



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GOVERNMENT COLLEGE OF EDUCATION
Name of the head of the Institution		Dr Kiran Bakshi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01912580401
Mobile no.		9419104272
Registered Email		gcoe.jammu@gmail.com
Alternate Email		rajinderkaurr1967@gmail.com
Address		Govt College of Education
City/Town		canal road
State/UT		Jammu And Kashmir
Pincode		180016
<b>2. Institutional Status</b>		

Affiliated / Constituent	Constituent
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Rajinder Kour
Phone no/Alternate Phone no.	01912580401
Mobile no.	9419199955
Registered Email	rajinderkaurr.1967@gmail.com
Alternate Email	deepbangotra.ap@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://gcoedu.in/pdf/coe%20rar%202015%20final.compressed.pdf">http://gcoedu.in/pdf/coe%20rar%202015%20final.compressed.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://gcoedu.in/calender.php">http://gcoedu.in/calender.php</a>

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	82.75	2004	04-Nov-2004	03-Nov-2009
2	A	3.06	2017	28-Mar-2017	27-Mar-2022

<b>6. Date of Establishment of IQAC</b>	09-Aug-2004
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### 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
Induction training programme for newly appointed Assistant	21-Jun-2017 15	16

Professor		
Training of Master Resource Persons for Secondary School Teachers in the various subjects	31-Oct-2017 5	50
<a href="#">View File</a>		

**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
MHRD ,GOVT. OF India	Teacher Education Scheme	MHRD(CSS- TES)	2017 365	452323
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

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 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)**

Constitution of IQAC as per the latest guidelines of the NAAC.

Review and Overall analysis of the NAAC Peer Team Report of 2nd Accreditation Cycle.

Preparation of Proposal under Annual Work Plans i.e Training and Programmes for Teachers from School Education Department of JK Government.

Conduct of training programmes for Master Resource Persons in various subjects for Secondary School Teachers.

Conduct of Induction Training Programmes for newly appointed college assistant professors in Higher Education Department, J&K Govt.

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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
To organise 2 Weeks Induction Training Programmes for newly appointed college teachers	Organised 2Weeks Induction Programme from 080617 to 21062017
To Organise training workshops for Secondary School Teachers under Central sponsored Schemes(CSS) of MHRD, Govt. of India	Master Resource Persons in English-31/10/2017 to 04/11/2017
To prepare academic calender for the next academic session	An academic calender is prepared which depicts various curricular programmes to be carried out through out the academic session. It also includes various internship activities and schedule for teaching practice programme.
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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 ?**

Yes

Date of Visit

17-Nov-2017

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2018

Date of Submission

04-Apr-2018

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The college uses Microsoft Excel application software for maintaining the employee details and college encourages the dissemination of information received through official

email pertaining to different aspects of college i.e. planning and development through electronic medium i.e. faculty emails, whatsapp group, website, etc. moreover, the indexing of all the official records is maintained by the administrative office using MSOffice software. Technology is utilized in office administration for maintaining documents in soft copy format. The principal ensures that data pertaining to all the employees of the institution is timely upload in the centralized portal developed by the JK Government. The portal JKCPIS(Centralized Personnel Information System) keeps track of all the employees who are currently employed, transferred or about to retire with respect to their jobs. The CPIS offers vast number of facilities that facilities the Principal of the institution in effective and efficient administration. The CPIS maintains Employee details, joining details, transfer details, promotion details, posting details, nominee details, sanctioned post details, Drawing and Disbursing Officer (DDO) detail for smooth functioning and effective decision making of the college administration. Since ours is a government college, we get all the funds and grants from the Deptt of Higher Education JK State government. Accounts section of the college is headed by Accounts Assistant deputed by the finance department of JK Government. The work under finance and accounts section of the college is managed with the help of a centralized software developed by the JK Government. The software is known as JK PaySys. JK Payment System (PayManager) provides the common and integrated platform for DDO's to prepare the all types of bills for booking of expenditure. It is also the Pay Bill Preparation System which meant for the Employees of the Government of Jammu Kashmir. The Software not only provides the facilities for Pay bill Preparation but also Preparation of DA Arrear, Bonus, Arrears and Leave encashment Bills. Budget, Estimation, Allocation Monitoring System (BEAMS) is one more online platform which is used by the account section of the college. It is

an application for online budgeting flow of resources. It is designed to capture flow of funds to each individual project under execution on real time basis. B.Ed. Course: The college admits the students of B.ED through entrance examination conducted by Board of Professional Entrance Examination, JK(JKBOPEE), an autonomous government body. The college publicize the entrance exam notification advertised by the exam conducting agency i.e JKBOPEE on its website for its wider reach. The student admission in this prestigious course is based on the merit list prepared by the JKBOPEE and then select list prepared by the JKBOPEE keeping in consideration all the reservation rules and norms of JK Government.M.Ed. Course : For M.Ed. course students are admitted on the basis of entrance test. The entrance test for admission to this two year course is conducted by Cluster University of Jammu and merit list/select list is displayed on the cluster university website. Accounts and Finance, Admissions, Examinations, Planning and Development are the modules used.

## 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

The college is affiliated to the Cluster University of Jammu, it needs to follow the curriculum prescribed by the University, and there is scope of periodical revision of the curriculum on the basis of recommendation of the faculty members. The college has a mechanism for effective, documented curriculum delivery. At the beginning of the academic year students are given an orientation on the B.Ed. curriculum meant for each academic year to enable the students to develop a better understanding about the theoretical and practical aspects, apart from the modes of curriculum transaction and evaluation. At the commencement of the academic session, meetings of all the departments of the college are held in which the syllabus and curriculum for the academic session are discussed and assigned to the concerned teachers. After assigning the core subjects to the teachers, a well constructed weekly routine of all the classes is set. A time table is framed, where in all the classes are held according to a fixed schedule under the supervision of coordinators and heads of the Institution. The IQAC not only monitors but also periodically verifies the topics covered to ensure education quality and balance within the allocated time frame. The college library offers open access for the benefit of the students, it not only has a plenty of books but also caters as a source of many National and International journals. E-learning

facilities are also provided for effective teaching and for delivery of curriculum various teaching methods are applied based on the requirement of the subject or topic. Both the conventional and advanced teaching-learning platforms are put to use. Seminars and special talks by experts are also arranged. Regular assessments are conducted in both theory and practical classes. Departments maintain the detailed record of the classes and assessments. College administration plays a very vigilant role in different activities of the college as teaching, learning, development and improvement of curriculum and its delivery methods. The Governing body of the college meets with the teaching faculty from time to time and evaluates the results of every end term examination. Internal assessment is done transparently with examined scripts with constructive feedback written are shown to students. Interpersonal skills are enhanced through varied workshops by college faculty as well as experts from the field and community. An adequate feedback is received from all the concerned and then a concrete decision are taken on how to develop and improve the curriculum drawbacks if any for the next academic session. At the onset of all academic sessions, an academic calendar is framed to put into practice all improvements and innovations for implementation. Furthermore, care had been taken to complete the university prescribed B.Ed. and M.Ed. curriculum on time. To strengthen student's learning and cater the individual differences in learning, suitable mechanisms are evolved by the faculty of the college by taking into consideration suggestions of various subject experts.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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
MEd	Teacher Education	15/01/2018
BEd	Teacher Education	15/01/2018
<a href="#">View File</a>		

#### 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
BEd	Teacher Education	16/07/2017
MEd	Teacher Education	16/07/2017

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 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	Nil	Nil
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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	Teacher Education	400
MEd	Field Projects/Internship	70
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Internal Quality Assurance cell has developed its own feedback system. The feedback is collected at various levels i.e. students, teachers, parents Employers and alumni. Accordingly continuous review of infrastructure and Learning Resource is carried out by respective committees. Staff appraisal by pupil teachers in written form is a practice found in the college annually. The principal also discusses the general comments during the general staff meetings and specific problems are addressed with the individual faculty members. Parents provide their feedback in the parent teacher meeting held in the college annually their suggestions are reviewed by the concerned committee members in presence of Principal as well as the advisory committee comprising of senior faculty members of the college . Student feedback: Feedback is obtained from students on regular basis regarding academics and the general facilities available in the campus including infrastructure , such as computer lab , science lab, Language Lab, Sports Facilities, Library, etc. the student issues are addressed by involving the student presidium members as well as the concerned committee members in presence of college Principal. The actions to issues of urgency are addressed on the spot nature by using the authority straight way. Faculty feedback: The academic and behavior feedback from the teachers for the students and institutional development are analysed and the essential corrective measures recommended by the faculty members are addressed by the concernred committess. Parents feedback: Parents are encouraged to provide feedback to the college in parents teacher meet conducted by the college annually. Parents are requested to suggest all measures for the improvement of the overall functioning of the college activities including infrastructure .Their suggestions are addressed by the concerned committee members and are also forwarded to higher authorities for immediate improvement of the college. Alumni feedback: Feedback is also obtained from the alumnus at the annual alumni meet and are encouraged to visit the campus and get involved in various college activities for the overall development of the students and institution. In addition to formal feedback, individual faculty members also obtain informal feedback from students. The analysis of the feedback is used for improving their performance.</p>

### 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
MEd	Teacher Education	35	70	35
BEd	Teacher Education	200	1000	200

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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	400	72	29	4	6

## 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	Number of smart classrooms	E-resources and techniques used
29	29	10	5	2	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

MENTORING Mentoring is an important aspect of Teacher Training program. The Institution facilitates personal and professional development of pupil teachers so that they can achieve their full potential. Mentoring is required for the individual growth of the young trainees as future teachers. The Institution mentors the students in such a manner that they are able to tackle the dynamic situation that normally classroom teaching offers. They are able to face any challenge that they may face during classroom teaching. The trainees are given proper guidance by the mentors. STUDENT MENTORING OBJECTIVES: 1.The college has a well planned student mentoring system in place that is implemented meticulously in each class across different programs. 2.A teacher is designated as a mentor of the group in the very beginning of the academic year. The mentoring system enables the students to understand in a better way their practical work particularly along with theoretical knowledge. 3.Mentor addresses all the issues faced by the students in class which includes both academics and career counseling. Issues to be addressed in designing and implementing mentoring: The mentoring system faces several challenging issues during implementation: 1.Managing and attending to students practice of teaching. 2.Motivating students to join and participate in the activities organized like internship and practice of teaching. 3. Identifying weak students who lack teaching skills ,those to be provided with appropriate time and strategy for teaching. 4.Co coordinating with parents of the students is an important aspect of mentoring. The Practice: It has been integrated as one of the core practices of the institution. The mentor nurtures and guides the students regarding any issues confronting them. They provide guidance and counselling to the students regarding issues faced by them during practice of teaching. The mentor guides them regarding various teaching skills and approaches of teaching and motivates them to become confident teachers and ready them to serve in a real set up. The other supporting activities which teachers have to perform are also covered by the mentors in order to train the students in all aspects of becoming a successful teacher. Evidence of success: The employability skills of the students get enhanced by mentoring mechanism which enables the weak and average pupil teachers also

to become a skillful and well trained all rounder teachers. The placement of these students is the evidence of successful mentoring process. The special problems faced by the students in educational, personal and vocational areas are first tackled by the mentor of the group and the students who need specialised counselling in some areas are referred to the counselling cell of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
435	29	1:15

## 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
29	32	Nil	29	15

### 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	Dr Maansi Sharma	Assistant Professor	Directorate of Hindi MHRD New Delhi

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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
BEd	5	4 Semesters	15/05/2017	24/08/2017
MEd	6	4semesters	15/05/2017	04/10/2017

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

The reforms that were initiated are as follows: Two year B.Ed. course was introduced from the year 2017. CBCS pattern adopted. New Generic Courses also introduced. From this session onwards 40 marks are assigned for Internal Evaluation. Peer Leadership program is also introduced. Activities related to social responsibility also introduced. Use of technology and environment friendly activities also added in the course. Co-curricular activities also added. For the first time the students are allowed to see their Answer Scripts after the evaluation of internal tests. Students get immediate feedback by the concerned teacher. Timely feedback mechanism helps the students in improving their performance. The following activities are introduced as part of Internal Evaluation: 1) Peer Leadership : The objective of introducing this activity is to develop leadership qualities among future teachers. This activity includes group discussions, brainstorming, peer-reforming by motivating everyone to participate in group talk and group discussion. Social Responsibility: In order to develop sense of social responsibility among the students they are involved in the tasks like Clean India, Green India, Awareness about Gender Equality,

Celebration of National and International Days of social importance like, Women's day, Education Day, Heritage Day etc. Use of Technology: Students are apprised of latest tools and techniques of teaching ,learning and evaluation through seminars, workshops and conferences. They are given assignments for exploring new technological interventions in the field of teaching and preparing Teaching Aids also. Co-curricular Activity: For developing literary skills, creative skills and other artistic talents, the students are involved in activities like short story writing, poetry, as members of editorial boards of college magazine, painting etc. The students are observed by their concerned supervisors. . Besides the above activities, Internal Evaluation also includes tutorials, seminars, on the spot questions. Overall 40 marks are assigned for the Internal Evaluation. Two minor tests of 15 marks each is conducted during the session and sessional work of 10 marks is assigned to the students . Students are also given a chance of improving their scores. The marks are awarded by the assigned teacher educators.

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

Academic Calendar In the beginning of every session the institution prepares Academic Calendar for B.Ed. and M.Ed. Courses. The institution prepares calendar for both academic activities and instructional activities. Provision for all the major events to be held during the session is also kept. Tentative dates for Minor and major examination is also decided in the beginning. The notices related to internal, external examination, viva-voce, and internship activities, teaching practice are also displayed for the information of all according to the schedule given in the academic calendar. Different departments and committees also prepare schedule of activities in the beginning of each session. Review of student's attendance is also taken during the session. The head of the institution reviews the adherence to the academic calendar from time to time. Faculty members also prepare unit plans for the execution and completion of prescribed syllabi well in time. Teaching practice schedule is also prepared for timely completion of teaching practice in different government schools. Students are divided into groups and a group supervisor is allocated for proper teacher training and practice of teaching. All the academic, co-curricular and administrative activities are executed as per the prepared academic calendar however due to peculiar security conditions of JK at times it may vary otherwise the head of the institution and heads of departments strictly adhere to the prescribed Academic Calendar.

**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)

<http://gcoedu.in/pdf/2.6-PL0.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
05	BEd	Teacher Training	179	172	96.08
06	MEd	Teacher Training	34	34	100

[View File](#)

## 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)

<http://gcoedu.in/pdf/2.7.1.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
Nil	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
1) Six days Training programme for master resource persons in English for secondary school teachers	GCOE under CSS	31/10/2017
2) Workshop on Teaching skills for Secondary school teacher	GCOE under CSS	20/11/2017
3) Peace education curriculum for HOIs of secondary schools	GCOE under CSS	06/11/2017
4) Six days Training programme for master resource persons in social science	GCOE under CSS	04/12/2017
5) 5 days workshop on Disaster Management for Secondary school teacher	GCOE under CSS	11/12/2017
6) Six days Workshop on science and mathematics for Secondary school teachers	GCOE under CSS	15/01/2018
7) Five day workshop on ICT in Education for secondary school teachers	GCOE under CSS	18/12/2017
8) Two week Induction programme for newly appointed college teachers in Economics	GCOE and Higher education department JK	08/06/2017
9) Two week Induction programme for newly appointed college teachers	GCOE AND HIGHER EDUCATION	20/06/2017

10) Three week Induction programme for newly appointed college teachers in Political Science	GCOE and Higher Education Department	28/06/2017
11) Two week Induction programme for newly appointed College teachers in Botany	GCOE and Higher Education Department	22/07/2017

### 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
Lautkar Nahi Aaongi- Cash Price 1 Lakh and Certificate of Merit	Dr Maansi Sharma	Deptt of Higher Edu, MHRD, Govt. of India( Central Hindi Directorate)	01/01/2017	HINDITAR BHASHI HINDI LEKHAK PURASKAR
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	nil	nil	nil	nil	Nil
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## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

### 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	Nil

### 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)
International	EDUCATION	9	3.5
International	ENGLISH	2	3.5
International	SCIENCE	1	4.62
International	PHYSICAL EDUCATION	2	5.8
<a href="#">View File</a>			

### 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
PHYSICAL EDUCATION	3
<a href="#">View File</a>	

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	Nil	0	0	Nil
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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	Nil	Nil	Nil	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	5	9	4	20
Resource persons	Nil	Nil	Nil	7
Presented papers	4	8	1	Nil
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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
Workshop on Teaching of Science and Mathematics for secondary school teachers of Jammu district	Department of Science	2	10
Celebration of International week of Girl child	GCOE Jammu	14	200
Guest lecture on benefits of breast feeding	Women Development Cell	2	100
Celebration of Women Equality Day	Women Development Cell	2	20
Visit to IIIM Jammu	Science Club	2	50
Celebration of	Women Development	2	50

International Womens Day	Cell		
Seminar on menace of corruption	NSS	2	10
World earth day celebration	Environment Unit	2	50
Road safety awareness programme	NSS	3	100
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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
National Aids Control Programme	Certificate of Appreciation	JK State Aids Control Society	100
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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 activities	Number of students participated in such activities
Gender sensitisation slogan poster making competition of Women Equality Day	Women Development Cell	Celebration of Women Equality Day	2	20
Awareness campaign in collaboration with different government schools.	GCOE with Govt. schools of Jammu	Celebration of International Day of Girl Child	14	200
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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
Faculty exchange with School of Teacher Education, Cluster University of Jammu	10	Govt. Higher Education Department	180
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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	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
Outreach	Local community base activities	Govt. Higher Secondary Schools of Jammu	12/09/2017	11/11/2017	200
Academic	Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education	Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education	12/09/2017	11/11/2017	200
<a href="#">View File</a>					

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
MIER JAMMU	14/03/2015	Annual Joint review meeting with MIER College to draw a schedule of short-term and long-term activities to be carried out during the session 2017-18.	5
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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
21.99	7.13

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing



Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	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 partially)	Version	Year of automation
KOHA	Partially	16.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22770	Nil	291	198565	23061	198565
Reference Books	1428	Nil	Nil	Nil	1428	Nil
Others (specify)	2674	Nil	Nil	Nil	2674	Nil
Journals	Nil	Nil	11	11420	11	11420
Digital Database	Nil	Nil	1	5750	1	5750
<a href="#">View File</a>						

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	Nil
No file uploaded.			

#### 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	45	20	22	0	0	12	13	4	0
Added	0	0	0	0	0	0	0	0	0
Total	45	20	22	0	0	12	13	4	0

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

4 MBPS/ GBPS
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#### 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	Nil

#### 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 incurred on maintenance of physical facilities
3.19	1.96	18.8	5.16

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 of education offers state of the art facilities so that students and faculty can draw maximum benefit. An optimum budget is allocated yearly for the maintenance and inclusion of infrastructural facilities. Various Committees like the Purchase Committee, Library Advisory Committee, Finance Committee and the IQAC ensure that only the needed infrastructure is added on and at every level care is taken to check on the purchase of equipment for the institution. The basic facilities of the Institution include power back up facility, Car parking, multipurpose hall/room, conference hall, a Canteen, restrooms for students, faculty and visitors. Laboratories Psychology Laboratory - Our institution has a well-resourced Psychology laboratory consisting of more than fifty tests including performance tests/apptitude test/Inventories. • Faculty and Research scholars utilize this laboratory and can access the tools available here with the permission of the faculty in charge. • Our faculty also extend their contribution for preparing standardized tools from time to time. Language Laboratory The Language Laboratory facilitates individual tutoring by faculty as well as self-learning by the student-teachers. • The computers enable student- teachers to master the phonetics and pronunciation with the aid of technology. • LCD enables lectures to be made more interactive. Regular servicing of the systems keep them in good condition always. Biological /Physical Sciences Laboratory The Biological/Physical Sciences laboratory is well furnished and adequately equipped with provision for both classroom teaching and practical work. Computer Sciences Laboratory This laboratory is also well equipped with internet connectivity and the stock register is maintained by the college store keeper. The college computer laboratory provides internet access facility to all the students and faculty of the college. Moreover, proper networking is implemented through managed switch which distributes internet connection to all the computer connected over and the same internet connected is provided in the library of the college for enhancing library services. College Library The Library occupies a prominent position in the Teacher Education programme. • The library is partially automated with library management system-KOHA. • The entire library is bar-coded • Has an open access system with electronic resources of INFLIBNET/NDLI • N-List is made available to all. • The college library offers blog space on the college website for latest updates about the library events. •The Library Advisory Committee meets twice a year to discuss and check on the library facilities. Sports Complex: The GCOE has fitness centre with the latest equipment's for fitness. • Annual maintenance and servicing of the equipment's are carried out. Classrooms: Our classrooms are equipped adequately and well furnished with technology supplemented through LCD. Seminars, workshops and community related programmes are conducted in the Multi purpose Hall /Seminar

Hall/Conference Hall. Support facilities: Canteen, Hostel, Water, Rest Rooms, Medical Check-up, Wi-fi • Our institution has adequate power back up and so that the classroom transactions and administrative procedures go unhindered. • Regular Hostel Committee Meetings are held to ensure that the hostel is well-maintained, to look into the issues related to the hostel resident students. •

<http://goedu.in/pdf/4.4.2%E2%80%93Procedures%20and%20Policies.pdf>

## 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	NA	Nil	Nil
Financial Support from Other Sources			
a) National	1)DIRECTORATE OF TRIBAL AFFAIRS	26	156000
b)International	NA	Nil	Nil

[View File](#)

#### 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
Orientation	30/08/2017	200	Govt . College of Education
Meditation Workshop	01/02/2017	100	Govt. College of Education
Workshop on Teaching Skill	20/11/2017	10	CSS, MHRD , Govt. of India

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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 passed in the comp. exam	Number of students placed
2017	EXTENSION LECTURE/ CAREER COUNSELLING	5	10	5	5

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

5

5

7

**5.2 – Student Progression**

## 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	Nil	Nil	Kawa College of Education	2	1
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	5	B.Ed	Education	GCOE	MEd
<a href="#">View File</a>					

## 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
NET	3
SET	2
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## 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Communal Harmony Campaign ( 1 Week 21st Sept - 28th 2017)Communal Harmony Campaign ( 1 Week 21st Sept - 28th 2017)	College NSS Unit	75
Teacher Day ( 5th Sept.)	College	100
Hindi pakhwara Celebrations ( 15 days 14th Sept to 28th Sept. 2017)	College	50
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**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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	1st	Nil	Nil	1	Nil	Pooja

	Prize					Billowria Pooja Billowria
2017	2nd Prize Photography Inter College 2nd Prize Photography Inter College	Nil	Nil	1	Nil	Sanam Sanam
2017	3rd Prize Photography Inter College 3rd Prize Photography Inter College	Nil	Nil	1	Nil	Pooja Billowria pooja Billowria

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

Govt College of Education, Jammu has an active Students Council which functions with President, Vice President, General Secretary and Treasurer along with student volunteers. The Council helps share students' ideas, interests and concerns with teachers and the Government. The Students Council often helps raise funds for activities within and outside the college including social events, community projects and outreach activities. The major activities of the Students Council are coordinating curricular, co-curricular and extra-curricular activities of the student community within and outside the campus celebrating the major festivals and National/International Days of importance conducting Medical Camps extending help to the needy population and carrying out activities under various flagship schemes of the Government of India like Swachh Bharat Abhiyan. Further, the Students Council is involving the students in meaningful and purpose-oriented activities helping each student develop a sincere regard for law and order, sense of personal responsibility, encouraging desirable attitudes and the continuous upward development of valued patterns of good citizenship. The Council is also helping in creating harmonious relationships among faculty, administration, student body and promoting cultural values by sparking loyalty, pride, patriotism and individual student development by providing real experiences in group development and human understandings and by helping each student reach maximum educational growth and development. Moreover, there is a consultative administrative body with head of the Students Council as one of the nominated members of IQAC Student Wing and two student representatives from each class as IQAC representatives. We have students in the Internal Complaint Committee, the Women Development Cell, and the other committees to promote the students' activities and encourage participatory role. Further, there are various committees in the college that look after various academic and non-academic aspects headed by faculty and in some cases have student members as well. The committees with students' representatives are Academic Committee, Library Committee, Student Support Services Committee, Co-Curricular Committee, Grievance Redressal Committee, Anti-Ragging Committee and Committee against Sexual Harassment. The main objective of the Academic Committee is to oversee the academic affairs of the

College and make recommendations to the Principal about academic programs and strategic priorities while as Library Committee guides and promotes the library development by recommending and securing necessary funds from appropriate sources. The student Support Services Committee is assisting the students in obtaining reasonable services from the College and also provide assistance in resolving the on-campus issues. As the co-curricular activities are an essential part of college life and helps in enhancing learning process of students, the Co-Curricular Committee is assisting in bringing social skills, intellectual skills, moral values, personality progress and character appeal in students. The College has a Students Grievance Redressal Committee to look into the complaints lodged by any student and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment. The Anti-Ragging Committee ensures compliance with the provisions of law concerning ragging and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. As per the guidelines of UGC and the Supreme Court an Anti-Sexual Harassment Committee has been established by the college to provide a healthy atmosphere to the students of the college.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

24

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Yearly Meeting was organized on 10/11/2017

### 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)

Vision This premier institution to be a centre of excellence for teacher-trainees by equipping them with skills of teaching and to prepare them at global level and continually improving the processes laid down by agencies like ISO, NAAC, UGC, University and the State Govt. Mission 1. To prepare competent teachers by adopting pupil centric approach. 2. To provide best quality teacher Education at low cost. 3. To strengthen moral and ethical values. 4. To strive for improving human capital. 5.To organize academic/ professional programs like FDP, Seminars, Workshops, conferences . 6. To make optimum use of ICT for the development of teaching skills. 7. To continually improve all relevant processes through concerned monitoring agencies. 8. To focus on the development of capabilities specific and global. 9.To promote research and development. 10.To promote national integration by organizing community oriented activities. In order to achieve the desired goal , the college has de-centralized the management system and it works under the guidance of different committees viz. College Development Committee, Purchase Committee and other important committees constituted by the college administration for the smooth functioning of the college. An attempt has been made by the institution towards the maintenance of transparency in its financial, academic, administrative, and

allied activities and time to time proper audit of grants and academic activities is done by the concerned authorities for maintaining the standard of the institution as set by different agencies.

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

Partial

## 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
Curriculum Development	For the Two year B.Ed. and M.Ed Course syllabus framing : The entire faculty of Education and Teaching Subjects of B.Ed/ MEd was involved in framing syllabus.
Teaching and Learning	College trains the students in integration of ICT in Lesson Planning on different Approaches and also its execution. Trains students as future teachers by equipping them with the practicum part (internship, Sessional work and Reflective Journal). Transaction of the curriculum is done through innovative methods like games, Reviewing the films, Role Plays, Blended Learning etc. Simulated Teaching is used to prepare and deliver Micro Lesson Plans.
Examination and Evaluation	As the college is one of the constituent college of Cluster University Jammu so External Examination is the domain of Cluster University Jammu. However the College has nominated Examination Coordinator, a Senior faculty Member of the College to facilitate smooth conduct of Term End Examination. Internal Examination is planned and Executed by Internal Examination Committee of the college where in following practices are carried out to ensure Pupil Teachers best possible performance in Practicum and Theory components. Individual Counselling, Peer Teaching, Self Study Material Access to Internet and Website, Interaction with Parents during the Parent Teacher Meetings.
Research and Development	All the teachers who are PhD in Education are involved in research related activities for the completion of Dissertation work which is mandatory component of Curriculum of MEd Program. 1. B.Ed. Students are also oriented in Action Research related Project Work for preparing Action Research report.

2. M.Ed. students are given orientation by the teachers in preparing their Synopsis in the second Semester. 3. In the third Semester the MEd students are guided by the Supervisors to complete their 3rd Chapter of Dissertation. 4. In the 4th Semester the students are guided by the supervisors to complete their Dissertation for further External Viva Voce to be conducted by External Examiners appointed by Cluster University. 5. Students are acquainted with the different tools and Standardized Tests available in Psychological Lab of the institution.

Library, ICT and Physical Infrastructure / Instrumentation

The college library is enriched with 27163 books, comprising of Text books about 23061, Reference Books are 1428 and other (general) books are 2474. The institution is well equipped with latest infrastructure like: Smart Board TV Teaching Aids Lab Equipment Podium Camera Sound System Display TV Installation of CCTv in the entire College Campus Partial Wi-Fi Connectivity in the entire college campus

Human Resource Management

Selection of faculty members is done by the Public Service Commission of the State. Yoga facility is also provided to staff and students. Counselling sessions for students and faculty. Faculty Development initiatives like CSS, Sponsored Workshops for Secondary School Teachers to train them as Master Resource Persons in different school subjects. Deputing the staff for attending Workshops and Seminars.

Industry Interaction / Collaboration

The college signed a memorandum of understanding with MIER College of Education Jammu for exchange of resources like library software, collection of data for completion of research work along with the visits of students to complete their Practicum Activities. There is also exchange of teaching faculty for conducting various curricular and co-curricular activities. Collaboration with Secondary Schools The College collaborated with different Secondary Schools of Jammu for completion of Teaching Practice and Internship activities which includes local community based activities, organising events of mutual interest-literary ,cultural and open discussions on



	<p>pertinent themes to school education. College join hands with schools in identifying areas for innovative practices that includes helping school teachers in making lesson plans, adopting constructivist approach of teaching learning improvisation of teaching aids remedial teaching and diagnostic testing and use of various tools of evaluation making blue prints of Question papers.</p>
Admission of Students	<p>Admission of students to B.Ed course is done after students qualify for entrance examination conducted by BOPEE. (Board of professional entrance examination)The select list is provided by BOPEE to the College. Then the students are admitted after scrutiny of documents by the Admission Committee constituted by the college Principal. Both UG and PG qualified students can apply for two years B.Ed. course. Admission to two years M.Ed course is done by Admission Committee appointed by Cluster University Jammu in which coordinator M.Ed as well as one of the senior most faculty of the college is nominated by Principal. MEd Students are selected on the basis of total merit of UG and PG.</p>

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

E-governance area	Details
Planning and Development	<p>The college administration with active support of different committees envisages the developmental works of the college. The college executes the policies and programs with regard to academic and administrative aspect as desired by Higher Education Department and affiliated university as our college is a government college and implements the norms laid down by the government. As per usual practice the college prepares the financial budget at the beginning of every year or as directed by the government with active support of accounts section of the college. The college uses Microsoft Excel application software for maintaining the employee details and college encourages the dissemination of information received through official email pertaining to different aspects of college i.e. planning and development through electronic medium i.e. faculty emails, whatsapp group,</p>

website, etc. moreover, the indexing of all the official records is maintained by the administrative office using MS-Office software. Technology is utilized in office administration for maintaining documents in soft copy format.

Administration

The principal of the college is the administrative head and academic head of the institution and works in liaison with conveners and coordinators of different committees. The principal ensures that data pertaining to all the employees of the institution is timely upload in the centralized portal developed by the JK Government. The portal JKCPIS(Centralized Personnel Information System) keeps track of all the employees who are currently employed, transferred or about to retire with respect to their jobs. The CPIS offers vast number of facilities that facilities the Principal of the institution in effective and efficient administration. The CPIS maintains Employee details, joining details, transfer details, promotion details, posting details, nominee details, sanctioned post details, Drawing and Disbursing Officer (DDO) detail for smooth functioning and effective decision making of the college administration.

Finance and Accounts

Since ours is a government college, we get all the funds and grants from the Deptt of Higher Education JK State government. Accounts section of the college is headed by Accounts Assistant deputed by the finance department of JK Government. The work under finance and accounts section of the college is managed with the help of a centralized software developed by the JK Government. The software is known as JK PaySys. JK Payment System (PayManager) provides the common and integrated platform for DDO's to prepare the all types of bills for booking of expenditure. It is also the Pay Bill Preparation System which meant for the Employees of the Government of Jammu Kashmir. The Software not only provides the facilities for Pay bill Preparation but also Preparation of DA Arrear, Bonus, Arrears and Leave encashment Bills. Budget, Estimation, Allocation Monitoring System (BEAMS) is one more

online platform which is used by the account section of the college. It is an application for online budgeting flow of resources. It is designed to capture flow of funds to each individual project under execution on real time basis. The account assistant of the college is assisted by the concerned committees of the college viz. Purchase Committee, College Development Committee and Advisory for the proper verification and validation of the processes followed during execution of jobs through accounts section of the institution.

Student Admission and Support

B.Ed. Course: The college admits the students of B.ED through entrance examination conducted by Board of Professional Entrance Examination, JK(JKBOPEE), an autonomous government body. The college publicize the entrance exam notification advertised by the exam conducting agency i.e JKBOPEE on its website for its wider reach. The student admission in this prestigious course is based on the merit list prepared by the JKBOPEE and then select list prepared by the JKBOPEE keeping in consideration all the reservation rules and norms of JK Government. The college plays its vital role of admitting the students from the select list after error free verification of original documents and credentials of the selected student.

The college allots admission roll number once the student submits the admission fee as prescribed from time to time. All the merit list, selection lists, admission lists, shortfall lists are prepared using MS Excel, MS Word and PDF software for better management of information. The select list are also displayed on the college website.

M.Ed. Course : For M.Ed. course students are admitted on the basis of entrance test. The entrance test for admission to this two year course is conducted by Cluster University of Jammu and merit list/select list is displayed on the cluster university website. The selected candidates receives notification regarding the selection in the course through SMS and email. At the time of admission proper guidance is given to students by College Admission Committee/ Guidance and Counseling Committee in the

	selection of optional subjects.
<b>Examination</b>	External Examination is the domain of affiliated university. However the college has nominated Examination Coordinator, a senior faculty member of the college to facilitate smooth conduct of Term End Examination. Internal examination is planned and executed by internal examination committee of the college. The examination portal of the cluster university of Jammu offers various facilities related to the post conduct of the examination. It offer maintenance of internal/external assessment awards. In addition to this, the examination portal provides result notifications, students profile, information about shortage cases and major/minor marks uploading. The overall post-examination process of the college is coordinated and regulated by the web portal designed and maintained by the Cluster University of Jammu. The GCOE being a constituent college adopt to processes offered by the university from time to time.

### 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
2017	Govt. College of Education	Govt. College of Education	Govt. College of Education	Nil
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 professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	FDP	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

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	Number of teachers who attended	From Date	To date	Duration

development programme				
FDP	Nil	08/06/2017	22/07/2017	44
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
28	28	22	22

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Salary: - A) DA, TA, TPT. Allowance, Medical and HRA, Travelling Allowance, CCA 2. Retirement :- A) Cash in lieu, Gratuity/Death Gratuity and Commutation and Pension/Family Pension. 3. Leaves: - A) Earned Leave, Medical Leaves(Commutated), Leave not due ,Extraordinary Leave, Maternity Leave, Dis- ability leave upto 24 Months, Quarantine Leave, Casual Leave, Special Casual Leave to Science Scholars upto 10 days 30 days ,Sterilization Leave(Male Female), Paternity Leave, Child Care Leave for Women Employees, Study Leave 4. Insurance:- A) Employee Accidental Insurance, Student Accidental Insurance 5. Scholarships:- A) SC, ST,OBC, Labour Scholarship, Minority, EWS / IB, Pahari Speaking, Local Fund Financial Aid Scholarship</p>	<p>1. Salary: -A) DA, TA, TPT. Allowance, Medical and HRA, Travelling Allowance, CCA 2. Retirement :- A) Cash in lieu, Gratuity/Death Gratuity and Commutation and Pension/Family Pension. 3. Leaves: - A) Earned Leave, Medical Leaves(Commutated), Leave not due ,Extraordinary Leave, Maternity Leave, Dis- ability leave upto 24 Months, Quarantine Leave, Casual Leave, Special Casual Leave to Science Scholars upto 10 days 30 days ,Sterilization Leave(Male Female), Paternity Leave, Child Care Leave for Women Employees, Study Leave 4. Insurance:- A) Employee Accidental Insurance.</p>	<p>1. Scholarships:- A) SC, ST,OBC, Labour Scholarship, Minority, EWS / IB, Pahari Speaking, Local Fund Financial Aid Scholarship</p>

**6.4 – Financial Management and Resource Mobilization**

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

Financial Management and Resource Mobilization Yes, the institution conducts Internal and External financial audits regularly. Internal audit is conducted by the Finance Department, a wing of administrative department of Govt. The division level audit committee conducts audit and scrutiny of fees vouchers, cash book, ledger, and grants received, disbursement of funds , Salary payment, payment of allowances such as DA, HRA, MA, TA, Payments made to the staff as per Govt. Orders and other expenditure incurred and the authorization of

various financial transactions. Review of all the previous audit inspection reports and committee issues necessary instructions for settling of all such unsettled paragraph. External Audit: It is done by a team of AG office Jammu, Govt. of India. Cash Books, Budget Allocations, Bills, Vouchers, service Books, Salary records is audited by External Audit. Store items are also physically verified. The Audit Committee formulates a detailed Audit Inspection Report .The team also reviews budget allocations funded by Finance Department of JK only.

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
NA	Nil	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

36000
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## 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	Yes	Cluster University of Jammu	Yes	College Internal Examination Committee
Administrative	Yes	Accountant General/ Finance Dept. Govt. of JK and Higher Education Department	Yes	Govt Agency

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

A Parent-Teacher Meet was organized on 10th of November 2017 in which parents expressed their gratitude to the Principal and the teachers for their satisfaction for the progress of their wards related to the academic as well as other facilities provided by the college. Parents are encouraged to interact with the principal and the teachers as and when need felt through mobile phones/e-mails etc.

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

Deputation for various training programmes
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

Choice Based Credit System introduced by the institution. Started Integrated B.Ed-M.Ed Three Year Course in the college campus under School of Teacher Education. It is managed and administered by Dean School of Teacher Education (CLUJ) College became one of the constituent college of Cluster University of Jammu.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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	Govt. College of Education	03/04/2017	01/04/2018	Nil	Nil
<a href="#">View File</a>					

**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
Women equality Day	26/08/2017	26/08/2017	15	5

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
Environmental Consciousness and Sustainability/Alternate Energy initiatives such as : Percentage of power requirement of the university met by the renewable energy sources. As such no renewable source of energy is used by the institution but many efforts are being made to curtail the load of energy consumption like all the halogen bulbs are replaced with LED light.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	No	Nil
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students
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	locational advantages and disadvantages	engage with and contribute to local community					and staff
2017	1	1	20/10/2017	365	Each One Teach One	Each student plant a sapling and nurture it for two years.	220
2017	1	1	20/10/2017	365	Each One Plant One	Each student adopt a child to help in education and track the improvement.	220

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
College brochure	Nil	Code of conduct is strictly ensured by the discipline committee and any discrepancy is timely resolved by the discipline committee as well as head of the institution / dean student welfare.
College Website	18/08/2017	Code of conduct is strictly ensured by the discipline committee and any discrepancy is timely resolved by the discipline committee as well as head of the institution / dean student welfare.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Road safety awareness programme	11/04/2017	11/04/2017	100
Poster making competition on International day of Girl Child	11/10/2017	11/10/2017	100



Seminar on menace of corruption	01/11/2017	01/11/2017	10
<a href="#">View File</a>			

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

Institution is committed to make the campus ecofriendly and to meet this target many initiatives have been taken. a) Solid Waste Management: Institution follows the 3R Principle (Reduce, Reuse and Recycle) to protect the environment. Separate dustbins for collection of wet and dry waste have been installed for the proper segregation and disposal of wet and dry waste. b) Plantation Drive: To increase the green cover, college organizes various plantation drives from time to time. Sapling plantation programmes are a regular feature on special occasions like Earth Day, World Environment Day, World Nature Day and so on. As a result of all these activities campus is well traversed with plants all around. In addition to regular plants, medicinal plants are also planted in the college campus. c) Polythene free campus: Institution has adopted the Polythene Free Policy, In this regards different signs boards with the title Say No to Polythene are displayed in the campus. d) Tree Talk: Under awareness initiatives, college organized Tree Talk to aware the students and faculty about the importance of plants and how to live in harmony with nature. Resource person was an IFS Officer and Sahitya Academy Awardee Mr. O P Vidyarthi, who highlighted the need to preserve local environment as well as endemic plants. e) Cleanliness Drive: Institution organized Cleanliness Drive to make campus neat and clean. In this regard, no vehicle is allowed to enter into the college campus. Under B.Ed Programme, college has adopted two villages and different community schools and cleanliness drives are being conducted there also, to aware the society about importance of clean and healthy environment.

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

**Best Practice-I: Innovations in Library usage after feedback analysis 1. Context:** The library is considered as a vital organ for the smooth and effective working of any institution. The GCOE being no exception to this fact continues to expand the horizons of library usage. The institution considers the feedback of different stakeholders for enhancing the services offered by the institution. **2. Objectives:** i. To enhance the library services through continuous feedback. ii. To increase the quantum of services being offered by the library through ICT integration. iii. To enrich the library with all the latest learning resources. **3. About Practice:** The library of the college is making optimal utilization of the available resources. The M.Ed library of the college is clubbed with the existing B.Ed library of the college so that all the library resources are available under one roof. A separate space for using computers has been created for students and faculty of the college. In addition to this the college has subscribed to N-LIST. This service is accessed by all the students and faculty of the college. The dedicated internet facility is provided for the smooth dissemination of N-List services. Moreover, a unique feature of adding fiction titles is also incorporated for enrichment of the library. **4. Evidence of Success** The college library has seen an increase in the footfall of different categories of users in the recent times. Owing to the process of feedback analysis, the college library caters to the different needs of the student and faculty of the college. The number of visits to different online portals viz. NLIST, OPAC, INFLIBNET contributes towards the success of this practice of the college. **5. Obstacle faced if any** The process of registering all the students various online portals for accessing their services is a laborious task that requires too much time. In addition to this,

feedback analysis is based on the sample size which is never a true representation of the student population. Sometime, the students do not return their feedback forms in time which results in either their omissions from the sample or it introduce delays in the analysis.

6. Resources Required: i. A data entry operator. ii. A specialised software for in depth data analysis. iii. A specialised team for data analysis.

Best Practice-II: National Service Scheme

1. Context: Govt. College of Education has an active group of volunteers under NSS Unit that works under the motto "NOT ME BUT YOU". After admission volunteers get registration in NSS and it becomes functional with preliminary of the academic calendar. NSS imbibe the spirit of social work as well as boost the feeling of peaceful coexistence among students. Though NSS is an integral part of every educational institution but Govt. College of Education claims it as a best practice because it imparts training to the future teachers so it adds to responsibility as well as stature.

2. Objectives: • To inculcate a sense of social responsibility among students. • To create a leadership quality among future teachers. • To provide a platform for self-expression and opportunity to participate in different activities and areas of interest. • To sensitize the students about problems of downtrodden and left out sections of the society. • To develop a faith in democracy and sense of pride among future nation builders.

3. About Practice: The NSS is part of our academic, social and personal life as it is the third dimension of education. It allows the students to actively contribute their services for the cause of community and the nation, thus helping them develop their personality. Under the supervision of the programme officer a blue print is made for the session. NSS conducts activities not only within the campus but also in the adopted villages, adopted schools, as well as in the community. NSS team celebrates different days of national importance like Independence Day, Republic Day, Gandhi Jayanti etc. Various awareness programmes like road safety, Save Earth and many more are being successfully organized by the team. NSS Volunteers learn how to work with rural community people, generating awareness about blood donation, hygiene and prevention of various disease like Cancer, AIDS, Malaria, Diarrhoea as epidemic, not to make panic during disasters like earthquake, flood etc.

4. Evidence of Success: Govt. College of Education is determined to provide theoretical as well as practical knowledge to its main stakeholders i.e. students. In this context various co-curricular activities and exposure visits are being organised and it has been observed that NSS volunteers play a significant role in any such activity. Under the teacher training programme students visit to various schools and efforts are made to help the students (school level) and to motivate them to continue their studies. Swachhta Pakhwada is the main achievement of the NSS Unit, in which a fifteen days camp is organised in the adopted village. Volunteers of NSS initiate cleanliness drive, awareness talks and motivate the residents of the village to adopt health promoting behaviours. This Swachhta Pakhwada is the regular feature of NSS Unit of the college. These activities provide a field experience to the students and prepare them for upcoming challenges.

5. Obstacle faced if any: Volunteers always show keen interest in social work and community services but it is difficult to accommodate all the expectations with B.Ed. / M.Ed. programmes that are itself time consuming and practical in nature. Overall stigma attached with NSS volunteer is sweepers and cleaners that limits the role of NSS and many a time it creates a reluctance among students for joining NSS.

6. Resources Required: I. More dedicated volunteers for this social cause. II. Decentralization of duties of programme officer to reduce the job burnout. III. Availability of more resources to give more incentives to the active volunteers.

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

[http://qcoedu.in/pdf/7.2.1-Best%20Practice%20\(2\).pdf](http://qcoedu.in/pdf/7.2.1-Best%20Practice%20(2).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

EDU-SAT To make use of state of the art connectivity to knowledge, among the different areas of Teaching Learning, the Education has the availability of Educational connectivity to different parameters of knowledge through Edusat. The system has been installed and various necessary components related to Teacher-Learning areas are utilized in Practice. The teachers and students have been taking the help of Edusat to wider their knowledge with the system /approach. These are also used in presentation of lessons, the topics, which are usually being organized in the college. The Edu-SAT is helpful in organizing different programmes like Seminars, Demonstration Lessons, both on Micro and Macro phases. Through the system, opportunities to the student have been provided to watch the Educational Programmes in general and Teacher Education Programmes in particular.

Provide the weblink of the institution

<http://gcoedu.in/pdf/7.3-%20Instituional%20Distinctiveness.pdf>

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

i. To encourage students, faculty, and non-teaching staff to update their knowledge and skills by joining more number academic and technical short term courses. ii. To take up academic/ professional programmes like seminar, workshops, conferences for faculty development. iii. To make optimum use of ICT for development of the teaching skills. iv. To conduct online Capacity Building Programmes, Skill development, Orientation and Retraining Programmes for Faculty members and office staff. v. To organize more number of Academic and Social Outreach Programmes for the benefit of society vi. To organize activities under different clubs of the College. vii. To Collaborate with other Educational Institutions and Industry