


# Yearly Status Report - 2017-2018

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | GANDHI MEMORIAL COLLEGE OF EDUCATION |
| Name of the head of the Institution | PROF ANEETA KOUL |
| Designation | Principal |
| Does the Institution function from own campus | Yes |
| Phone no/Alternate Phone no. | 09796247170 |
| Mobile no. | 9419111244 |
| Registered Email | admgmcej@gmail.com |
| Alternate Email | principalgmcej@gmail.com |
| Address | RAIPUR BANTALAB JAMMU |
| City/Town | JAMMU |
| State/UT | Jammu And Kashmir |
| Pincode | 181123 |
| **2. Institutional Status** | |

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Co-education** |
| Location | **Rural** |
| Financial Status | **Self financed** |
| Name of the IQAC co-ordinator/Director | **MEENU KHAZANCHI** |
| Phone no/Alternate Phone no. | **09796247170** |
| Mobile no. | **9419223258** |
| Registered Email | **admgmcej@gmail.com** |
| Alternate Email | **principalgmcej@gmail.com** |

**3. Website Address**

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | https://www.gmcejammu.in/admin_login/images/noti/1692860355Aqar%202016-17.pdf |
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | https://www.gmcejammu.in/admin_login/images/noti/1692860005Academic%20calendar%202017-2018.pdf |

**5. Accrediation Details**

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| 1 | B | 2.41 | 2009 | 31-Dec-2009 | 30-Dec-2014 |
| 2 | B | 2.72 | 2016 | 25-May-2016 | 24-May-2021 |

| | |
|---|---|
| **6. Date of Establishment of IQAC** | **10-Mar-2010** |

**7. Internal Quality Assurance System**

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |

| | | |
|---|---|---|
| Orientation programme | 25-May-2017<br>2 | 85 |
| Independence day | 15-Aug-2017<br>01 | 40 |
| Teachers day | 05-Sep-2017<br>01 | 35 |
| School Internship Ist sem | 07-Aug-2017<br>15 | 98 |
| School Internship 2nd sem | 08-Jan-2018<br>13 | 98 |
| School Internship 3rd sem | 30-Aug-2017<br>78 | 120 |
| School Internship 4th sem | 27-Jan-2018<br>75 | 120 |
| SEMINAR | 14-Mar-2018<br>01 | 30 |

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| NIL | NIL | NIL | 2017<br>0 | 0 |
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| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | Yes |
| Upload latest notification of formation of IQAC | View Link |
| **10. Number of IQAC meetings held during the year :** | 2 |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | Yes |
| Upload the minutes of meeting and action taken report | View Uploaded File |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No |

| 12. Significant contributions made by IQAC during the current year(maximum five bullets) |
|---|
| 1. Conducted orientation programme |
| 2. Conducted internship programme |
| 3.Conducted remedial classes for the improvement of slow learners |
| 4.Conducted various cultural activities like teacher day, independence day etc |
| 5.Conducted seminar on topic "is technology dehumanizing society" |

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

| Plan of Action | Achivements/Outcomes |
|---|---|
| 1.Orientation programme for the first semester students is to be conducted | Orientation programme was conducted during the beginning of the session |
| 2.Various cultural activities should be organised during the year | Cultural activities like independence day, teachers day were celebrated |
| 3.Diversification of academic programme | Affiliation for starting of M.Ed is underway. |
| 4. Augmentation of lecture hall (2 more) class rooms | Under construction. |
| 5. To cater the need of slow learners through remedial classes | Remedial classes were conducted |
| 6. Provision for financial assistance for students | Fee concession was given to two students |
| 7. At least one seminar should be conducted | Seminar on topic "is technology de humanizing society" was conducted |

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| | |
|---|---|
| **14. Whether AQAR was placed before statutory body ?** | No |
| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | No |
| **16. Whether institutional data submitted to AISHE:** | Yes |
| Year of Submission | 2018 |

| | |
|---|---|
| Date of Submission | 29-May-2018 |
| **17. Does the Institution have Management Information System ?** | Yes |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | Yes, college has its management information system. Due to this system the planning, quality and flexibility of the institution has been improved. Institute focuses on egovernance. Students are enrolled through online mode prescribed by the guidelines of University of Kashmir. The college provides all the necessary information required for the admission purpose through website, social media like whatsapp, newspaper, radio, local channels etc. Examination forms are generated online and filled individually by the students with the help of Admission committee. The college uses tally software for maintaining books of accounts and for payroll college uses MS excel. Library uses DELNET service through which econtent is easily accessible. |

## Part B

### CRITERION I – CURRICULAR ASPECTS

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As our institution is affiliated to University of Kashmir. It is mandatory for us to follow curriculum development as prescribed by the University of Kashmir. Curriculum provides a framework for the college. Our Academic calendar is based on the time frame provided by the above said University. Academic calendar is displayed on the Notice board and college website to ensure proper teaching learning process and continuous internal evaluation. The time table committee formulates and communicates the time table of the institution to the faculty in order to enable them to plan their teaching schedule with greater flexibility and well in advance. Time table is also displayed on Notice Board. The teaching learning process in the college is based on an inductive learning. The faculty extensively employs interactive 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 justification and live examples. There is an absolute participatory approach involved in the process. A good deal of active learning is practised in the practice of teaching in real class room teaching. As macro teaching they individually prepare their lessons presentation and other related activities of real class room.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene | Skill Development |
|---|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| | | | | urship | |
| NIL | NIL | Nil | 0 | NIL | NIL |

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| Nill | NIL | Nill |
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|
| BA (Journalism) | BAJMC | 17/06/2016 |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
|---|---|---|
| Number of Students | 0 | 0 |

**1.3 – Curriculum Enrichment**

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---|---|---|
| NIL | Nill | 0 |
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1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---|---|---|
| BEd | SCHOOL INTERNSHIP (FIRST & SECOND SEMESTER) | 98 |
| BEd | SCHOOL INTERNSHIP (THIRD & FOURTH) | 120 |
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**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|---|---|
| Students | Yes |
| Teachers | Yes |
| Employers | No |
| Alumni | No |
| Parents | No |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

| Feedback Obtained |
|---|
| The feedback in the institution is taken on two levels i.e. students and teachers. Students evaluates the teaching learning process and the institution in general. The teachers also evaluate the institutional support towards their day-to-day work and professional growth. The feedback is analysed |

quantitatively and qualitatively as well. Every possible care is taken so that feedback is not influenced. Students are given ample chance to express their views without any coercion. A committee from management responsible for the overall evaluation process remains quite impartial in receiving, compilation and dissemination of the results. The committee members are rotated from time to time. Further the college also has a suggestion box to be used by the students and faculty members for any grievance or complaint. The box is opened every month by the principal under the direct supervision of the management (committee members). The members take measures for redressal of such grievancesand complaints on urgent basis.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|---|---|---|---|
| BEd | TEACHER EDUCATION | 424 | Nill | 98 |
| BEd | TEACHER EDUCATION | 424 | Nill | 120 |
| BA (Journalism) | JOURNALISM | 40 | Nill | 12 |
| BA (Journalism) | JOURNALISM | 40 | Nill | 14 |
| BA (Journalism) | JOURNALISM | 40 | Nill | 9 |

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### 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2017 | 253 | 0 | 15 | 0 | 0 |

### 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 15 | 4 | 20 | 1 | 0 | 0 |

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The students are mentored at the time of admission on the nature and prospectus of the courses that they wish

to choose by Admission committee. The teacher meets the students time to time in order to help them in resolving their curricular and other academic needs. Students are also supported through remedial classes and mentoring. Weak students are identified and suggestions are given to them individually for their improvement in order to render equitable service to all students who have varied backgrounds and capabilities. A good deal of active learning is practised in the practise of teaching in micro and real class room teaching. As in micro teaching the students individually prepare their lesson presentation and other related activities of a real class room. The mentor teacher guides the students for their queries and provides solution to their problems that they face during teaching learning process. The mentors are also responsible for academic progress and Psychological well being of the students. They also entrusted with the task of monitoring the attendance and academic progress of the students in order to ensure the overall development of students.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|---|---|---|
| 253 | 15 | 1:17 |

**2.4 – Teacher Profile and Quality**

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|---|---|---|---|---|
| 20 | 15 | 5 | 0 | 0 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| 2017 | NIL | Nill | NIL |

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**2.5 – Evaluation Process and Reforms**

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
| BA (Journalism) | BAJMC | THIRD YEAR | 01/02/2017 | 05/08/2017 |

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the syllabus prescribed by the University of Kashmir for the Courses the maximum weightage of each paper is 100 marks. In B. ed course out of 100 marks, 80 marks are considered as external marks and 20 marks as Internal. In mass communication out of 100 marks 70 marks are considered as external and 30 as internal. For external marks the term end examination is being conducted by the University of Kashmir. For internal assessment every year the college constitutes a committee that conducts internal assessment. As this process does not require the involvement of any person outside the college. The committee with the concerned faculty members evaluates the answer sheets of internal assessments. For those students who scoreless marks, remedial classes are conducted which help to update their subject knowledge.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250

words)

**The college prepares the Academic calendar at the beginning of the academic year in consultation with all faculty members so as to ensure the inclusion of all the activities to be conducted during the year. Only head of the institution can incorporate minor changes in academic calendar . The schedule of internal examination is also given in academic calendar. Schedule of other activities like cultural programmes, school internship etc. also included in academic calendar. Academic calendar provides plan for the academic year to the students and teachers so that the department functions according to the teaching plan which ensures the proper utilization of time span available during that particular academic year.**

### 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.gmcejammu.in/pdf/bedsyllabus.pdf

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| BAJMC | BA (Journalism) | JOURNALISM | 6 | 6 | 100 |

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### 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.gmcejammu.in/admin_login/images/noti/1692867986meenakshi%20feedback%202017%20sss.pdf

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|---|---|---|---|
| Nill | 0 | NIL | 0 | 0 |

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|---|---|---|
| Is technology dehumanizing society | BED AND MASS COMMUNICATION | 14/03/2018 |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---|---|---|---|---|
| NIL | NIL | NIL | Nill | NIL |

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsered By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|---|---|---|---|---|
| 0 | NIL | NIL | NIL | NIL | Nill |

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**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| NIL | NIL | NIL |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|---|---|
| NIL | 0 |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|---|---|---|
| National | NIL | 0 | 0 |
| International | NIL | 0 | 0 |

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|---|---|
| NIL | 0 |

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|---|---|---|---|---|---|
| NIL | NIL | NIL | 2017 | 0 | NIL | 0 |

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| NIL | NIL | NIL | 2017 | 0 | 0 | NIL |

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| Attended/Seminars/Workshops | 0 | 0 | 0 | 0 |

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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| NIL | NIL | 0 | 0 |

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|
| NIL | NIL | NIL | 0 |

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---|---|---|---|---|
| NIL | NIL | NIL | 0 | 0 |

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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| NIL | NIL | NIL | 0 |

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| SCHOOL INTERNSHIP FIRST SEMESTER | INTERNSHIP | EVERGREEN HIGHER SECONDARY SCHOOL, SHINING STAR HR SECONDARY SCHOOL, SRP SCHOOL. | 07/08/2017 | 21/08/2017 | 85 |

| | | | | | |
|---|---|---|---|---|---|
| SCHOOL INTERNSHIP SECOND SEMESTER | INTERNSHIP | EVERGREEN HIGHER SECONDARY SCHOOL, SHINING STAR HR SECONDARY SCHOOL, SRP SCHOOL. | 08/01/2018 | 20/01/2018 | 85 |
| SCHOOL INTERNSHIP THIRD SEMESTER | INTERNSHIP | EVERGREEN HIGHER SECONDARY SCHOOL, SHINING STAR HR SECONDARY SCHOOL, SRP SCHOOL. | 30/08/2017 | 15/11/2017 | 120 |
| SCHOOL INTERNSHIP FOURTH SEMESTER | INTERNSHIP | EVERGREEN HIGHER SECONDARY SCHOOL, SHINING STAR HR SECONDARY SCHOOL, SRP SCHOOL. | 27/01/2018 | 11/04/2018 | 120 |

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| NIL | Nill | NIL | 0 |

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 6.55 | 1.69 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Campus Area | Existing |
| Laboratories | Existing |
| Class rooms | Existing |
| Seminar Halls | Existing |
| Others | Existing |

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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| TLSS | Partially | 3.1.1.1 | 2009 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 11095 | Nill | 123 | Nill | 11218 | 0 |
| Reference Books | 400 | Nill | 0 | Nill | 400 | Nill |
| Journals | 16 | Nill | 0 | Nill | 16 | Nill |
| Others(specify) | 1150 | Nill | 0 | Nill | 1150 | Nill |
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| NIL | NIL | NIL | Nill |
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**4.3 – IT Infrastructure**

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 25 | 17 | 18 | 0 | 0 | 4 | 4 | 50 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 25 | 17 | 18 | 0 | 0 | 4 | 4 | 50 | 0 |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| 50 MBPS/ GBPS |
|---|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| NIL | Nill |

**4.4 – Maintenance of Campus Infrastructure**

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurredon maintenance of physical facilites |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 2.6 | 0.88 | 2.6 | 3.4 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college ensures optimal allocation and utilization of the available resources for maintenance of different facilities in the college . Library:- Library of the institute is partially automated having Delnet facility along with more than 11 thousand books i.e the library caters academic needs of the faculty and students and helps its users to locate, select and acquire the information needed. Every year at the beginning of the session students are motivated to register themselves in the library to avail library services .Students and staff members can borrow the books through their registered ID Cards. Students can borrow 2 books for 15 days and renew the same two times. Students and staff can avail e- resources like Delnet etc. in library. All periodicals' subscriptions are renewed properly. Computers:- The institute has 25 computers, 17 computers are in lab, 4 computers in office, 2 in library, 2 computers in studio . Generally all the official work of the college is performed using the latest versions of MS word, adobe, excel and tally etc. Computer maintenance is done regularly and non repairable systems are disposed off. All the faculty members and students are motivated to use the facility of computers regularly in order to enhance their technical knowledge. Sports room :- The college also has the facility of one sports room where students and staff play different indoor games like table tennis, carom and chess. For outdoor games the college has playground where students play volleyball etc. Laboratory:- Stock registers of laboratories are maintained by the departments concerned. Students are advised to handle the equipments carefully. Classrooms and gardens:- With the help of the two full time sweepers, cleanliness of classrooms is maintained and one part time sweeper is employed for the cleanliness of wash room. There is one Gardner in the college who looks after the lawn of the college in order to maintain greenery in the college. Students are motivated for energy conservation by judicious use of electricity in classrooms. Hostel:- The college provides an in campus girls hostel for 120 girls. The 3 storied hostel has 28 rooms of 14.8 x12177.6 sq.ft each room are equipped with all the necessary facilities like beds, fan, almirah, study table mess hall kitchen LCD television refrigerator power back up heaters etc.

https://www.gmcejammu.in/amenities.php

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | HESK FEE CONCESSION | 2 | 11535 |
| Financial Support from Other Sources | | | |
| a) National | NIL | 0 | 0 |
| b)International | NIL | 0 | 0 |

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Remedial coaching 4th semester | 24/04/2018 | 25 | GMCEJ |
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|
| Nill | NIL | 0 | 0 | 0 | 0 |
| No file uploaded. | | | | | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|---|---|
| 0 | 0 | 0 |

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| NIL | 0 | 0 | NIL | 0 | 0 |
| No file uploaded. | | | | | |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| Nill | 0 | NIL | NIL | NIL | NIL |
| No file uploaded. | | | | | |

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
|---|---|
| Nill | 0 |
| No file uploaded. | |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|---|---|---|
| INDEPENDENCE DAY | Institutional | 40 |
| TEACHERS DAY | Institutional | 35 |
| View File | | |

**5.3 – Student Participation and Activities**

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| 2017 | NIL | Nill | Nill | Nill | NIL | NIL |

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college does not have student council in existing. However various committees in the college look after various academic and non academic aspects . the various committees were as under:- • Admission Committee • Time Table Committee • Examination Committee Cultural committee The IQAC is responsible for creating conducive environment for teaching learning process in the campus. IQAC monitors and evaluates the of above committees and make appropriate recommendations. Under the formation of IQAC the student member and Alumni member were also present there which represents the students as whole. The Admission committee helps the students at the time of admission on the nature and discipline they wish to choose. The college also organises cultural activities provides photo copy and internet facility, transport facility hostel for girls students remedial classes etc in order to ensure the welfare of the students of the institution.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1) Academic functioning. The institution recognises the abilities of its faculty and believes in decentralization of task and transparency. The management of the institution is overall incharge and gives freedom to the principal in order to fulfil vision and mission. of the institute Academic responsibilities are fairly divided among all staff members in order to conduct various academic and culture activities in the Span of academic year. Principal supervises the work of all the staff members and Communicates all significant information to all the members of the Management 2) Student Centric Academics: our college adopted student centered approach as far as teaching learning is

concerned. A well planned strategy for curriculum development and effective teaching learning were made by institution. The schedule of teaching and learning is conveyed to the students verbally and through notice board. The faculty extensively employs interactive teaching learning process where the participation of the students is encouraged. The concepts are explained with justification, relation and correlation giving every chance to pupil teacher involvement. There is an absolute participatory approach involved in the process.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

**6.2 – Strategy Development and Deployment**

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|---|---|
| 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, curriculum ,examination 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. 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 choices of subjects and rules and regulations of the college. |
| Library, ICT and Physical Infrastructure / Instrumentation | Library of the institute is partially automated having DELNET facility to provide a better outreach of texts and references to the students as well as the faculty alongwith over 11000 books. The institution has 25 computers in overall out of which 17 are in computer lab. All of them are connected to internet. Regular Power point presentation by students are organised in the conference room equipped with projector facility. The institute optimally utilizes the ICT facility and all the documentation of the college is worked on the latest version of MS word .Abode, excel and tally etc. moreover, to minimise the use of paper all the official correspondence with students and other stake holder is done through SMS. The college is also in the process of subscription of e-journals and conversion of one classroom into smart class. Physical infrastructure: the |

| | |
|---|---|
| | institution is spread over 14 kanals (75593.95Sq ft) of land and has 6 main buildings including Academic Blocks, Library , administration section/Educational Technology , Laboratory, Psychology laboratory, Computer Laboratory , Auditorium and conference hall along with 11 lecture hall. The college also provides an incampus girls hostel for 120 girls. The 3 storied hostel has 28 rooms of 14.8x12177.6 sq ft each and are equipped with all the necessary facilities like beds, fans , almirah, study table, kitchen , mess hall, power back up, first aid,lcd television, refrigerator 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 and staff. |
| Teaching and Learning | The teaching learning process in the college is based on an inductive learning. The faculty extensively employs interactive teaching learning process where the participation of the students is encouraged. This further is enhanced by explaining and practising the active teaching. The concepts are explained with justifications. like examples, relations and co relations giving every chance to pupil teacher involvement. There is an absolute participatory approach involved in the process. A good deal of active learning is practised in the practice of teaching , 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. |
| Curriculum Development | As the curriculum is devised by the affiliating University, the institution cannot incorporate any change in the quality of the curricular aspect. |
| Human Resource Management | Confidential performance appraisals are regularly monitored by the head of the institution. Personal files of all staff are well maintained. The college has computerized account keeping and administrative system. The college emphasis to recruit a well qualified, skilled and experienced teaching faculty. |

| | |
|---|---|
| Examination and Evaluation | The evaluation and examination of B. Ed and mass communication course is done by the University of Kashmir and the college is bound to adopt and follow the pattern/process prescribed by its affiliating University. |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governace area | Details |
|---|---|
| Student Admission and Support | Online admission process helps the student to get enrolled easily. The College also provide all the necessary information required for the admission purpose through website. Social media sites like WhatsApp, newspaper, radio, local channels etc. |
| Administration | AISHE i.e All India Survey of Higher Education which is under HRD Minister, New Delhi is updated every year |
| Finance and Accounts | The students deposit their fee through online/offline mode. Students use NEFT or Demand Draft or cash which is deposited in HESK society account. The college is using tally software for maintaining books of accounts and for payroll college uses MS Excel. |
| Examination | Examination forms are generated online and filled individually by the students with the help of Admission committee. Semester wise examination is conducted by the University of Kashmir. Internal assessment is conducted in the college as per university norms. |
| Student Admission and Support | Online admission process helps the student to get enrolled easily. The College also provide all the necessary information required for the admission purpose through website. Social media sites like WhatsApp, newspaper, radio, local channels etc. |

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| Nill | NIL | NIL | NIL | 0 |
| No file uploaded. | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the | Title of the | From date | To Date | Number of | Number of |
|---|---|---|---|---|---|---|

| | professional development programme organised for teaching staff | administrative training programme organised for non-teaching staff | | | participants (Teaching staff) | participants (non-teaching staff) |
|---|---|---|---|---|---|---|
| Nill | NIL | NIL | Nill | Nill | Nill | Nill |

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| NIL | 0 | Nill | Nill | 0 |

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 15 | 15 | 28 | 28 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| MEDICAL, GRATURITY, CPF, MATERNITY LEAVE, CASUAL LEAVE, DUTY LEAVE, EXTRAORDINARY LEAVE, LEAVE ENCASHMENT (IF APPLICABLE) , STUDY LEAVE, DISABILITY LEAVE FOR INJURY, COMMUTED LEAVE, HALF PAY LEAVE | EARNED LEAVE, MEDICAL, GRATURITY, CPF, MATERNITY LEAVE, CASUAL LEAVE, DUTY LEAVE, EXTRAORDINARY LEAVE, LEAVE ENCASHMENT | FEE CONCESSION |

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes the college has a mechanism for a regular internal and external audit. The internal audit is done by executive body which consists of life members of the college and external audit is done by authorized CA who is appointed by general body of HINDU EDUCATION SOCIETY (HESK). The audits are conducted as per standard performa prescribed for the purpose. External audit have been carried out elaborately by the external agency on yearly basis

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|
| NIL | 0 | NIL |

No file uploaded.

6.4.3 – Total corpus fund generated

| 0 |
|---|

**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | NIL | No | NIL |
| Administrative | Yes | SUDHIR K WALLI ASSOCIATES | Yes | INTERNAL AUDITOR |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parents have the facility to interact with the Principal and teachers to discuss the program of their wards through mobile phone or in person. 2. The college also ensures a healthy interaction with the parents. The information of the students regarding absenteeism are also discussed with the parents. 3.. The suggestions from the parents are also taken into consideration by the college for the betterment of students as well as for institution.

6.5.3 – Development programmes for support staff (at least three)

1. Awareness on health hygiene 2.Training programme on computer skills 3.Efficient worker has been honoured

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Institute has more focused to make eco friendly campus 2. The college reduced dependence on paper consumption by shifting to emails, what app and sms 3. The college has conducted cultural activites regularly.

6.5.5 – Internal Quality Assurance System Details

| | |
|---|---|
| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF | No |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| 2017 | Orientation programme | 05/05/2017 | 25/05/2017 | 26/05/2017 | 85 |
| 2017 | Independence day | 05/05/2017 | 15/08/2017 | 15/08/2017 | 40 |
| 2017 | Teacher day | 05/05/2017 | 05/09/2017 | 05/09/2017 | 35 |
| 2018 | Seminar | 20/11/2017 | 14/03/2018 | 14/03/2018 | 30 |

View File

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
| | | | Female | Male |
| NIL | Nill | Nill | 0 | 0 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| Percentage of power requirement of the University met by the renewable energy sources |
|---|
| CFL and LED bulbs have been installed in place of incandescent bulbs. The students and staff members ensure switching off all electrical fittings before leaving their respective classrooms. |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Nill | No | 0 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|---|
| 2017 | Nill | Nill | Nill | Nill | NIL | NIL | Nill |
| No file uploaded. | | | | | | | |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| NIL | Nill | NIL |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| INDEPENDENCE DAY | 15/08/2017 | 15/08/2017 | 40 |
| View File | | | |

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

| |
|---|
| Plantation has been done in entire campus, plants, tress and lawns are maintained regularly |
| Taken digital initiatives like use of emails etc. for official and non official communication etc. to save paper. |
| Staff and students are continuously sensitized regarding switching off the fans, lights etc when not in use to save electricity. |
| LED lights are installed in the entire college campus |
| Placed dustbins inside the college campus for effective waste disposal. |

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

**Best Practice-I Title of the practice: Providing freeships Objectives of the practice a) Helping meritorious students b) Providing benefit to economically backward students c) Helping students to continue studies d) Reducing dropout in teaching education Context: the institution has a mission of service towards society in its pursuit of providing education, scholarship and research. The institution decided to provide free ships to few deserving students belonging to economically constrained background. The practice: Five students were provided Evidence of success: Five students were given fee concession Problems encountered and resources required Adequate budgetary allocation Best PracticeII Title of the practice: Language training objectives of the practice a) Helping students understand terminology of the students b) Providing training in clearing accent of speaking Hindi c) Helping students to understand correct pronunciation while delivering lesson Context: It was observed that students coming from Hindi speaking states find difficulty in understanding the terminology of the subject. Moreover their pronunciation of Hindi is influenced by their regional dialect. While delivering lessons in Hindi therefore, it was decided to provide short language training to the students to reduce the impact of regional dialect. The Practice: the students were provided training in the pronunciation and oratory skills of Hindi during classes by the faculty. Evidence of success: it was observed that the speech pattern and pronunciation of the students had changed and the regional dialect impact, while conversing was reduced among the students. Resources Required : Already available in the college (Class room and faculty)**

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.gmcejammu.in/admin_login/images/noti/1692877367best%20practice%202020 17.pdf

**7.3 – Institutional Distinctiveness**

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

**Gandhi Memorial College of education is the only institution in the state which has all along during the last 50 years maintained its academic excellence and produced thousands of trained across the state of JK in particular and the country as whole. Vision: to develop GMCEJ as a reputed teacher training national institution based on academic excellence and world class Pedagogy. Gandhi Memorial College of Education Raipur, Jammu is an educational institution which attracts a large number of students from outside mainly from Himachal Pradesh. Uttar Pradesh, Jharkhand etc. Admission process is transparent and is based on merit. The process is centralized online and managed directly by the affiliating university. The list of admitted students as per their merit and choice of college is provided by the Kashmir University to the institution who deposit the fee as fixed by the university. The students admitted complete a curriculum fixed by the University of Kashmir. The curriculum is supplemented by workshop , cultural activities etc. the day to day activities of the institution are managed by faculty. The faculty is experienced and well qualified. Their service conditions are governed by the Hindu education Society (HESK). Teacher education aims to create human talent pool that is equipped with innovative ideas and adapt to any kind of culture and environment. Institution itself plays a significant part in developing quality. It create appropriate infrastructure for providing quality teacher education. Moreover emphasis is also laid on serving humanity and living life with dignity.**

Provide the weblink of the institution

https://www.gmcejammu.in/admin_login/images/noti/1686645958institutional%20distintin.pdf

## 8.Future Plans of Actions for Next Academic Year

1. Starting of M.Ed courses 2. Diversification of courses (UG Programme) 3. As agreen initiative installing of solar power generating facility in the campus 4. Encourage faculty members to enhance their educational qualifications and also undertake research work from time to time 5. Establishment of IT lab