

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year

2013- 2014

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:

Prof G. L. Koul

Tel. No. with STD Code:

0191-2623064, 0191-2623474

Mobile:

9419119368

Name of the IQAC Co-ordinator:

Ms Bindya Tikoo

Mobile:

9858213131

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 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)

. nil

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

01

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

07

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

01

PTM

01

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

Yes

No

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

03

International

nil

National

02

State

nil

Institution Level

nil

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

S.No.	Event/Activity	Date	Organised by
01	National Teacher Training Program on “Effective Strategies and Quality Improvement in Teaching Science /Mathematics / S.St / Languages”	9 th to 13 th November 2013	Gandhi Memorial College of Education Jammu in collaboration with State Institute of Education, J&K and Maharashtra Education Society
02	Workshop on “Integrated Art & Learning in Curriculum Pedagogy”	07/02/14 to 9/ 02/14	Gandhi Memorial College of Education in collaboration with INTACH (Jammu chapter)

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:

- To minimise use of paper, the College administration has started using e-mails/ SMS in its communication with students & faculty more frequently.
- 'Web-Site' has been updated.
- The chief librarian of college provided training to staff for using DELNET and E-Journal facility.

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

<i>Plan of Action for session 2013-2014</i>	<i>Outcome at the end of the session 2013-2014</i>
College website should be updated	College website has been updated, rationalised and made more user friendly.
Internal Audit should be initiated	Internal audit was conducted
Computer Laboratory needs augmentation with latest version of computer systems	Eight new computer systems were procured by observing all the necessary codal formalities.
Augmentation of lecture halls (2-3 class rooms)	Construction of two lecture halls was approved by the management and construction started.
College should organise training programs for teachers in skill of teaching	A five daylong National Teacher Training programme was organised by the institution from 9 th - 13 th November 2013 in collaboration with State Institute of Education (SIE) J&K Govt. and Maharashtra Education Society Pune.

At least one workshop/seminar/field trip be organised for the students	<p>The College organised a three day workshop on 'Integrated Art & Learning in Curriculum Pedagogy' in collaboration with INTACH, wherein 30 Pupil-Teachers from this college participated in the workshop.</p> <p>The students were also taken to Bhudhist Archaeological excavation site at Akhnoor and experts from ASI appraised students about historical background of the sites and the excavating procedures.</p>
Free ships/scholarships/fee concession for students.	<ul style="list-style-type: none"> • A fee concession of Rs10,000 per student was provided to seven (07) students amounting to Rs 70,000.. • Three displaced Kashmiri Pandit students were given Freeships amounting to Rs 91,755/-. <p>(1.Ankita Koul; 2.Urvashi Raina; 3. Sneha Vaishnavi.)</p> <ul style="list-style-type: none"> • 99 students were provided with scholarships of Rs 5000/- each amounting to Rs 495000.
Establish a Women Study Cell for extension activities	The Women Study Cell was Established in May 2014. Dr Arti Durani was appointed as the Coordinator of the Cell.
To make the college campus eco-friendly and minimize the use of paper	Most of the correspondence / notices to students, staff and management are through e-mails/sms only. An orientation programme was also organised by the computer faculty to train staff for basic computer usage in this direction. Thirteen teachers also attended the programme, in addition to the non teaching staff
To make proper use of DELNET facility a training programme should be organised	The chief librarian Mr. Manoj Tikoo provided training to the faculty on basic usage of DELNET and accessing e journals.
Diversification of Academic Programmes	<p>A three-year degree course in Journalism & Mass Communication was started in May 2014.</p> <p>Affiliation for starting of M.Ed is underway.</p>

* 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	01	01*	02	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	01	03	Nil

* Under Graduate program in Mass Communication & Journalism started academic session 2014-15. BAMCJ is not a teacher education program & details given for information only and not for evaluation.

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	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 in the Annexure II

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

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

However, the University has introduced a new pattern of examination for B Ed course from this session (2013-14) to meet the national standards & for complete coverage of entire syllabus by the students. The examination has been made more objective by introducing very short, short and long answer type questions.

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

The institution has successfully started a Three Year Degree Course in Journalism & Mass Communication in May 2014. GMCEJ is the first private institute of J&K state to start this degree program (affiliated to University of Kashmir).

The institution has also obtained No objection Certificate for starting of M.Ed course from the State Government and the University has conducted an inspection for the same. The institution is awaiting permission from the university.

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 the above, the institution utilises the services of 4 guest faculty and 4 temporary faculty members*

2.2 No. of permanent faculty with Ph.D.

01

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

04 guest faculty, 04 temporary faculties
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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:

- The institute started Videography of the Teaching Practice Sessions of pupil teachers in the campus to provide them a direct visual feedback of their presentation & performance.

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

204

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

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 2013-14, no meeting of the BoS were held.

2.10 Average percentage of attendance of students

84.63%

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	
B. Ed	367	Results Awaited, Examinations Delayed due to floods in Kashmir Valley

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	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	13
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	06
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III**3. Research, Consultancy and Extension**

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

The college has started organising research colloquiums in which the researchers from different areas were invited to college to share their research experiences.

Name of the Expert	Experience shared on	Date
Dr. Arti Durani	“Career Orientation among Female College and University Students in Relation to Psychological and Socio Economic Variables”.	10 June 2014

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.

1. "Teaching of Science" Published by Narendera Publishing House, Jammu (ISBN 978-93-83371-08-2) in year 2014
2. "Women Career Orientation" Published by New Bharatiya Book Corporation Delhi India. (ISBN 81-8315-167-1978-81-8315-167-2) in year 2014

3.8 No. of University Departments receiving funds from

3.9 For colleges

Autonomy	<input type="text" value="nil"/>	CPE	<input type="text" value="nil"/>	DBT Star Scheme	<input type="text" value="nil"/>
INSPIRE	<input type="text" value="nil"/>	CE	<input type="text" value="nil"/>	Any Other (specify)	<input type="text" value="nil"/>

3.10 Revenue generated through consultancy

3.11 No. of workshops / Seminar organized by the Institution	Level	International	National	State	University	College
	Number	Nil	03	Nil	Nil	Nil
	Sponsoring agencies	Nil	02*	Nil	Nil	Nil

* Seminar conducted in collaboration with Indian Society of Geomatics, University of Kashmir.

*Art Integrated Learning workshop conducted in collaboration with INTACH

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	<input type="text" value="nil"/>	College forum	<input type="text" value="✓"/>
	<input type="text" value="nil"/>		<input type="text" value="nil"/>
			<input type="text" value="nil"/>

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 of Nardani. The Women Study Cell of the college (established in May 2014) has undertaken following extension activities in this session in Nardani & Bhalwal areas:

Event	Target group	Venue	Date
Extension Lecture On 'Fad Diets A Possible Danger To Young Women'	Students of 6 th - 10 th class (12-16 years)	SPRM Hr Secondary School Bhalwal	20 th Sep 2014
15 days Certificate course on "Women and Technology" in GMCEJ	For female students of Raipur and Nardani	Gandhi Memorial College of Education	1 st -15 th July 2014

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	02	Self Funding	15
Laboratories	04	Nil	Nil	Nil
Seminar Halls	01	Nil	Nil	Nil
No. of important equipments purchased (>1-0 lakh) during the current year.	----	1*	Self Funding	---
Value of the equipment purchased during the year (Rs. > Lakhs)	-----	1.41	Self Funding	----

*Sony HD Camera with accessories

4.2 Computerization of administration and library

01. College Library is fully automated with TLSS software.

02. Administration, Accounts and Admission sections are computerised. Accounts section of the institution is fully computerised with latest version of Tally, Excel worksheets and MS office.

03. The college has a well-equipped computer lab with 15 terminals, online UPS system, having Internet facility available for the students as well as the staff.

04. Admission records and RR compilation is also computerised.

4.3 Library services:

	Existing	Newly added	Total
Text Book	9130	271	9401
Reference Books	1150	Nil	1150
e-Books(Dictionaries)	Nil	Nil	Nil
Journals	23	Nil	23
e-Journals	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil
Magazines/ Newspapers	10	Nil	10

4.4 Technology up gradation (overall)

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

- 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

0.65

ii) Campus Infrastructure and facilities

2.68

1.55

iii) Equipments

iv) Others (Transport/Vehicle)

0.28

Total :

3.05

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

Nil

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
380			

(b) No. of students outside the state

273

(c) No. of international students

nil

Men	No	%	Women	No	%
	189	49.73		191	50.20

(2012-13)						(2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
472	4	5	26	nil	507	325	24	08	23	nil	380

Demand ratio 573/ 547 (aprox.1:1)

Dropout % = (13/380 = 3.42%)

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	<input type="text" value="nil"/>	SET/SLET	<input type="text" value="nil"/>	GATE	<input type="text" value="01"/>	CAT	<input type="text" value="nil"/>
IAS/IPS etc	<input type="text" value="nil"/>	State PSC	<input type="text" value="nil"/>	UPSC	<input type="text" value="nil"/>	Others	<input type="text" value="nil"/>

Shalini Gupta, D/o Sh Vijay Kumar Gupta, Roll no 62, qualified GATE with an All India Rank of 1153.

5.6 Details of student counselling and career guidance

No. of students benefited

Not available

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 Women Study Cell of the College organised an extension lecture On “Women and Social Taboos” for residents of village Nardani on 15th June 2014

5.9 Students Activities

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

State/ University level	<input type="text" value="x"/>	National level	<input type="text" value="x"/>	International level	<input type="text" value="x"/>
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No. of students participated in cultural events

State/ University level	<input type="text" value="x"/>	National level	<input type="text" value="x"/>	International level	<input type="text" value="x"/>
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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	109	656,755/-
Financial support from government	nil	nil
Financial support from other sources	nil	nil
Number of students who received International/ National recognitions	nil	nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level Exhibition: State/ University level National level International level 5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

There were no major grievances during the session. However, the students demanded computerised mark sheets from the affiliating University. The College administration took up this issue with the Kashmir University and resolved it to the complete satisfaction of the students.

Criterion – VI**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision

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

Mission

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

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

Active Teaching Learning

The teaching- learning process in the college is based on an inductive learning. The faculty extensively employs interactive teaching learning process where the participation of the students is encouraged. This further is enhanced by explaining and practicing the active teaching. The concepts are explained with justifications, live examples, relations & co relations giving every chance to the pupil teacher involvement. There is an absolute participatory approach involved in the process. A good deal of active learning is practiced in the practice of teaching in simulation, micro and real class room teaching as Macro teaching where they individually prepare for their lessons presentation and other related activities of a real class room. In addition to it the college is providing the facility of enriched library having over 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.

Videography:

The institution on its own has started videographing the micro teaching practice session and orientation sessions from the year 2013. The presentation of skill lessons by the students is videographed which is later shown to them. The students are then asked to deliberate upon their own strengths & weaknesses and an open discussion by all the students makes it meaningful. The discussion is summarized by the supervisor at the end and the students get an immediate, practical feedback of his / her performance and tips for improvement.

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 not actively involved in the research and consultancy. However, the institution has established a Women Study Cell in the year 2014, which has worked at community level and organised the following extension programs in an adopted village, Nardani:

Event	Target group	Venue	Date
Extension Lecture On 'Fad Diets A Possible Danger To Young Women'	Students of 6 th - 10 th class (12-16 years)	SPRM Hr Secondary School Bhalwal	20 th Sep 2014
15 days Certificate course on "Women and Technology" in GMCEJ	For female students of Raipur and Nardani	Gandhi Memorial College of Education	1 st -15 th July 2014

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 10900 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.

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

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

Physical Infrastructure: The institution is spread over 14 Kanals (75593.95 sq ft) of land and has six (06) main buildings including Academic Blocks, Library, Administration Section, Educational Technology Laboratory, Psychology Laboratory, Computer Laboratory, Auditorium and conference hall along with 15 lecture halls (existing 13 halls with 02 new under construction lecture halls).

The college also provides an in-campus Girls Hostel for 120 girls. The 3 storied hostel has 33 rooms of 14.8x12=177.6 (sq.ft) each and are equipped with all the necessary facilities like,

Beds, Fans, Almirahs, study table & chairs, Kitchen, mess hall, power backup, first aid, sick room, LCD television, refrigerators and heaters etc.

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

6.3.6 Human Resource Management

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

Teaching faculty

Name, Parentage D.O.B	Designation	Qualification	Teaching Experience
Mr G.L.Kaul	Principal	M. A Urdu MA Persian B.Ed	Over 30 years
Rajinder Thusoo	Lecturer/Assistant Professor (Regular)	M.A Maths B.Ed M.Ed.	Over 19years
Ms. Arti Durani	Lecturer/Assistant Professor (Regular)	Ph.D M.Phil M.Sc. Chemistry B.Ed M.Ed	Over 12 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 12 years
Meenu Khazanchi	Lecturer/Assistant Professor (Regular)	M. Phil M. A Education B.Ed.	Over 12 years
Hema Koul	Lecturer/Assistant Professor (Regular)	M. Phil. M. Ed. B. Ed	Over 11 years
Sarita Mattoo	Lecturer/Assistant Professor (Regular)	M.A Hindi B.Ed M.Ed	Over 10 years
Meenakshi Sudeshi	Lecturer/Assistant Professor (Regular)	M.Phil B. Ed M.Ed	Over 10 years
Seema Mattoo	Lecturer/Assistant Professor (Regular)	M C A	Over 9 years

Bindya Raina	Lecturer/Assistant Professor (Regular)	M.A Education B.Ed CIC	Over 9 years (including 1 year as PGT in school)
Usha Dhar	Lecturer/Assistant Professor (Regular)	M. A Education B.Ed	Over 17 years (including 9 years of experience as PGT in school)
Seema Bhat	Lecturer/Assistant Professor (Regular)	M. A Sociology M. Ed	Over 8.5 years
Usha Kumari Bhat	Lecturer/Assistant Professor (Regular)	M.Phil M.Ed B.Ed	Over 7 years
Amrita Bhat	Lecturer/Assistant Professor (Regular)	M.A Hindi M.Ed B.Ed.	Over 20 years (including 13 years of teaching experience as PGT in school)
Munni Raina	Assistant Professor	M. A Sociology M.Ed B.Ed	Over 10 years (including 3 years of teaching experience in School)
Ms Neha Tandon	Assistant Professor	M.A Sociology, M. Ed	Over 3 years
Ms Asha Ganjoo	Assistant Professor	M. Sc Zoology B. Ed	Over 3 years
Barjis Zahira	Assistant Professor	M.A Journalism	1 year

Administrative Staff:

S.No	Name	Designation	Qualification/skill	Experience
1	Manoj Tiku	Librarian (Regular)	M. Lib	Over 15 yrs
2	Kaka Ji Bhat	Manager Estate (Regular)	10+2	Over 30
3	Vinod Raina	Sr. Assistant (Regular)	B. Sc Diploma in Computers (1 yr)	Over 13 years
4	Prayna Bhat	Sr. Assistant (Regular)	B A (NIOS) CCA	Over 13 years
5	Chandrika Wattal	Computer Operator (Regular)	B. Sc, Diploma in Computers (1 yr)	Over 13 years
6	Meenakshi Raina	Computer Operator (Regular)	BA, B. Ed, Diploma in Elec & Comm. (3 yr)	Over 11 years
7	Daleep Mattoo	Manager Accounts (Regular)	B.Com PGDCA MBA(Pursuing)	Over 10 years
8	Rajni Kaul	Manager Accounts (Regular)	B. A B.Ed Diploma in Computers (1 yr)	Over 9 years
9	Meenakshi Pandita	Computer Operator (Regular)	B. A Diploma in Computer (1 yr)	Over 7 years

10	Rajni Zaroo	Asst Librarian (Regular)	MA B.Lib Diploma in Linguistic (1 yr)	Over 6 years (including 2 years of school librarian)
11	Baby Bhat	Warden Hostel (Regular)	B.A	Over 10 years
12	Usha Koul	Manager Hostel (Regular)	BA Diploma in Computers (1 yr)	Over 10 years
13	Sunil Sadhu	Jr.Asst (Regular)	Matric	Ove4r 19 years
14	Kamal Zutshi	Jr.Asst (Regular) Deputed to Frontier Post	12 th NIOS CCA	Over 12 years
15	Sarla Hakim	Library Asst (Regular)	10 th pass	Over 10 years
Grade IV Staff				
1	Rakesh Kumar	Hostel Cook (Regular)	Under Matric	5 years
2	Shiban ji	Class IV (Regular)	8 th pass	Over 19 years
3	Anjali Dhar	Class IV (Regular)		Over 10 years
4	Roshan lal	Class IV (Regular)	--	Over 10 years
5	Garu Ram	Gardner (Regular)	8 th pass	Over 10 years
6	Babu Lal	Gardner (Daily wager)		Over 4 years
7	Om Prakash	Driver (Regular)	Under Matric	Over 10 years
8	Puran Singh	Orderly (Consolidated)	12 th Pass	Over 2 years
9	Sukhdev Singh	Security Guard (Regular)	9 th pass	Over 10 years
10	Prakash Singh	Security Guard (Regular)	8 th Pass	Over 10 years
11	Shakuntala Devi	Sweeper (Daily Wager)	--	Over 7 years
12	Bachno Devi	Sweeper (Daily Wager)	5 th pass	Over 7 years
13	Dwarika Devi	Sweeper (Contractual)	--	Over 8 years
14	Bindya Devi	Sweeper (Daily Wager)	--	Over 8 years
15	Vickey	Sweeper (Daily wager)	--	

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 through **online admission directly conducted by the University of Kashmir**. This is fairly a transparent and student friendly mechanism. Minimum academic qualification required for admission is graduation in any stream with a minimum of 45 % (40 % for Reserved Categories) in the qualifying examination.

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

6.4 Welfare schemes for

Teaching	CPF	
Non teaching	CPF	
Students	NIL	

6.5 Total corpus fund generated

Rs 7.00 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			Yes	College
Administrative	Yes	Chartered Accountant Pawan Kumar & 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

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
- Reduced dependence on paper consumption by shifting to e-mails and SMSs

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

<i>Plan of Action for session 2013-2014</i>	<i>Outcome at the end of the session 2013-2014</i>
College website should be updated	College website has been updated, rationalised and made more user friendly.
Internal Audit should be initiated	Internal audit was conducted
Computer Laboratory needs augmentation with latest version of computer systems	Eight new computer systems were procured by observing all the necessary codal formalities.
Augmentation of lecture halls (2-3 class rooms)	Construction of two lecture halls was approved by the management and construction started.
College should organise training programs for teachers in skill of teaching	A five daylong National Teacher Training programme was organised by the institution from 9 th - 13 th November 2013 in collaboration with State Institute of Education (SIE) J&K Govt. and Maharashtra Education Society Pune.
At least one workshop/seminar/field trip be organised for the students	<p>The College organised a three day workshop on 'Integrated Art & Learning in Curriculum Pedagogy' in collaboration with INTACH, wherein 30 Pupil-Teachers from this college participated in the workshop.</p> <p>The students were also taken to Bhudhist Archaeological excavation site at Akhnoor and experts from ASI appraised students about historical background of the sites and the excavating procedures.</p>
Free ships/scholarships/fee concession for students.	<ul style="list-style-type: none"> • A fee concession of Rs10,000 per student was provided to seven (07) students amounting to Rs 70,000.. • Three displaced Kashmiri Pandit students were given Freeships amounting to Rs 91,755/-. <p>(1.Ankita Koul; 2.Urvashi Raina; 3. Sneha Vaishnavi.)</p> <ul style="list-style-type: none"> • 99 students were provided with scholarships of Rs 5000/- each amounting to Rs 495000.
Establish a Women Study Cell for extension activities	The Women Study Cell was Established in May 2014. Dr Arti Durani was appointed as the Coordinator of the Cell.
To make the college campus eco-friendly and minimize the use of paper	Most of the correspondence / notices to students, staff and management are through e-mails/sms only. An orientation programme was also organised by the computer faculty to train staff for basic computer usage in this direction. Thirteen teachers also attended the programme, in addition to the non teaching staff
To make proper use of DELNET facility a training programme should be organised	The chief librarian Mr. Manoj Tikoo provided training to the faculty on basic usage of DELNET and accessing e journals.
Diversification of Academic Programmes	A three-year degree course in Journalism & Mass

	Communication was started in May 2014. Affiliation for starting of M.Ed is underway.
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7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Title of the practice	Videographing Teaching Practice	Providing freeships
Context that required initiation	It was observed that despite verbal & written observations of the group supervisor, the pupil teachers at the time of micro teaching orientation and at the time of presentation of lessons, repetitively made the same mistakes in the macro teaching. Therefore, it was suggested by IQAC to initiate a recording of the micro teaching orientation and lesson practice in order to make the students understand their faults by visually looking at their own presentations.	The institution has a mission of service towards society in its pursuit of providing education, scholarship & research, the institution decided to provide Freeships to few deserving students belonging to economically constrained background.
Objectives	<ul style="list-style-type: none"> • Providing visual feedback to pupil teacher to understand their strengths/weakness. • Increasing reliability of feedback provided by the teacher supervisors 	<ul style="list-style-type: none"> • Helping meritorious students • Providing benefit to economically backward students • Helping students to continue studies • Reducing dropout in teacher education
The Practice	The presentation of skill lessons by the students is videographed, which later is shown to them. The students are then asked to deliberate upon their own strengths, weaknesses and make observations on themselves. This is followed by an open discussion by all students, which is summarized by the supervisor at the end and the students get an immediate, practical feedback on their performances.	Three deserving students were provided free education in this institution.
Obstacles faced &	None	
Strategies adopted to overcome		
Impact	Pupil teachers were more receptive & eager to improve	
Resources required	Minimum. Video equipment (preferably an HD Camera)	Adequate budgetary allocation

Contact person	Principal	Principal

7.4 Contribution to environmental awareness / protection

For developing an awareness of environmental protection, the institution organised a national seminar on 'Environmental Sustainability in J&K' in collaboration with Indian Society of Geomatics & University of Kashmir where eminent professors Shakeel A Romshoo, Head of Department Earth Sciences and Dr. Nadeem Ahmed of Geological Survey of India presented their extensive study reports on 'Environmental Sustainability in J&K –Indicators and trends' and 'How protected is our ground water'.

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 Kashmir Valley.
- The institution is operating beyond the jurisdiction of the affiliating university as a special case, post displacement from 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

- Starting of M. Ed course.
- Diversification of courses
- As a green initiative, installing of Solar Power Generating facility in the campus.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

**Academic Calendar
Session 2013-14**

Academic year shall start from October 2013 to September 2014. The University exams shall be tentatively conducted in the month of November 2014. The College shall close for 45 days for summer break from 16th June to 31st July 2014 with a break for pooja holidays from 19th - 24th October 2013. Winter Break shall commence from 24th December 2013 to 2nd Jan 2014. The tentative schedule of working days is as under:-

Months	Available days	Sundays/Holidays	Remarks
Oct	19	4+7=11	Orientation of freshers Regular Class work Pooja Holidays (19 to 24 Oct)
Nov	26	4+0=4	Regular Class work
Dec	19	5+7=12	Regular Class work Winter Holidays (24 Dec 2013- 2 nd Jan 2014)
Jan	23	4+4=8	Regular Class work Orientation of Teaching skills (6 to 11 Jan)
Feb	22	4+2=6	Regular class work Micro Teaching, 25 Feb- 15 March
Mar	24	5+2=7	Workshop for the development of Teaching aids
April	23	4+3=7	Regular Class work Ist Internal Test (7 to 21 April)
May	26	4+1=5	Practice of Teaching (5- 20 May)
June	12	2+1=3	Regular Class Summer Break (16 June to 31 July)
July	0		Summer Break
Aug	23	5+2=7	2 nd Internal Test (7 to 21 Aug)
Sep	26	4	Regular Class work Improvement test (8 to 15 Sep.)

Total working days = 243

Number of days for internal tests/ = 39

Co-curricular activities/
Unforeseen developments

Total possible teaching days = 243 - 39 = 204

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

Principal

Annexure II

Students Feedback on Curriculum

1. Depth of the course content including project work if any:
 - 82% of the students are in favour that depth of course content is very good.³
 - 15% were of the opinion that it is good.
 - 3% were of the opinion that it is satisfactory
 - 0% 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
 - 68 % of students were of the opinion that course content is applicable to real life situation very effectively
 - 28% of students were of the opinion that course content is applicable to real life situation effectively
 - 2% of students were of the opinion that course content is applicable to real life situation satisfactorily
 - 2% 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)
 - 46% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are very good
 - 24% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are good
 - 16% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are satisfactory.
 - 14% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are unsatisfactory.
5. Clarity and relevance of textual reading material

- 64% of students were of the opinion that Clarity and relevance of textual reading is very good
- 22% of students were of the opinion that Clarity and relevance of textual reading is good
- 7% of students were of the opinion that Clarity and relevance of textual reading is satisfactory
- 7% of students were of the opinion that Clarity and relevance of textual reading is unsatisfactory

6. Relevance of additional source material (Library)

- 87% of the students were of the opinion that Relevance of additional source material (Library) is very good
- 10% of the students were of the opinion that Relevance of additional source material (Library) is good
- 2% of the students were of the opinion that Relevance of additional source material (Library) is satisfactory
- 1% of the students were of the opinion that Relevance of additional source material (Library) is un satisfactory

7. Extent of effort required by students

- 25% of the students were of the opinion that the extent of effort required by the students is very good
- 35% of the students were of the opinion that the extent of effort required by the students is good
- 29% of the students were of the opinion that the extent of effort required by the students is satisfactory
- 11% of the students were of the opinion that the extent of effort required by the students is unsatisfactory

8. Overall rating

- 88% rated the institution as very good
- 8% rated the institution good
- 3% 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 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.
 - 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