
2	Manoj Tiku	Librarian	M. Lib	Over 8years
3	Kaka Ji Bhat	Manager Estate GMCEJ	12 th NIOS	Over 24 years
4	Vinod Raina	Sr. Asst	B. Sc, 1 Yr Diploma in Computers	Over 6 years
5	Prayrna Bhat	Sr. Asst	B A, NIOS(CCA)	Over 6 years
6	Chandrika Wattal	Computer Operator	B. Sc, 1 year computer Diploma	Over 6 years
7	Meenakshi Raina	Computer Operator	BA, B. Ed, 3 years Diploma in Elec & Comm.	Over 4 years
8	Daleep Mattoo	Manager Accounts	B.Com, PGDCA, MBA Pursuing	Over 5 years
9	Rajni Kaul	Manager Accounts	B. A, B.Ed, 1 Yr Diploma in Computers	Over 4 years
10	Meenakshi Pandita	Computer Operator	B. A, 1 yr diploma in computer	Over 4 years
11	Rajni Zaroo	Asst Librarian	MA , B.Lib, 1 year linguistic diploma	Over 3 years
12	Baby Bhat	Warden Hostel	B.A	Over 4 years
13	Usha Koul	Manager Hostel (Regular)	BA, I year diploma in computers	Over 4 years

Class IV Employees

S.No	Name	Designation	Qualification	Experience
01	Sunil Sadhu	Class IV	12 th	Over 12 years
02	Kamal Zutshi	Class IV	12 th NIOS (CCA)	Over 4 years
03	Sarla Hakim	Library Asst	10 th pass	Over 5 years

4	Sunil Chakku	Class IV	12 th pass	Over 7 years
5	Shiban ji	Class IV	8 th pass	Over 12 years
6	Anjali Dhar	Class IV		Over 4 years
7	Roshan Lal	Class IV		Over 4 years
8	Om Prakash	Driver	Under Matric	Over 4 years
9	Ratan Lal	Driver		Over 5 years
10	Rakesh Kumar	Cook	Under Matric	Over 2 years
11	Garu Ram	Gardner	8 th pass	Over 6 years
12	Sukhdev Singh	Gunman	9 th pass	Over 4 years
13	Prakash Singh	Gunman	8 th Pass	Over 4 years
14	Bila Ram	Chowkidar		Over 26 years
15	Raj Kumar	Gate Keeper		Over 4 years
16	Shakuntala Devi	Sweeper	5 th pass	Over 3 years
17	Bachno Devi	Sweeper	5 th pass	Over 3 years
18	Dwarika Devi	Sweeper		Over 4 years
19	Bindya Devi	Sweeper		Over 4 years
20	Sheela Devi	Dish washer		Over 4 years
21	Abdul Hamid	Sweeper		Over 6 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 and 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. 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 students

Teaching	CPF	
Non teaching	CPF	
Students	NIL	

6.5 Total corpus fund generated

Nil

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 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.

6.13 Development programmes for support staff Nil**6.14 Initiatives taken by the institution to make the campus eco-friendly**

The efforts of the college administration are directed at creating a conducive academic environment and a proper physical infrastructure. The institution has more than adequate physical infrastructure, which is established in a beautifully landscaped campus of 14 kanals of land. The ambience of the college campus is the first positive impact on the mind of the students.

As proposed by the IQAC the college has started getting an internal green audit from this year.

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

Plan of Action for session2010-11	Outcome at the end of session2010-11
Additional counselling for selection of optional paper after initial counselling be started	Additional counselling has been provided to the students by optional teachers and their doubts regarding the selection of optional subjects have been cleared. 1. Special Education -- Dr Arti Durani 2. Environmental Science-- Ms Meenakshi Sudeshi 3. Guidance & Counselling--Ms Usha Bhat 4. Population Education -- Ms Bindya Tikoo
College needs to have an independent web-site, which could cater to the different needs of the students regarding admissions and Academics.	A web-site committee was constituted following faculty members were included in the committee. 1.Ms Bindu Verma. 2 Ms Neeraj Wangnoo 3 Ms Bindya Tikoo 4 Ms Seema Mattoo This committee was assigned the Job of creating content design and other necessary web site related activities.
Teaching aid workshop should lay emphasis on Science and Mathematics teaching aids	The workshop on teaching aids was organised as per the academic calendar and pupil teachers prepared teaching aids on science and Mathematical Subjects.
A skill training program for the teachers should be organised	-----not done-----
The technology lab needs to be up graded	Educational Technology laboratory has been upgraded with requisite Charts, Maps and models
Enhancement of computer Lab be done	The new computers for the computer laboratory have not been purchased because of the financial constraints but the existing computers were upgraded with new hardware and operating

	system was changed from widows XP to Windows 2007.
The existing black boards should be replaced with white boards	White Boards have been installed in all the classrooms.
Proposal to be submitted by IQAC for the drinking water facility of the B. Ed students as well as the staff of GMCEJ.	New Water Cooler (Purifier refrigerator) installed in Academic Block.
College needs a Power generator because of long hour power cuts in the area	To cater the electricity requirements of the college during Power failures, college installed 35 KVA generator in the college campus.
New lecture halls be constructed	Because of financial constraints extra physical infrastructure could not be raised. Efforts are being done for the same
A field trip for students to bring them closer to nature be organised by March-April month this year.	Students were taken to Mansar Lake in the Month of March for a heritage cum natural field trip.
The college must start green audit	Green audit has been initiated from this session. And more eco-friendly plants were added to the existing plantation.
Internal Audit should be conducted at the end of the financial year.	-----pending-----
A review of qualification improvement of the faculty should be done	The following faculty members have improved their qualifications this year: Ms Arti Durani – 1. Completed her PhD in 2010 from University of Jammu on topic “Career Orientation among female college and university students in relation to psychological and socio- economic variation” 2. PGDDE in 2011(Certificate course from IGNOU) Ms Munni Raina – Completed her M.Ed from University of Jammu in (2010)

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

Title of the practice	Short term computer course for teachers and students	Green Audit
Context that required initiation	The present day academics demand a fairly good knowledge of ICT. Students coming from diverse back	Since most of the students admitted to the college come from diverse backgrounds with minimal

	grounds lack computer skills placing them in an disadvantageous position to comprehend the modern learning & teaching process. Though, elementary computer education is an optional paper in the curriculum, prescribed by the University of Kashmir, not many students opt for this paper.	awareness about conserving & protecting environment, the green audit was initiated to involve students & staff at a local level to sensitise them about environment and its conservation.
Objectives	<ul style="list-style-type: none"> To make the students as well as the teachers computer literate. To expose the students to use of ICT in their professional as well as personal lives. 	<ul style="list-style-type: none"> To take stock of the green environment in the campus and suggest ways & means to utilise the present day environmental conservation processes.
The Practice	In house computer training to all students in batches	
Obstacles faced	None	
Strategies adopted to overcome		
Impact	Significant improvement and confidence in using ICT	
Resources required	Optimal number of Computers	
Contact person	Principal	

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes

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

- The institution plans to establish Educational Technology Laboratory

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Academic Calendar
Session 2010-11

Academic year shall start from November 2010 to September 2011. The University exams shall be tentatively conducted in the month of November 2011. The College shall close for 45 days for summer break from 16th June to 31st July 2011 and a break for Pooja Holidays from 5 November to 10th November 2010. Winter Break shall commence from 26th December 2010 to 4th Jan 2011. The tentative schedule of total working days shall be as under:-

Months	Available days	Sundays/Holidays	Remarks
Nov	21	4+5=9	Orientation of fresher's /Regular class work Pooja Holidays (5 Nov- 10 Nov)
Dec	19	4+8=12	Regular Class work Winter Holidays (26 Dec 2010- 4 Jan 2011)
Jan	23 Jan)	4+4=8	Orientation of Micro Teaching Skill (17 to 22
Feb	24	4+0=4	Micro teaching
Mar	23	4+4=8	Workshop for the Development of T-Aids (7-23 Jan)
April	22	4+4=8	Regular Class work Ist Internal Test (11-25 April)
May	25	5+1=6	Practice of Teaching (9 to 25 May))
June	12	2+1=3	Regular Class Summer Break (16 June to 31 July)
July	0	-	Summer Break
Aug	23	4+4=8	2 nd Internal Test (8 to 21 August)
Sep	25	4+1=5	Improvement test (1- 8 Sep)

Total working days=217

Number of days for internal tests/ = 32

Co-curricular activities/

Unforeseen developments

Total available teaching days = 217-32 = 185

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

Student feedback on curriculum

2010-11

1. Depth of the course content including project work if any:
 - 64% of the students are in favour that depth of course content is very good
 - 22% were of the opinion that it is good.
 - 13% were of the opinion that it is satisfactory
 - 1% were of the opinion that depth is unsatisfactory.
2. Extent of coverage of course
 - 94 % of the students were of the opinion that course coverage is very good.
 - 3 % of the students were of the opinion that course coverage is good.
 - 2% of the students were of the opinion that course coverage is satisfactory
 - 1% of the students were of the opinion that course coverage is unsatisfactory
3. Applicability/relevance to real life situations
 - 56 % of students were of the opinion that course content is applicable to real life situation very effectively
 - 10% of students were of the opinion that course content is applicable to real life situation effectively
 - 21% of students were of the opinion that course content is applicable to real life situation satisfactorily
 - 13% 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)
 - 69% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are very good
 - 15% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are good
 - 10% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are satisfactory.
 - 6% 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

- 64% 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
- 4% of students were of the opinion that Clarity and relevance of textual reading is unsatisfactory

6. Relevance of additional source material (Library)

- 79% of the students were of the opinion that Relevance of additional source material (Library) is very good
- 10% of the students were of the opinion that Relevance of additional source material (Library) is good
- 5% of the students were of the opinion that Relevance of additional source material (Library) is satisfactory
- 6% of the students were of the opinion that Relevance of additional source material (Library) is unsatisfactory

7. Extent of effort required by students

- 14% of the students were of the opinion that the extent of effort required by the students is very good
- 43% of the students were of the opinion that the extent of effort required by the students is good
- 33% of the students were of the opinion that the extent of effort required by the students is satisfactory
- 10% of the students were of the opinion that the extent of effort required by the students is unsatisfactory

8. Overall rating

- 87% rated the institution as very good
- 12% rated the institution good
- 1% rated it satisfactory
- 0% rated it unsatisfactory

Student feedback on teachers

2010-11

1. Knowledge base of the teacher (as perceived by you)
 - 63 % of the students were of the opinion that Knowledge base of the teacher is very good
 - 25 % 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
 - 3% 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)
 - 48% of the students were of the opinion that communication skills in terms of articulation and comprehensibility was very good
 - 35% of the students were of the opinion that communication skills in terms of articulation and comprehensibility was good
 - 7% of the students were of the opinion that communication skills in terms of articulation and comprehensibility was satisfactory.
 - 10% 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
 - 78% of the students were of the opinion that teacher's sincerity and commitment is very good.
 - 10% of the students were of the opinion that teacher's sincerity and commitment is good.
 - 7% of the students were of the opinion that teacher's sincerity and commitment is satisfactory.
 - 5% of the students were of the opinion that teacher's sincerity and commitment is un satisfactory
4. Interest generated by the teacher
 - 43% of the students were of the opinion that interest generated by the teacher is very good
 - 36% of the students were of the opinion that interest generated by the teacher is good
 - 12% of the students were of the opinion that interest generated by the teacher is satisfactory
 - 9% 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
 - 50% 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.

- 38% 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.
 - 5% 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
 - 7% 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 un satisfactory
6. Ability to integrate content with other courses
- 59% 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.
 - 9% 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)
- 10% 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
 - 42% 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.
 - 15% 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
- 28% 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.
 - 34% 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.
 - 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 satisfactory

- 12% 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.
- 26% of the students were of the opinion that provision of sufficient time on feed back is good
- 3% of the students were of the opinion that provision of sufficient time on feed back is satisfactory
- 2% of the students were of the opinion that provision of sufficient time on feed back is unsatisfactory

10. Overall rating

- 77% of the students were of the opinion that overall rating is very good
- 18% 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
- 2 % of the students were of the opinion that overall rating is unsatisfactory

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