

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year

2011- 2012

1. Details of the Institution

1.1 Name of the Institution

Gandhi Memorial College of Education Jammu

1.2 Address Line 1

Gandhi Memorial College of Education Jammu

Address Line 2

Raipur, Bantalab

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:

Dr Bindu Verma

Tel. No. with STD Code:

0191-2623064, 0191-2623474

Mobile:

9419225982

Name of the IQAC Co-ordinator:

Dr Arti Durani

Mobile:

9419118136

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 : DD/MM/YYYY

10th March 2010**1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC**

NA

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

UGC 12

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

University Of Kashmir

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

Autonomy by State/Central Govt. / University

Nil

University with Potential for Excellence

Nil

UGC-CPE

Nil

DST Star Scheme

Nil

UGC-CE

Nil

UGC-Special Assistance Programme

Nil

DST-FIST

Nil

UGC-Innovative PG programmes

Nil

Any other (*Specify*)

UGC-COP Programmes

Nil

2. IQAC Composition and Activities

2.1 No. of Teachers

03

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

nil

2.4 No. of Management representatives

02

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: No. (02)

Faculty

Nil

Non-Teaching Staff Students

Nil

Alumni

Nil

PTM

Nil

2.12 Has IQAC received any funding from UGC during the year?

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.

03

International

Nil

National

State

Nil

Institution Level

03

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

S.No.	Event/Activity	Date	Organised by
01	Awareness campaign on Hygiene and Sanitation in village Nardani	8 th & 9 th / 3/ 2012	Gandhi Memorial College of Education
02	Seminar on 'How theatre and cultural activities bridge the gap between teachers and the taught'	30/10/2012	Gandhi Memorial College of Education
03	Slogan writing competition on the theme 'Green Economy'	6/6/2012	Gandhi Memorial College of Education

2.14 Significant Activities and contributions made by IQAC

The IQAC was instrumental in organising Workshops/ extension lectures in the college. On recommendations of IQAC the following were implemented:

- Internal Academic audit has been initiated from this year
- Class room seating arrangements and equipments were improved upon.

2.15 Plan of Action by IQAC and Outcome

Plan of action chalked out by the IQAC at the beginning of the year towards quality enhancement and outcome achieved by the end of the academic year

Plan of action	Out come at the end of year 2011-12
The college must conduct Academic Audit	Academic audit has been started under the supervision of the Principal of the college
Criticism lessons should be conducted to provide a critical appraisal of the final TP lessons prepared by the pupil teacher	Criticism lessons were conducted after the culmination of Macro teaching practices. The following faculty members supervised the lesson: Mr. Rajinder Thusoo Dr. Arti Durani Mr Satish Talashi Dr. Bindu Verma
A review of the Publication and enhancement of qualification by faculty should be done	Dr. Arti Durani published her Book on Career Orientation Among Women (yet to be released) Ms Amrita Bhat –qualified M. Ed from University of Jammu
The proposal of conducting Internal Audit which was recommended last year should be passed as agenda	Conducting internal Audit has been discussed and passed by the management
Class room furniture needs replacement / repair.	Class room seating chairs in the lecture halls at ground floor of Academic Block A and two floors of Academic Block B were replaced with writing desks attached to the floor.
Manual documentation in administration department should be shifted to computerisation	Two new computers were installed in administrative department.
Organisation of a Gender sensitization Programme in adopted village Nardani	Gender Sensitization Programme was organised which included an awareness campaign on Hygiene and Sanitation was organised in Nardani on 8 th & 9 th /3/2012

World environment day should be observed for environmental awareness	World environmental day was celebrated on 6.6.2012 in the college premises .On this occasion a slogan writing competition was organised on the theme 'Green Economy' that was followed by the cultural events and a prize distribution function.
A Career cum Guidance cell should be established for the students	----Pending-----
Scholarships should be provided to the economically backward students of state.	Scholarships amounting to Rs. 27000/ was provided to 10 economically backward local students of the state.
Efforts like providing Freeship be made to give special benefit to KP meritorious students	Freeships were not provided because of financial constraints
At least one Seminar or workshop be organised in the college	A seminar 'how theatre and cultural activities bridge the gap between teachers and the taught' was organised in the college. Eminent theatre/cultural activist and actor Mr.M.K.Raina held an interactive session with the participants in this seminar

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	00	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	00	02	Nil

* There has been no session for the ETTC in the state as per the State High Court directives

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

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	
	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			
				7	EVS/ Computer Education / Special Education/ Guidance & Counselling/ Population Education

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	nil
Trimester	nil
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 attached as 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 are 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 since 2009.

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

No new department has been introduced this year. However the institution is in process of diversifying its courses. The college is in process of starting PG course in Teacher Education (M.Ed)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors
15	15	Nil	Nil

**In addition to above, the institution utilises the services of 3 guest faculty members*

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
02	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

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

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

Criticism lessons were introduced to provide a critical appraisal of the final lessons prepared by the pupil teacher

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

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

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

Nil

The institution is a member of the Board of Studies in Education (University of Kashmir) and as such is invited to the meetings called for introducing any change in curriculum or revision of syllabus. However, during the year 2011-12, no meeting of the BoS were held.

2.10 Average percentage of attendance of students

83.25%

2.11 Course/Programme wise Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Pass percentage	Ist divisions
B. Ed	360	75.55%	84

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. Internal Academic audit has been initiated from this year

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	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	09
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	01	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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.

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 workshops / Seminar organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	02
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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 : Nil

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) 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

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 institution has adopted the nearby village Nardani. This year a Gender Sensitization was organised in this village which included an awareness campaign on Hygiene and Sanitation

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 funding	75593.95 sq ft
Class rooms	13	Nil	----	13
Laboratories	03	Nil	----	Nil
Seminar Halls	01	Nil	Nil	Nil
No. of important equipments purchased (>1-0 lakh) during the current year.	--	1	Nil	Nil
Value of the equipment purchased during the year (Rs. >Lakhs)		0.33	Nil	Nil

4.2 Computerization of administration and library

01. College Library is fully automated with TLSS software.
02. Accounts section of the institution is fully computerised working with latest version of Tally, Excel 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 Book	8665	396	9061
Reference Books	900	100	1000
e-Books(Dictionaries)	Nil	Nil	Nil
Journals	31	(5 discontinued)	26
e-Journals	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil
Magazines/ Newspapers	18	Nil	18

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office (accounts, admission & administration)	Departments
Existing	23	15	14	Nil	Nil	08	Nil
Added	02	Nil	Nil	Nil	Nil	02	Nil
Total	25	15	14	Nil	Nil	10	Nil

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

Two new computers of latest version were purchased for enhancing efficiency of Administration Section

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.02
ii) Campus Infrastructure and facilities	7.50
iii) Equipments	0.33
iv) Others (Transport/Vehicle)	0.86
Total :	9.71

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 & extra curricular 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
415			

(b) No. of students outside the state

362

(c) No. of international students

nil

Men	No	%	Women	No	%
	214	51.56		201	48.43

2010-11(Previous session)						2011-12 (current session)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
271	32	15	117	Nil	435	281	23	06	105	Nil	415

Demand ratio (457 : 507) 0.90:1

Dropout % = (55/415 = 13.25%)

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

NA

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 benefited

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 sensitisation programmes

The college organised an awareness campaign on 8th & 9th /3/2012 on “Hygiene and Sanitation” in Nardani area.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	27,000/-
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 nil nil

Fairs	: State/ University level	National level	International level			
Exhibition:	State/ University level	<input type="text" value="nil"/>	National level	<input type="text" value="nil"/>	International level	<input type="text" value="nil"/>

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. However the students were counselled for their personal & peer group adjustment problems

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 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 faculty development.

6.3.2 Teaching and 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, that is University of Kashmir.

6.3.4 Research and Development

The institution is not actively involved in the research and consultancy. However, the institution has organised the following extension programs in its adopted village, Nardani:

Event	Target group	Venue	Date
An awareness campaign on Hygiene and Sanitation	General Masses	Govt High School Raipur Nardani	8 th & 9 th /3/2012

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 25 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.

To enhance the efficiency of administration two new computers have been purchased with latest configuration and software versions. The institute optimally utilises the ICT facility and major 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, 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, Mess, mess hall, power backup, first aid, Colour Television, refrigerator and heaters etc.

Besides, to provide a natural environment, the college has seven landscape lawns having medicinal and eco friendly plantation and has 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 the standard ratio of 1:15. The details of the college faculty are as follows:

Teaching faculty

Name, Parentage D.O.B	Designation	Qualification	Teaching Experience
Dr Bindu Verma	Principal	Ph.D., M. Phil, MA (English) MA (Sociology), M.Ed, B.Ed.	Over 10 years of teaching Experience in GMCEJ
Rajinder Thusoo	Lecturer/Assistant Professor (Regular)	M.A Maths B.Ed M.Ed.	Over 15years
Ms. Arti Durani	Lecturer/Assistant Professor (Regular)	Ph.D M.Phil M.Sc. Chemistry B.Ed M.Ed	Over 9 years (including experience as guest faculty for M.Ed in MIER College of Education & Distance Education Departments of University of Kashmir and University of Jammu).
Mr. Satish Talashi	Lecturer/Assistant Professor (Regular)	M.A Geography B.Ed.	Over 9 years
Meenu Khazanchi	Lecturer/Assistant Professor (Regular)	M. Phil M. A Education B.Ed.	Over 9 years
Hema Koul	Lecturer/Assistant Professor (Regular)	M. Phil. M. Ed. B. Ed	Over 7 years
Sarita Mattoo	Lecturer/Assistant Professor	M.A Hindi B.Ed	Over 6 years

	(Regular)	M.Ed	
Meenakshi Sudeshi	Lecturer/Assistant Professor (Regular)	M.Phil B. Ed M.Ed	Over 6 years
Seema Mattoo	Lecturer/Assistant Professor (Regular)	M C A	Over 5 years
Bindya Raina	Lecturer/Assistant Professor (Regular)	M.A Education B.Ed CIC	Over 5 years (including 1 year as PGT in school)
Usha Dhar	Lecturer/Assistant Professor (Regular)	M. A Education B.Ed	Over 13 years (including 9 years of experience as PGT in school)
Seema Bhat	Lecturer/Assistant Professor (Regular)	M. A Sociology M. Ed	Over 4 years
Usha Kumari Bhat	Lecturer/Assistant Professor (Regular)	M.Phil M.Ed B.Ed	Over 3 years
Amrita Bhat	Lecturer/Assistant Professor (Regular)	M.A Hindi M.Ed B.Ed.	Over 16 years (including 13 years of teaching experience as PGT in school)
Munni Raina	Assistant Professor	M. A Sociology M.Ed B.Ed	Over 6 years (including 3 years of teaching experience in School)
Ms Neha Tandon	Assistant Professor	M.A Sociology, M. Ed	New Appointment
Ms Asha Ganjoo	Assistant Professor	M. Sc Zoology B. Ed	New appointment

Administrative Staff:

S.No	Name	Designation	Qualification/skill	Experience
1	M L Koul Gulabi	Administrator (contractual)	Retd. Financial Advisor Department of Finance J&K State Government	Over 40 years
2	Manoj Tiku	Librarian (Regular)	M. Lib	Over 13 yrs
3	Kaka Ji Bhat	Manager Estate GMCEJ (Regular)	10+2	Over 28
4	Vinod Raina	Sr. Asst	B. Sc Diploma in Computers (1 yr)	Over 11 years
5	Prayrna Bhat	Sr. Asst Deputed to Frontier Post	B A NIOS CCA	Over 11 years
6	Chandrika Wattal	Computer Operator (Regular)	B. Sc, Diploma in Computers (1 yr)	Over 11 years
7	Meenakshi Raina	Computer Operator (Regular)	BA, B. Ed, Diploma in Elec & Comm.	Over 9 years

			(3 yr)	
8	Daleep Mattoo	Manager Accounts (Regular)	B.Com PGDCA MBA(Pursuing)	Over 8 years
9	Rajni Kaul	Manager Accounts (Regular)	B. A B.Ed Diploma in Computers (1 yr)	Over 7 years
10	Meenakshi Pandita	Computer Operator (Regular)	B. A Diploma in Computer (1 yr)	Over 5 years
11	Rajni Zaroo	Asst Librarian (Regular) Deputed to frontier post	MA B.Lib Diploma in Linguistic (1 yr)	Over 4 years (including 2 years of school librarian)
12	Baby Bhat	Warden Hostel (Regular) Deputed to Frontier Post office	B.A	Over 8 years
13	Usha Koul	Manager Hostel (Regular)	BA Diploma in Computers (1 yr)	Over 8 years
14	Sunil Sadhu	Jr.Asst (Regular) Deputed to Frontier Post	Matric	Ove4r 17 years
15	Kamal Zutshi	Jr.Asst (Regular) Deputed to Frontier Post	12 th NIOS CCA	Over 10 years
16	Sarla Hakim	Library Asst (Regular)	10 th pass	Over 8 years

Grade IV Staff

1	Rakesh Kumar	Cook (Regular)	Under Matric	3 years
2	Shiban ji	Class IV Deputed to Frontier Post	8 th pass	Over 17 years
3	Anjali Dhar	Class IV Deputed to Frontier Post		Over 8 years
4	Roshan lal	Class IV	--	Over 8 years
5	Garu Ram	Gardner	8 th pass	Over 8 years
6	Babu Lal	Gardner (Daily wager)		Over 2 years
7	Om Prakash	Driver (Regular)	Under Matric	Over 8 years
8	Puran Singh	Orderly (Consolidated)	12 th Pass	Over 2 years
9	Sukhdev Singh	Gunman (Regular)	9 th pass	Over 8 years
10	Prakash	Gunman	8 th Pass	Over 8 years

	Singh	(Regular)		
11	Shakuntala Devi	Sweeper (Daily Wager)	--	Over 5 years
12	Bachno Devi	Sweeper (Daily Wager)	5 th pass	Over 5 years
13	Dwarika Devi	Sweeper (Contractual)	--	Over 6 years
14	Bindya Devi	Sweeper (Daily Wager)	--	Over 6 years
15	Sheela Devi	Dish washer (Daily wager)	--	
16	Chanchala Devi	Dish washer (Daily wager)	--	
17	Abdul Hamid	Sweeper (Daily wager)	--	

6.3.7 Faculty and Staff recruitment

Nil

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

The admission to the B.Ed programme is centralized. The form are filled manually by the students and submitted to University through post. Minimum academic qualification required for admission is 45 % (40 % for Reserved Categories) in the qualifying exam.

However, the college has established an admission committee for easing the process of admission in the college. This committee is responsible for providing help to the students in entire process of admission, compiling RRs, Master list, allotting roll numbers and sections. 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

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			Yes	College
Administrative	Yes	Chartered Accountant Ashutosh Sher & co.	Yes	Member Finance

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

For UG Programmes Yes No

For PG 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?

Not applicable

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

Not applicable

6.11 Activities and support from the Alumni Association

Till date the institution has no alumni association

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

Nil

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.**

The institution has initiated conducting Internal Academic Audit from this year to take stock of teaching learning activities, working of committees and various college sections

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	Out come at the end of year 2011-12
The college must conduct Academic Audit	Academic audit has been started under the supervision of the Principal of the college
Criticism lessons should be conducted to provide a critical appraisal of the final TP lessons prepared by the pupil teacher	Criticism lessons were conducted after the culmination of Macro teaching practices. The following faculty members supervised the lesson: Mr. Rajinder Thusoo Dr. Arti Durani Mr Satish Talashi Dr. Bindu Verma
A review of the Publication and enhancement of qualification by faculty should be done	Dr. Arti Durani published her Book on Career Orientation Among Women (yet to be released) Ms Amrita Bhat –qualified M. Ed from University of Jammu
The proposal of conducting Internal Audit which was recommended last year should be passed as agenda	Conducting internal Audit has been discussed and passed by the management
Class room furniture needs replacement / repair.	Class room seating chairs in the lecture halls at ground floor of Academic Block A and two floors of Academic Block B were replaced with writing desks attached to the floor.
Manual documentation in administration department should be shifted to computerisation	Two new computers (Wipro Brand) were purchased and installed in administrative department.
Organisation of a Gender sensitization Programme in adopted village Nardani	Gender Sensitization Programme was organised which included an awareness campaign on Hygiene and Sanitation was

	organised in Nardani on 8 th & 9 th /3/2012
World environment day should be observed for environmental awareness	World environmental day was celebrated on 6.6.2012 in the college premises .On this occasion a slogan writing competition was organised on the theme 'Green Economy' that was followed by the cultural events and a prize distribution function.
A Career cum Guidance cell should be established for the students	----Pending-----
The society should strive for spreading education and community information to people at large	A News paper 'Daily Frontier Post' was launched, for which professional training in initial editing, proof reading, page spreading, page making was provided to nine staff members (two from teaching and seven from non teaching)
Scholarships should be provided to the economically backward students of state.	Scholarships amounting to Rs. 27000/ was provided to 10 economically backward local students of the state.
Efforts like providing Freeship be made to give special benefit to KP meritorious students	Freeships were not provided because of financial constraints
At least one Seminar or workshop be organised in the college	A seminar 'how theatre and cultural activities bridge the gap between teachers and the taught' was organised in the college. Eminent theatre/cultural activist and actor Mr.M.K.Raina held an interactive session with the participants in this seminar

7.3 Give two Best Practices of the institution

7.4 Contribution to environmental awareness / protection

A slogan writing competition was organised on the theme 'Green Economy' on World environmental day celebrated on 6.6.2012. Various college and school students participated in the event

7.5 Whether environmental audit was conducted? Yes No

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

- Consolidation of existing resources for future growth of the institution

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

*Annexure I*Academic Calendar
Session 2011-12

Academic year shall start from October 2011 to September 2012. The University exams shall tentatively be conducted in the month of November 2012. The College shall close for 45 days for summer break from 16th June to 31st July 2012 with a break for Pooja Holidays from 26th to 31st October 2011. Winter Break shall commence from 26th December 2011 to 4th Jan 2012. The tentative schedule of total working days shall be as under:-

Months	Available days	Sundays/Holidays	Remarks
Oct	21	5+5=10	Orientation for fresher's/Regular Class work Pooja Holidays (26 to 31 Oct 2011)
Nov	25	4+1=5	Regular Class work
Dec	17	4+6+4=14	Regular Class work Winter Holidays (26 Dec 2011- 4 Jan 2012)
Jan	23	5+3=8	Orientation of Teaching skills (16 to 21 Jan)
Feb	21	4+3=7	Micro Teaching (6 to 22 Feb)
Mar	25	4+2=6	Workshop for the development of Teaching Aids (5 to 10)
April	23	5+2=7	Regular Class work 1st Internal Test (16 to 30 April)
May	26	4+1=5	Practice of Teaching (2 to 19 May)
June	13	2+0=2	Regular Class Summer Break (16 June to 31 July)
Aug	24	4+3=7	2 nd Internal Test (18 to 31 st Aug)
Sep	25	5	Improvement Test (3 to 10 Sep)

Total working days= 243

Number of days for internal tests/ = 32

Co-curricular activities/

Unforeseen developments

Total possible Teaching days=243-32=211

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

Students feedback on curriculum

1. Depth of the course content including project work if any:
 - 53% of the students are in favour that depth of course content is very good.
 - 19% were of the opinion that it is good.
 - 14% were of the opinion that it is satisfactory
 - 14% were of the opinion that depth is unsatisfactory.
2. Extent of coverage of course
 - 90 % of the students were of the opinion that course coverage is very good.
 - 5 % of the students were of the opinion that course coverage is good.
 - 3% of the students were of the opinion that course coverage is satisfactory
 - 2% of the students were of the opinion that course coverage is unsatisfactory
3. Applicability/relevance to real life situations
 - 58 % 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
 - 20% of students were of the opinion that course content is applicable to real life situation satisfactorily
 - 12% 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
 - 26% of students were of the opinion that Clarity and relevance of textual reading is good

- 5% 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
- 20% of the students were of the opinion that Relevance of additional source material (Library) is good
- 2% of the students were of the opinion that Relevance of additional source material (Library) is satisfactory
- 3% of the students were of the opinion that Relevance of additional source material (Library) is un satisfactory

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

- 89% rated the institution as very good
- 9% rated the institution good
- 1% rated it satisfactory

Student feedback on teachers

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

- 48 % of the students were of the opinion that Knowledge base of the teacher is very good
- 35 % of the students were of the opinion that Knowledge base of the teacher is good
- 10% of the students were of the opinion that Knowledge base of the teacher is satisfactory
- 7% 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)

- 69% of the students were of the opinion that communication skills in terms of articulation and comprehensibility was very good
- 26% of the students were of the opinion that communication skills in terms of articulation and comprehensibility was good
- 3% of the students were of the opinion that communication skills in terms of articulation and comprehensibility was satisfactory.
- 2% 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

- 28% of the students were of the opinion that interest generated by the teacher is very good
- 34% 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
- 26% 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

- 59% 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.

- 2% 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
 - 1% 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
- 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
- 36% 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.
 - 21% 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
 - 10% 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

- 75% of the students were of the opinion that provision of sufficient time on feed back is very good.
- 21% of the students were of the opinion that provision of sufficient time on feed back is good
- 2% 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

- 74% of the students were of the opinion that overall rating is very good
- 16% of the students were of the opinion that overall rating is good
- 6% of the students were of the opinion that overall rating is satisfactory
- 4 % of the students were of the opinion that overall rating is unsatisfactory