

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year

2014- 2015

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

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:

IQAC e-mail address:

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

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

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	<input type="text" value="03"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="nil"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="nil"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="nil"/>
2.8 No. of other External Experts	<input type="text" value="nil"/>
2.9 Total No. of members	<input type="text" value="07"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders:	No. (01) Faculty <input type="text" value="nil"/>
Non-Teaching Staff	<input type="text" value="nil"/>
Students	<input type="text" value="nil"/>
Alumni	<input type="text" value="01"/>
PTM	<input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NA"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/awareness program organized by the IQAC	
Total Nos.	<input type="text" value="Nil"/>
International	<input type="text" value="Nil"/>
National	<input type="text" value="Nil"/>
State	<input type="text" value="Nil"/>
Institution Level	<input type="text" value="02"/>

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

S.No.	Event/Activity	Date	Organised by
01	Awareness program on Adolescent Education for girls of Class 8 th (13-16 age) at Govt. Girls High School Raipur Bantalab	12 th January 2015	Women Study Cell Gandhi Memorial College of Education Jammu
02	Rally on the theme "Save Girl Child" from GMCEJ to Nardani Village	08 th March 2015	Women Study Cell Gandhi Memorial College of Education Jammu

2.14 Significant Activities and contributions made by IQAC

The Steering Committee under IQAC compiled & submitted Self Appraisal Report to the National Assessment & Accreditation Council. It also proposed for Green a initiative and establishment of a Language laboratory.

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 ehancement and outcome achieved by the end of the academic year

<i>Plan of Action for session 2014-15</i>	<i>Outcome</i>
Language Laboratory should be established	Proposal submitted for approval to management
Smart classes should be established	Being implemented
Augmentation of lecture halls (2 more class rooms)	Under construction
College should organise skill improvement training for Teacher Educators in semester teaching scheme.	To be conducted in the month of December
At least one workshop/seminar/field trip be organised for students	Pending
Fee concession for students	Financial provision provided for around 150 students
Women Study Cell must organise extension lectures/ awareness programs for adolescents	Awareness program on Adolescent Education was organised for girls of Class 8 th (13-16 age) at Govt. Girls High School Raipur Bantalab Jammu on 12 th January 2015
	Rally on the theme "Save Girl Child" was organised on 08 th March 2015
Solar Power Generating facility should be installed in the campus under Green Initiative	Under process
Diversification of Academic Programmes	Affiliation for starting of M.Ed is underway.
Canteen	Under process

* 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* (On all aspects) Alumni Parents Employers Students

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 (2014-15).

However, the University has introduced a new pattern of examination for B Ed course from previous session (2013-14) and has enhanced the duration of the teacher education course to two years, which will be implemented in the next session (2015-16)

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

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.

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, 01 temporary faculty
--

2.5 Faculty participation in conferences and symposia:

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

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

Nil

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

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 2014-15, no invitation to attend any BOS meeting was received till July 2015.

2.10 Average percentage of attendance of students

Tentatively over 75 % as the session shall be completed by mid September
--

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	University Examination shall be conducted around September/ October
B. Ed	-----	

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, Green Audit & internal audit is also conducted in the institution.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefited</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	02 (Conducted by Central University Jammu)
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	22	Nil	Nil	06
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Nil

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nil

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

NCC

nil

NSS

nil

Any other

nil

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 has undertaken following extension activities in this session:

S.No.	Event/Activity	Date	Organised by
01	Awareness program on Adolescent Education for girls of Class 8 th (13-16 age) at Govt. Girls High School Raipur Bantalab	12 th January 2015	Women Study Cell Gandhi Memorial College of Education Jammu
02	Rally on the theme "Save Girl Child" from GMCEJ to Nardani Village	08 th March 2015	Women Study Cell Gandhi Memorial College of Education Jammu

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	15	Nil	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.	--	08*	Self Funding	---
Value of the equipment purchased during the year (Rs. > Lakhs)	----	3.18	Self Funding	----

* 08 new Computers with online UPS

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 laboratory 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	9401	96	9497
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	08	Nil	Nil	Nil	Nil	Nil	Nil
Total	25	15	14	Nil	Nil	10	Nil

* 8 Existing computers were replaced with new Desktops under Buy back Arrangement

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

- In house Basic computer knowledge imparted to staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	3.18
ii) Campus Infrastructure and facilities	1.60
iii) Equipments	0.14
iv) Others (Transport/Vehicle)	0.52
Total :	5.44

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

Process initiated

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
424			

(b) No. of students outside the state

255

nil

(c) No. of international students

Men	No	%	Women	No	%
	243	57.31		181	42.69

(2013-14)						(2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
325	24	08	23	nil	380	393	6	4	21	nil	424

Demand ratio 703:424 (1.65:1)**Dropout %** = (13/380 = 3.42%)

(Number of applications : sanctioned intake)

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	<table border="1"><tr><td>nil</td></tr></table>	nil	SET/SLET	<table border="1"><tr><td>nil</td></tr></table>	nil	GATE	<table border="1"><tr><td>nil</td></tr></table>	nil	CAT	<table border="1"><tr><td>nil</td></tr></table>	nil
nil											
nil											
nil											
nil											
IAS/IPS etc	<table border="1"><tr><td>nil</td></tr></table>	nil	State PSC	<table border="1"><tr><td>nil</td></tr></table>	nil	UPSC	<table border="1"><tr><td>nil</td></tr></table>	nil	Others	<table border="1"><tr><td>nil</td></tr></table>	nil
nil											
nil											
nil											
nil											

5.6 Details of student counselling and career guidanceNo. 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 rally on "Save Girl Child on 8th March 2015 from GMCEJ to Nardani village

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	169	845,000/- (Amount to be disbursed after completion of university examination)
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

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.

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

S.No.	Event/Activity	Date	Organised by
01	Awareness program on Adolescent Education for girls of Class 8 th (13-16 age) at Govt. Girls High School Raipur Bantalab	12 th January 2015	Women Study Cell Gandhi Memorial College of Education Jammu
02	Rally on the theme "Save Girl Child" from GMCEJ to Nardani Village	08 th March 2015	Women Study Cell Gandhi Memorial College of Education Jammu

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(2 halls under construction).

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 31 years
Rajinder Thusoo	Lecturer/Assistant Professor (Regular)	M.A Maths B.Ed M.Ed.	Over 20years
Ms. Arti Durani	Lecturer/Assistant Professor (Regular)	Ph.D M.Phil M.Sc. Chemistry B.Ed M.Ed	Over 13 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 13 years
Meenu Khazanchi	Lecturer/Assistant Professor (Regular)	M. Phil M. A Education B.Ed.	Over 13 years
Hema Koul	Lecturer/Assistant Professor (Regular)	M. Phil. M. Ed. B. Ed	Over 12 years
Sarita Mattoo	Lecturer/Assistant Professor (Regular)	M.A Hindi B.Ed	Over 11 years

		M.Ed	
Meenakshi Sudeshi	Lecturer/Assistant Professor (Regular)	M.Phil B. Ed M.Ed	Over 11 years
Seema Mattoo	Lecturer/Assistant Professor (Regular)	M C A	Over 10 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 18 years (including 9 years of experience as PGT in school)
Seema Bhat	Lecturer/Assistant Professor (Regular)	M. A Sociology M. Ed	Over 9 years
Usha Kumari Bhat	Lecturer/Assistant Professor (Regular)	M.Phil M.Ed B.Ed	Over 8 years
Amrita Bhat	Lecturer/Assistant Professor (Regular)	M.A Hindi M.Ed B.Ed.	Over 21 years (including 13 years of teaching experience as PGT in school)
Munni Raina	Assistant Professor (Regular)	M. A Sociology M.Ed B.Ed	Over 11 years (including 3 years of teaching experience in School)
Asha Ganjoo	Assistant Professor (contractual)	M. Sc Zoology B. Ed	Over 3 years

Administrative Staff:

S.No	Name	Designation	Qualification/skill	Experience
1	Manoj Tiku	Librarian (Regular)	M. Lib	Over 16 yrs
2	Kaka Ji Bhat	Manager Estate (Regular)	10+2	Over 31 years
3	Vinod Raina	Sr. Assistant (Regular)	B. Sc Diploma in Computers (1 yr)	Over 14 years
4	Prayna Bhat	Sr. Assistant (Regular)	B A (NIOS) CCA	Over 14 years
5	Chandrika Wattal	Computer Operator (Regular)	B. Sc, Diploma in Computers (1 yr)	Over 14 years
6	Meenakshi Raina	Computer Operator (Regular)	BA, B. Ed, Diploma in Elec & Comm. (3 yr)	Over 12 years
7	Daleep Mattoo	Manager Accounts (Regular)	B.Com PGDCA MBA(Pursuing)	Over 12 years
8	Rajni Kaul	Manager Accounts (Regular)	B. A B.Ed Diploma in Computers (1 yr)	Over 12years

9	Meenakshi Pandita	Computer Operator (Regular)	B. A Diploma in Computer (1 yr)	Over 11 years
10	Rajni Zaroo	Asst Librarian (Regular)	MA B.Lib Diploma in Linguistic (1 yr)	Over 11 years (including 2 years of school librarian)
11	Baby Bhat	Warden Hostel (Regular)	B.A	Over 11 years
12	Usha Koul	Manager Hostel (Regular)	BA Diploma in Computers (1 yr)	Over 11 years
13	Sunil Sadhu	Jr.Asst (Regular)	Matric	Over 20 years
14	Kamal Zutshi	Jr.Asst (Regular) Deputed to Frontier Post	12 th NIOS CCA	Over 14 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 Nil

6.3.8 Industry Interaction / Collaboration Nil

6.3.9 Admission of Students

Gandhi Memorial College of Education, Jammu, a self financing institution is affiliated to the University of Kashmir and is governed by its rules and regulations in terms of admission, fee structure, curriculum, examination, recruitment etc. The admission to the B.Ed programme is centralized 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

17.00 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

- Initiated processing installing of Solar Power Generating facility in the campus under Green initiative
- 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 2014-15</i>	<i>Outcome till July 2015</i>
Language Laboratory should be established	Proposal submitted for approval to management
Smart classes should be established	Under process
Augmentation of lecture halls (2 more class rooms)	Under construction
College should organise skill improvement training for Teacher Educators in field of semester teaching	To be conducted in the month of December
At least one workshop/seminar/field trip be organised for the students	----pending----
Fee concession for students	Financial provisions for about 169 students
Women Study Cell must organise extension lectures/ awareness programs for adolescents	Awareness program on Adolescent Education was organised for girls of Class 8 th (13-16 age) at Govt. Girls High School Raipur Bantalab Jammu on 12 th January 2015
	Rally on the theme “Save Girl Child” was organised on 08 th March 2015
Solar Power Generating facility should be installed in the campus under Green Initiative	Under process
Diversification of Academic Programmes	Affiliation for starting of M.Ed is underway.
Canteen	Under process

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

7.4 Contribution to environmental awareness / protection

- Internal Green Audit conducted

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

- Diversification of courses

Name _____

Name _____

*Signature of the Coordinator, IQAC*_____
Signature of the Chairperson, IQAC

**Academic Calendar
Session 2014-15**

Academic year shall start from October 2014 to September 2015. The University exams shall be tentatively conducted in the month of October 2015. The College shall close for 45 days for summer break from 16th June 2015 to 31st July 2015 and 6 days pooja holidays will commence from 20 October 2014 to 25th October 2014. Winter Break from 26th December 2014 to 4th Jan 2015. The tentative schedule of total working days shall be as under:-

Months	Available days	Sundays/Holidays	Remarks
Oct	17	4+10=14	Orientation of fresher's / 8 th - 14 th , Regular class work Pooja holidays (20 th -25 th), Regular Class work
Nov	24	5+1=6	Regular Class Work
Dec	21	4+6=10	Regular Class Work Winter Break from 25 th Dec- 4 th Jan
Jan	21	4+6=10	Regular Class work Orientation of teaching skills (6 to 12 Jan)
Feb	21	4+3=7	Regular class work Micro Teaching, 25 Feb- 14 March
March	22	5+4=9	Workshop for the development of Teaching aids (16 th -19 th)
April	23	4+3=7	Regular Class work Ist Internal Test (7 to 21 April)
May	23	5+3=8	Regular Class work Practice of Teaching (5 th – 20 th)
June	14	2+1+13=16	Regular Class Summer Break (16 th June to 31 st July)
July	--	--	Summer Break
Aug	24	5+2=7	2 nd Internal Test (8 th to 21st Aug)
Sep	23	4+3=7	Regular class work and 2 nd Internal test from 7 th -19 th
Oct	24	4+3=7	Improvement Test 2 nd -9 th Criticism lesson 10 th -28 th

Total working days = **257**
Number of days for internal tests/ = 52
Co-curricular activities/
Unforeseen developments
Total Teaching Days = $257-52= 205$

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

*Annexure II***Students feedback on curriculum**

1. Depth of the course content including project work if any:
 - 50% of the students are in favour that depth of course content is very good.³
 - 25% were of the opinion that it is good.
 - 15% were of the opinion that it is satisfactory
 - 10% were of the opinion that depth is unsatisfactory.
2. Extent of coverage of course
 - 94 % of the students were of the opinion that course coverage is very good.
 - 3 % of the students were of the opinion that course coverage is good.
 - 2% of the students were of the opinion that course coverage is satisfactory
 - 1% of the students were of the opinion that course coverage is unsatisfactory
3. Applicability/relevance to real life situations
 - 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
 - 10% of students were of the opinion that Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives are satisfactory.
 - 10% 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

- 23% 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
- 6% of students were of the opinion that Clarity and relevance of textual reading is unsatisfactory

6. Relevance of additional source material (Library)

- 75% of the students were of the opinion that Relevance of additional source material (Library) is very good
- 20% of the students were of the opinion that Relevance of additional source material (Library) is good
- 2% of the students were of the opinion that Relevance of additional source material (Library) is satisfactory
- 3% of the students were of the opinion that Relevance of additional source material (Library) is unsatisfactory

7. Extent of effort required by students

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

8. Overall rating

- 87% rated the institution as very good
- 8% rated the institution good
- 3% rated it satisfactory
- 2% rated it unsatisfactory

Student feedback on teachers

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

- 56 % 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
- 6% 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)

- 11% 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
- 50% of the students were of the opinion that communication skills in terms of articulation and comprehensibility was satisfactory.
- 4% 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

- 68% of the students were of the opinion that teacher's sincerity and commitment is very good.
- 20% 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

- 25% of the students were of the opinion that interest generated by the teacher is very good
- 36% of the students were of the opinion that interest generated by the teacher is good
- 22% of the students were of the opinion that interest generated by the teacher is satisfactory
- 17% 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
- 54% of the students were of the opinion that ability of the teachers to integrate content with other courses is very good.
 - 22% of the students were of the opinion that ability of the teachers to integrate content with other courses is good.
 - 15% 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
- 38% 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
 - 2% 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

- 58% 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
- 12% of the students were of the opinion that provision of sufficient time on feed back is satisfactory
- 8% of the students were of the opinion that provision of sufficient time on feed back is unsatisfactory

10. Overall rating

- 77% of the students were of the opinion that overall rating is very good
- 15% of the students were of the opinion that overall rating is good
- 7% of the students were of the opinion that overall rating is satisfactory
- 1 % of the students were of the opinion that overall rating is unsatisfactory