

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year

2012- 2013

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:

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 :

10/03/2010

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

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

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

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

1

2.6 No. of any other stakeholder and
community representatives

Nil

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. (01) Faculty

Non-Teaching Staff Students Alumni PTM

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

If yes, mention the amount

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

S.No.	Theme	Date	Organised by
01	An extension lecture by Prof. Ashok Aima, present Vice Chancellor Central University Jammu on the theme "Contemporary Trends in Teaching" was organized in GMCEJ on	27 April 2013.	Gandhi Memorial college of Education
02	National Seminar on the theme " Environmental Sustainability in J&K: indicators and Trends	19 th Jan 2013	Gandhi Memorial college of Education in Collaboration with Indian Society of Geomatics University of Kashmir
03	National workshop on the theme, "Role of Academic Counsellors in Open and Distant Learning System"	8 th Nov.2012-9 th Nov. 2012	Gandhi Memorial college of Education in Collaboration with Directorate of Distance Education University of Kashmir and STRIDE IGNOU

2.14 Significant Activities and contributions made by IQAC

The IQAC was instrumental in organising workshops / extension lectures in the college. In this connection the following were organised:

- A Saturday club was established wherein the faculty presented papers on prevalent issues in social, political, economic aspects that improved the learning skills and enhanced the information on latest issues.
- The college has organised sufi, violin, classical, vocal and musical concert for the students. This was organised to break the monotony and boredom of the students and to re-energise the students for their practical component of teaching.

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

Session 2012-13

Plan of Action for session 2012-2013	Outcome at the end of session 2012-2013
The institution must provide benefit to Meritorious students in the form of scholarships	Scholarships were provided to 30 meritorious students @ Rs 2400 per student.
Program/value oriented event should be organised for inducing an essence of cultural heritage of India	A Sufi violin, classical, vocal musical concert was organized in the college premises on 9.02.2013. in collaboration with Vaishno Devi Shrine Board, J&K police department of Housing
At least one Workshops/ Extension lectures should be organised for teaching skill enhancement for faculty	Workshop on the theme “Role of Academic Counsellor in Open and Distance Learning system (ODL) was organized on 08-09 th November 2012. An extension lecture by Prof. Ashok Aima, present Vice Chancellor Central University Jammu on the theme “Contemporary Trends in Teaching” was organized in GMCEJ on 27.04.2013.
One seminar/ awareness camp should	A National seminar on Environment

be organised on environment protection and awareness.	Sustainability In J&K, Key Indicators And Trends” was organised in GMCEJ 16.01.2013. Minister for Higher Education Muhammad Akbar Lone was the chief guest and Hon’ble Vice Chancellor University of Kashmir delivered the key note address.
Official legalities for M.Ed and BAMCJ should be carried on further during the session.	For getting recognition from state authorities, an Inspection by the Higher Education Department of J&K State has been conducted for both the courses. The Affiliation Inspection for both courses has been conducted by the University of Kashmir. Results awaited
Reprographic facility to be provided to Admission committee.	Photo copier was purchased and installed in the Admission room.
Physical infrastructure needs to be extended and three lecture halls be constructed	Physical infrastructure could not be enhanced due to the financial constraints
Maintenance and registration of college among eco friendly institution at a larger platform be done so as to spread the thought of coming close to nature among the society.	Lush Green campus of the college was adjudged as third best institution for landscaping Plantation, Flowers and allied facilities. The judges appreciated the efforts of the institution to have such a plantation in the Kandi belt of Jammu region, where there is scarcity of water and other resources especially during the Summers.
Collaborative work to be undertaken with reputed agencies/NGOs	Three Faculty Members namely, Ms. Bindya Tikoo, Dr. Arti Durani and Ms Hema Koul were selected as Resource Persons for Creative Writing with INTACH Jammu Chapter
A literary club should be constituted for teaching faculty	A Saturday club was established wherein the faculty presented papers on prevalent issues in social, political, economic aspects

** Academic Calendar of the year attached as Annexure –I*

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 (B.Ed)	01	Nil	01	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma (ETTC)	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	✓ (2)

1.3 Feedback from stakeholders* Alumni Parents
(On all aspects) Employers Students
Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an 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 curriculum is developed by the affiliating University i.e. University of Kashmir and the college strictly adheres to its implementation as per university guidelines. However, the university has made certain changes in Paper III i.e Development of Education System in India by introducing the topic like Bhagwan Sahi Report and National Curriculum Frame Work- 2005 in the year 2012.

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

The institution is under process of diversification of course with induction of a Journalism course & M.Ed programmes for which the affiliation and recognition process has been initiated. However, no new departments / centres were introduced during the year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors
17	17	Nil	Nil

**In addition to the above, the institution utilises the services of 4 guest faculty members and 2 visiting faculty members*

2.2 No. of permanent faculty with Ph.D.

02

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

04 guest faculty, 02 temporary faculties

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	23	
Presented papers	Nil	06	
Resource Persons	Nil	03	

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

- A Saturday club was established wherein the faculty presented papers on prevalent issues in social, political, economic aspect.
- Student lectures in classrooms were introduced to make teaching learning more interactive & participative.

2.7 Total No. of actual teaching days during this academic year 205

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 86.35%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Pass percentage
B. Ed	492	70.72 %

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	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

The institution is in the process of initiating organisation of research colloquiums.

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	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications: Not Applicable

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 conferences / seminars / workshops organized by the Institution

Level	International	National	State	University	College
Number	Nil	2	Nil	Nil	1
Sponsoring agencies	NA	NA	NA	NA	NA

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

3.13 No. of collaborations International National Any other

*3 faculty members associated with INTACH Project for the State school as Resource Persons for Creative Writing

3.14 No. of linkages created during this year

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

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 Nil

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

A pilot study was carried out by the faculty members of the college with regard to finding awareness level among rural people of Kot Bhalwal village regarding various rural development schemes. The significant point of the study was that a majority of population was not aware of these schemes, with a mere 10% of the sample group being fully aware of the schemes.

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	1	Self Financing	04
Seminar Halls	01	Nil	Self Financing	01

4.2 Computerization of administration and library

01. College Library of the institution is fully automated. TLSS software is installed in the library.
02. Accounts, administration and admission 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	9061	69	9130
Reference Books	1000	150	1150
e-Books(Dictionaries)	Nil	Nil	Nil
Journals	26	Nil	23
e-Journals	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil
Magazines	10	Nil	10

4.4 Technology up gradation (overall)

	Total Computers	Computer Laboratory	Internet	Browsing Centres	Computer Centres	Office	Departments
Existing	25	15	10	Nil	Nil	10	Nil
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	25	15	10	Nil	Nil	10	Nil

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

- Elementary Computer Education is optional paper for B.Ed students, but college has made it mandatory and compulsory for all the students to attend one month's computer course. Teachers are also being given training to make them computer savvy.
- In-house training to staff on use of DELNET and E-Journal facility in the college.
- In house Basic computer knowledge imparted to staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.12 Lac
ii) Campus Infrastructure and facilities	0.68 Lacs
iii) Equipments	0.09 Lac
iv) Others (Transport/Vehicle)	0.46 Lacs
Total :	2.35 Lacs

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 and communication classes 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
507	Nil	Nil	Nil

(b) No. of students outside the state

474

No	%
267	52.67

Men

No	%
240	47.33

Women

Last Year(2011-12)						This Year(2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
281	23	6	105	Nil	415	472	4	5	26	Nil	507

Demand ratio = 724 /507 (1.42:1)

Dropout % = (15/507 = 2.95%)

(c) No. of international students

NIL

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

NI

SET/SLET

NI

GATE

NI

CAT

NI

IAS/IPS etc

NI

State PSC

NI

UPSC

NI

Others

NI

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 NIL

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other 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	30 (30 x Rs 2400)	Total Rs 72,000
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

5.12 No. of social initiatives undertaken by the students Nil

5.13 Major grievances of students (if any) redressed:

There were no major grievances during the session.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

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

Mission

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

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

As the curriculum is devised by the University, the institution cannot incorporate any change in the quality of the curricular aspects directly.

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 10,900 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

The institution is in the process of initiating organisation of research colloquiums.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The institution has a well equipped computer laboratory having a capacity of 30 students with 25 terminals. Moreover the institution provides an access to internet to its students as well as to faculty. Regular PPT presentations by students are organized in the laboratory.

The Library of the institute is fully automated and is having DELNET facility also to provide a better outreach of texts and refreshers to the students as well as the faculty along with over 10800 books.

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 has 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, sick room, LCD television, refrigerators and heaters etc.

The college is in the process of constructing two more rooms.

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	Teaching Experience
1	Prof. G.L.Kaul	Principal (From January 2013)	M A (Urdu), MA(Persian), B.Ed	Over 30 years
2	Dr Bindu Verma	Principl (Till December 2012)	Ph.D., M. Phil, MA (English) MA (Sociology), M.Ed, B.Ed.	Over 11 years of teaching Experience in GMCEJ
3	Rajinder Thusoo	Assistant Professor / Lecturer	M.A (Mathematics), M.Ed, B.Ed,	Over 19 years
4	Dr. Arti Durani	Assistant Professor / Lecturer	Ph.D, M.Phil, M.Sc. (Chemistry), MA (Sociology), M.Ed,	Over 11 years Experience as guest faculty for teaching M.Ed in MIER college of Education Teaching M.Ed to Students of Directorate of Distance Education University of Kashmir and Jammu

			B.Ed	
5	Mr. Satish Talashi	Assistant Professor / Lecturer	MA (Geography), B.Ed.	Over 11 years
6	Meenu Khazanchi	Assistant Professor / Lecturer	M. Phil, MA (Education), B.Ed.	Over 11 years
7	Ms Neeraj Wangnoo	Assistant Professor / Lecturer	M. Phil, M.Sc (Home Sc.), M.Ed, B.Ed	Over 10 years
8	Hema Koul	Assistant Professor / Lecturer	M.Phil, M. Ed., B. Ed	10 years of teaching experience in GMCEJ
9	Sarita Mattoo	Assistant Professor / Lecturer	M.A (Hindi), M.Ed, B.Ed	Over 9 years
10	Meenakshi Sudeshi	Assistant Professor / Lecturer	M. Phil, M.Ed, B.Ed	Over 9 years
11	Seema Mattoo	Assistant Professor / Lecturer	M C A	Over 14 years
12	Bindya Raina	Assistant Professor / Lecturer	M.A (Education), B.Ed, CIC,	Over 8.5 years of teaching experience including 1 year as Academic Coordinator cum PGT in KC Gurukul Public School Jammu
13	Usha Dhar	Assistant Professor / Lecturer	M. A (Education), MA (Sociology) B.Ed	Over 16 years including 9 years of teaching experience as PGT in school
14	Seema Bhat	Assistant Professor / Lecturer	MA(Sociology), M Ed	Over 7 years
15	Usha Kumari Bhat	Assistant Professor / Lecturer	M.Phil, M.Ed, B.Ed	Over 6 years
16	Amrita Bhat	Assistant Professor / Lecturer	MA (Hindi), M.Ed, B.Ed	Over 19 years including 13 years of teaching experience as PGT in school
17	Munni Raina	Assistant Professor / Lecturer (Consolidated)	MA (Sociology), M.Ed, B.Ed	Over 9 including 3 years of teaching experience in School
18	Ms Neha Tandon	Assistant Professor / Lecturer (Contractual)	MA (Sociology), M. Ed, B.Ed	1 year
19	Ms Asha Ganjoo	Assistant Professor / Lecturer (Contractual)	M. Sc(Zoology), B. Ed	Over 5 years of including 2 years in school

Non Teaching

S.No.	Name	Designation	Qualification	Experience
1	Manoj Tiku	Librarian	M. Lib	Over 13years
2	Kaka Ji Bhat	Manager Estate, GMCEJ	12 th NIOS	Over 28 years
3	Vinod Raina	Sr. Assistant	B. Sc, 1 Yr Diploma in Computers	Over 11 years
4	Prayrna Bhat	Sr. Asst	B A, NIOS(CCA)	Over 11 years
5	Chandrika Wattal	Computer Operator	B. Sc, 1 year Computer Diploma	Over 11 years
6	Meenakshi Raina	Computer Operator	BA, B. Ed, 3 years Diploma in Elec & Comm.	Over 9 years
7	Daleep Mattoo	Manager Account	B.Com, PGDCA, MBA Pursuing	Over 8 years
8	Rajni Kaul	Manager Account	B. A, B.Ed, 1 Yr Diploma in Computers	Over 7 years
9	Meenakshi Pandita	Computer Operator	B. A, 1 yr diploma in computer	Over 5 years
10	Rajni Zaroo	Asst Librarian	MA , B.Lib, 1 year linguistic diploma	Over 7 years (including 2 years of school librarian)
11	Baby Bhat	Warden Hostel	B.A	Over 8 years
12	Usha Koul	Manager Hostel	BA, 1 year diploma in computers	Over 8 years
13	Sunil Sadhu	Jr.Asst	Matric	Over 17 years
14	Kamal Zutshi	Jr.Asst	12 th Nios (CCA)	Over 10 Years
15	Sarla Hakim	Library Assistant	10 th pass	Over 8 Years

Class IV

S.No.	Name	Designation	Qualification	Experience
1	Rakesh Kumar	Cook	Under Matric	Over 8 years
2	Sunil Chakku	Class IV	12 th pass	Over 12 years
3	Shiban ji	Class IV	8 th pass	Over 15 years
4	Anjali Dhar	Class IV		Over 8 years
5	Roshan Lal	Class IV		Over 8 years
6	Garu Ram	Gardner	8 th pass	Over 8 years
7	Babu Lal	Gardner (Daily wager)		Over 8 years
8	Om Prakash	Driver (Regular)	Under Matric	Over 8 years
9	Kewal Krishen	Driver (consolidated)	Under Matric	Over 8 years
10	Puran Singh	Orderly (Consolidated)	12 th Pass	Over 5 years
11	Sukhdev Singh	Gunman (Regular)	9 th pass	Over 8 years

12	Prakash Singh	Gunman (Regular)	8 th Pass	Over 8 years
13	Bachno Devi	Sweeper (Daily Wager)	5 th pass	Over 6years
14	Dwarika Devi	Sweeper (Contractual)		Over 7 years
15	Bindya Devi	Sweeper (Daily Wager)		Over 7 years
16	Shakuntala Devi	Sweeper (Daily Wager)		Over 6 years
17	Sheela Devi	Dish washer (Consolidated)		Over 7 years
18	Abdul Hamid	Sweeper (Daily wager)		Over 7 years

6.3.7 Faculty and Staff recruitment 01

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 in the process of admission. This committee also provides an initial orientation to the admitted candidates regarding the choice of subjects and rules & regulations of the college.

6.4 Welfare schemes for

Teaching	CPF	
Non teaching	CPF	
Students	NIL	

6.5 Total corpus fund generated

10.00 lakhs

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 Pawan Kumar & co.	Yes	Member Finance

6.8 Does the University/ Autonomous College declare 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?

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

The institution has an alumni association and the college has been facilitating the meetings of the alumni. However, the alumni association is not a registered body. Till now there has been no major support from the alumni to the college.

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff Nil

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

Internal green audit was conducted

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

Action Taken Report for the session 2013-14

Plan of Action for session 2012-2013	Outcome at the end of session 2012-2013
The institution must provide benefit to Meritorious students in the form of scholarships	Scholarships were provided to 30 meritorious students @ Rs 2400 per student.
Program/value oriented event should be organised for inducing an essence of cultural heritage of India	A Sufi violin, classical, vocal musical concert was organized in the college premises on 9.02.2013. in collaboration with Vaishno Devi Shrine Board, J&K police department of Housing
At least one Workshops/ Extension lectures should be organised for teaching skill enhancement for faculty	Two days workshop on the theme “Role of Academic Counsellor in Open and Distance Learning system (ODL) was organized on 08-09 th November 2012. An extension lecture by Prof. Ashok Aima, present Vice Chancellor Central University Jammu on the theme “Contemporary Trends in Teaching” was organized in GMCEJ on 27.04.2013.
One seminar/ awareness camp should be organised on environment protection and awareness	A national seminar on Environment Sustainability In J&K, Key Indicators And Trends” was organised in GMCEJ 16.01.2013. Minister for Higher Education Muhammad Akbar Lone was the chief guest and Hon’ble Vice Chancellor University of Kashmir delivered the key note address.

Official legalities for M.Ed and BAMCJ should be carried on further during the session.	For getting recognition from state authorities, an Inspection by the Higher Education Department of J&K State has been conducted for both the courses. The Affiliation Inspection for both courses has been conducted by the University of Kashmir. Results awaited
Reprographic facility to be provided to Admission committee.	Photo copier was purchased and installed in the Admission room.
Physical infrastructure needs to be extended and three lecture halls be constructed	Physical infrastructure could not be enhanced due to the financial constraints
Maintenance and registration of college among eco friendly institution at a larger platform be done so as to spread the thought of coming close to nature among the society.	Lush Green campus of the college was adjudged as third best institution for landscaping Plantation, Flowers and allied facilities. The judges appreciated the efforts of the institution to have such a plantation in the Kandi belt of Jammu region, where there is scarcity of water and other resources especially during the Summers.
Videography of lesson presentation by students should be done to provide a practical feedback to the students	Proposal sent to the office. Necessary arrangements yet to be made
Collaborative research projects be taken up	Three Faculty Members namely, Ms. Bindya Tikoo, Dr. Arti Durani and Ms Hema Koul were deputed as Resource Persons for Creative Writing with INTACH Jammu Chapter
A literary club should be constituted for teaching faculty	A Saturday club was established wherein the faculty presented papers on prevalent issues in social, political, economic aspects

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

Title of the practice	Saturday club for Faculty	Language training
Context that required initiation	In order to break the monotony of the everyday teaching & to enhance the knowledge of the teaching as well as non teaching staff in the field other than their skill, it was suggested to initiate Saturday clubs for the staff.	It was observed that the students coming from Hindi speaking states find difficulty in understanding the terminology of the subjects. Moreover , their pronunciation of Hindi is influenced by their

		regional dialect, while delivering lessons in Hindi. Therefore it was decided to provide a short language training to the students to reduce the impact of regional dialect.
Objectives	<ul style="list-style-type: none"> Expanding & diversifying knowledge of the faculty towards matters other than their teaching skill. Providing an opportunity of expression to the staff 	<ul style="list-style-type: none"> Helping students understand terminology of the subjects Providing training in clearing accent of speaking Hindi Helping students to understand correct pronunciation while delivering lessons.
The Practice	All the staff members presented papers on latest current issues prevailing in the society. The presentations were made on social, political, professional and environmental issues prevalent in the society.	The students were provided a week long training in the pronunciation & oratory skills of Hindi in form of celebrating “Hindi Saptah”
Obstacles faced &	No obstacle	Availability of language experts
Strategies adopted to overcome	----	The students were divided into small groups & were provided training day wise.
Impact	The oratory and expressive skills of the faculty has improved. The practice has proved beneficial in terms of enhancing & expansion of knowledge.	It was observed that the speech pattern and pronunciation of the students had changed and the regional dialect impact, while conversing, was reduced among the students.
Resources required	Already available in the college (Seminar Hall and A/V equipment)	Already available in the college (Seminar Hall and A/V equipment)
Contact person	Principal	Principal

7.4 Contribution to environmental awareness / protection

The college has initiated to conduct Internal Green Audit of the campus

7.5 Whether environmental audit was conducted? Yes No

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

SWOT analysis:

Strengths

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

Weakness

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

Opportunity

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

Threats

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

8. Plans of institution for next year

- The institution has a plan to start M. Ed course for which the institution is awaiting affiliation inspection by the university of Kashmir.
- The institution as per its mission and vision has an aim to become a deemed to be university for which process is under way to get new courses like BCA, MCA, BBA/MBA, Nursing etc.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Academic Calendar

Session 2012-13

Academic year shall start from October 2012 to September 2013. The University exams shall be tentatively conducted in the month of November 2013. The College shall close for 45 days for summer break from 16th June to 31st July 2013 with a break for pooja holidays from 13th to 18th November 2012. Winter Break shall commence from 24th December 2012 to 2nd Jan 2013. The tentative schedule of total working days shall be as under:-

Months	Available days	Sundays/Holidays	Remarks
Oct	24	4+3=07	Orientation of fresher Regular Class work
Nov	20	4+6=10	Regular class work Pooja Holidays (13 to 18 Nov)
Dec	16	5+5+5=15	Regular Class work Winter Holidays (26 Dec 2012- 4 Jan 2013)
Jan	25	4+2=6	Orientation of Teaching skills (20- 25 Jan)
Feb	24	4+0=4	Micro Teaching (10 to 25 Feb)
Mar	22	5+4=9	Workshop for the development of Teaching Aids (10 to 22 March)
April	22	4+4=8	Regular Class work Ist Internal Test (8- 22 April)
May	27	4+0=4	Practice of Teaching (5 to 21 May)
June	12	2+1=3	Regular Class Summer Break (16 June to 31 July)
July	0	0	Summer Break
Aug	23	4+4=8	2 nd Internal Test (16 to 28 Aug)
Sep	25	5	Improvement Test (9 to 16 Sep)

Total working days = 240
Number of days for internal tests/ = 35
Co-curricular activities/
Unforeseen developments

Total possible teaching days = 240 - 35 = 205

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:
 - 59% of the students are in favour that depth of course content is very good.³
 - 31% were of the opinion that it is good.
 - 8% were of the opinion that it is satisfactory
 - 2% were of the opinion that depth is unsatisfactory.
2. Extent of coverage of course
 - 88 % of the students were of the opinion that course coverage is very good.
 - 6% 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
 - 3% 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)
 - 66% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are very good
 - 14% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are good
 - 8% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are satisfactory.
 - 2% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are unsatisfactory.
5. Clarity and relevance of textual reading material

- 68% of students were of the opinion that Clarity and relevance of textual reading is very good
- 28% of students were of the opinion that Clarity and relevance of textual reading is good
- 2% of students were of the opinion that Clarity and relevance of textual reading is satisfactory
- 2% of students were of the opinion that Clarity and relevance of textual reading is unsatisfactory

6. Relevance of additional source material (Library)

- 82% of the students were of the opinion that Relevance of additional source material (Library) is very good
- 15% of the students were of the opinion that Relevance of additional source material (Library) is good
- 3% of the students were of the opinion that Relevance of additional source material (Library) is satisfactory
- 0% of the students were of the opinion that Relevance of additional source material (Library) is unsatisfactory

7. Extent of effort required by students

- 24% of the students were of the opinion that the extent of effort required by the students is very good
- 36% of the students were of the opinion that the extent of effort required by the students is good
- 28% of the students were of the opinion that the extent of effort required by the students is satisfactory
- 12% of the students were of the opinion that the extent of effort required by the students is unsatisfactory

8. Overall rating

- 90% rated the institution as very good
- 8% rated the institution good
- 1% rated it satisfactory

1% rated it unsatisfactory

Student feedback on teachers

1. Knowledge base of the teacher (as perceived by you)
 - 60 % of the students were of the opinion that Knowledge base of the teacher is very good
 - 29 % of the students were of the opinion that Knowledge base of the teacher is good
 - 9% of the students were of the opinion that Knowledge base of the teacher is satisfactory
 - 2% of the students were of the opinion that Knowledge base of the teacher is un satisfactory

2. Communication Skills (in terms of articulation and comprehensibility)
 - 44% 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.
 - 14% 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 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.
 - 19% 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.
- 22% of the students were of the opinion that provision of sufficient time on feed back is good
- 4% of the students were of the opinion that provision of sufficient time on feed back is satisfactory
- 5% of the students were of the opinion that provision of sufficient time on feed back is unsatisfactory

10. Overall rating

- 74% of the students were of the opinion that overall rating is very good
- 12% of the students were of the opinion that overall rating is good
- 8% of the students were of the opinion that overall rating is satisfactory
- 6 % of the students were of the opinion that overall rating is unsatisfactory