Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT COLLEGE OF EDUCATION**
Name of the head of the Institution	**Dr Sangeeta Nagari**
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	**mzkales@gmail.com**
Address	**Canal Road Jammu**
City/Town	**Jammu**
State/UT	**Jammu And Kashmir**
Pincode	**180016**

2. Institutional Status

Affiliated / Constituent	**Constituent**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr Mohd Zubair Kales**
Phone no/Alternate Phone no.	**01912580401**
Mobile no.	**9419104272**
Registered Email	**gcoe.jammu@gmail.com**
Alternate Email	**mzkales@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gcoedu.in/pdf/GCOE%20AQAR%202017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://gcoedu.in/calender.php

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**

6. Date of Establishment of IQAC	**09-Aug-2004**

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
Clean India drive Programme	**04-Apr-2018** **1**	**110**

Earth Day Celebration	22-Apr-2018 1	30
Environment Awareness week celebration	02-Jun-2018 7	15
International Yoga Day Celebration	21-Jun-2018 1	60
Drug Abuse Rally	30-Jul-2018 1	26
Organisation of Swacchta Pakhwada fortnight	01-Aug-2018 15	100
Intensive clean up of adopted slum area	09-Aug-2018 2	22
Celebration of International	29-Aug-2018 2	7
Plantation Drive in the Campus	22-Sep-2019 1	54
PARAKARM PARV CELEBRATION	28-Sep-2018 3	54
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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	2018 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 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)

4. Promote participation of students staff in "Clean India Drive", "SWACCHTA PAKHWARA" Swachh Bharat Summer Internship 2018, and other programmes organized by the NSS unit of College in collaboration with other cells like WDC and Red Ribbon Club.

5. Organization of Alumni and Parent Teacher Meet

1. Curriculum revision of B.Ed. and M.Ed. course with more academic flexibility

2. Organisation of workshop and Induction training programme for newly appointed College Teachers to promote the quality improvement strategies in Teaching and Learning.

3. Taking Environment-friendly initiatives and ensuring maximum participation of staff in such programmes.

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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
Taking Environment friendly initiatives and ensuring maximum participation of staff in such programmes	? Earth day celebrated on 22-04-2018 ? Environment Awareness week celebrated from 02-06-2018 to 10-06-2018 ? Plantation Drive in the Campus was organized on 22-09-2018
Curriculum revision of B.Ed and M.Ed course with more academic flexibility	? New Generic and DSE Courses were introduced in both B.Ed and M.Ed programmes.
Organisation of workshop and Introduction training Programme for newly appointed College teachers to promote the quality improvement strategies in teaching and learning	? One day workshop in Constructivism and Constructivist approach of Lesson Planning was organized for B.Ed and M.Ed students on 23032019 ? Three weeks induction Programme for newly appointed College teachers was conducted from 27052019 to 22062019
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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	**05-Apr-2018**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**13-Feb-2019**
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)	**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 follows the curriculum prescribed and designed by the University. However periodical revision and modification of curriculum is done by university authorities in which suggestions towards improvement in the same are invited from the college faculty. The B.Ed. curriculum was revised for the session 2018-2020. A curriculum review committee was framed for the new curriculum and the senior faculty members of the college were the members of the committee. About twenty five percent changes in the curriculum were suggested and implemented on. The final approval and uploading of the revised syllabus of B.Ed and M.Ed was received on 06-03-2019. The college has a mechanism for effective, documented curriculum delivery. At the commencement of each academic session students undergo an orientation program in which they are acquainted with an understanding about the theoretical and practical aspects of the syllabus apart from the modes of transaction and evaluation. Meetings are conducted with all the heads of different departments of the college and 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 a coordinator who is mostly a senior most faculty as well as college administration. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms like power point presentations, smart boards, and audio visual support is also available to make the delivery of the curriculum enabling and interesting to students. The college library offers open access to 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 delivery of curriculum. Various teaching methods in which conventional and advanced are applied based on the requirement of the subject for effective teaching. Seminar and special talks by experts are also arranged. Regular assessments are done in both theory and practical classes. Departments maintain the detailed record of the classes and assessments by attendance system. 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. 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 designed for implementation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	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
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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
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	Nill	Nill
No file uploaded.		

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 / Internships	70
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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

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 concerned 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.

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 Training	200	1000	200
MEd	Teacher Training	35	70	35
[View File](#)				

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
2018	400	70	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	Numberof smart classrooms	E-resources and techniques used
29	29	10	5	3	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 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
472	29	1:16

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	29	Nill	29	16

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
2018	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
MEd	06	4semesters	24/05/2018	31/08/2018
BEd	05	4 semesters	22/05/2018	03/07/2018
[View File](#)				

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)

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
06	MEd	Teacher Training	28	28	100
05	BEd	Teacher Training	190	185	97.36

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)

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
One-day workshop on Constructivism	Department of Education, GCOE	23/03/2019

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	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	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

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	Nill

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	2	5.5
International	LIBRARY SCIENCE	1	2.91
International	HEALTH AND PHYSICAL EDUCATION	2	5.28
National	BIO-SCIENCE	1	0.6
International	ENVIRONMENT SCIENCE	1	2.29
International	ENGLISH	1	3.81
National	HISTORY	1	Nill

View File

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
COMPUTER SCIENCE	1
EDUCATION	1
ENGLISH	1
HISTORY	2
LIBRARY SCIENCE	2
HINDI	1

View File

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
Genetic system of Artemisia maritima L.: an overexploited medical species under stress	Dr. Jyoti Parihar	Proceedings of the National Academy of Sciences, India, Section Biological Science	2018	1.7	GCOE JAMMU	Nill

View File

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	Nill	Nill	Nill	0

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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	8	9	9	16
Resource persons	Nill	1	2	12
Presented papers	7	7	3	Nill

View File

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
Intensive cleanup of adopted Mutthi Slum Area	NSS	2	25
Visit to Slum Area	NSS	2	25
Cleaning the Institution	NSS	3	60
Lecture cum Shramdan	NSS	20	60
Drug Abuse Rally	NSS	1	25
International Yoga Day	NSS	10	50
Plantation Drive	NSS	4	50
Earth Day Celebration	NSS	10	20
Gender Sensitisation Extension Lecture	Cluster University Jammu with Apex Body of Sparsh	4	60

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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	0	nil	Nill

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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
Clean India Drive	NSS	Community Awareness Programme	3	60

View File

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

View File

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
Outreach and Academic	Teaching Practice and School Internship	DIET, SIE and Govt. Schools	02/04/2018	08/05/2018	200

View File

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	2018: Students of PG Department of Education visited Inclusive school of MIER (Rehabilitation Centre) as part of their sessional work.	30

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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
5.15	4.22

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)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

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
KOHA	Partially	16.11	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23061	Nill	138	Nill	23199	Nill
Reference Books	1428	Nill	20	Nill	1448	Nill
Others(specify)	2674	Nill	100	Nill	2774	Nill
Journals	8	Nill	Nill	Nill	8	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
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	20	0	0	12	13	4	0
Added	11	0	0	0	0	0	4	0	7
Total	56	20	20	0	0	12	17	4	7

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

4 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
1.72	1.29	0.38	0.37

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 to the 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/aptitude 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. • The stock register (which includes the tools purchased) is updated regularly . 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 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. • Ample vehicle parking facility is available too. • The rest rooms are adequate with all facilities including hand-wash, bins for disposal. • The canteen caters to the nutritional needs of the students

http://gcoedu.in/pdf/4.4.2%20%E2%80%93%20Procedures%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	NIL	0	0
Financial Support from Other Sources			
a) National	1) DIRECTORATE OF TRIBAL AFFAIRS state advisory board for the develpoment of pahari speaking people National Scholarship	28	590800
b)International	NIL	Nill	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
Internship 1st Sem.	15/10/2018	14	GCOE Staff
Academic Aspect: Macro Teaching (Internship)	15/09/2018	14	GCOE Staff
Academic Aspect: Macro Teaching	02/04/2018	14	GCOE Staff
Orientation for Students	29/08/2018	200	GCOE Staff

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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
2018	EXTENSION LECTURES/ CAREER COUNSELLING	10	11	10	9

	View File				

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
7	7	7

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	Nill	Nill	DPS KATHUA	1	1

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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
2018	3	B. Ed	Education	GCOE	M.Ed
2018	2	B.Ed	Education	Jammu University	P.hd

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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	1
SLET	1
Any Other	11

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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

TEACHER DAY CELEBRATION	College	85
WOLRD EARTH DAY CELEBRATION	College	30
NSS DAY	College	60
GANDHI JAYANTI	College	50
INDEPENDENCE DAY	College	97
B.R. AMBEDKAR JAYANTI	College	86
REPUBLIC DAY	College	63
CLAY MODELING	Inter College	1
POSTER MAKING	Inter College	1
RANGOLI	Inter College	1

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	nil	Nill	Nill	Nill	Nill	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)

Govt College of Education Jammu has an active Students Union which functions with President Chaman Deep Kaur, Vice President Shiwali Sharma and Treasurer Naresh Kumar along with student volunteers. The Union helps in sharing students' ideas, interests and concerns with teachers and the Government. They also help in raising funds for activities within and outside the college, including social events, community projects and outreach activities. The major activities of the Council are coordinating curricular, co-curricular and extra-curricular activities of the student community within and outside the campus. A consultative administrative body with the Chairperson of the Student Union as one of the nominated members of IQAC Student Wing and two student representatives from each class as IQAC representatives is also in place. Students Union organizes relevant programmes to train and equip students to fulfill the vision and mission of the college clubs, cells, forums and associations. However, 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. Students celebrated the major festivals and National/International Days of Importance, conducted Medical Camps, extended charitable and community services. Students are also involved in the Internal Complaint Committee, Women Development Cell, Academic Committee, Library Committee, Student Support Services, Co-Curricular Committee, Grievance Redressal Committee, Anti-Ragging Committee and Committee Against Sexual Harassment. Students celebrated Teacher Day and honoured the teachers at a lively function which was attended by 85 students. Around 30 students joined the World Earth Day celebration. Moreover, College NSS Unit organised NSS Day with the participation of 60 students. Gandhi Jayanti was celebrated with 50 students inside the campus. In the Independence Day celebration 97 students participated to show the strength to the Nation. Around 86 Students participated in the B.R. Ambedkar Jayanti which was also celebrated in the

college premises. Republic Day was also celebrated by the college with 63 students performing to show their love for the country. On Suicide Prevention Day, 49 students participated in a function and enlightened the gathering about the steps required to be taken to tackle this issue. In connection with the importance of science and its advancement, National Science Day was celebrated with active participation of students. In the Creative and Fine Arts Competitions, 81 students participated and won prizes. A total of 74 students participated in the National Constitution Day to understand the Constitution of India. Every year Cluster University of Jammu organise Display Your Talent Competition and students of the College participate actively. In 2018, 100 students brought laurels to the College. In the Clay Modeling, Poster Making, Rangoli Making and Photograph.The college of Education remained Runner Up in Table Tennis Competition and Organised Table Tennis (Men /Women) and basketball (Men/Women) tournament for the session 2018-19.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

58

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting was organized on 27/04/18

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
Admission of Students	**Admission of students to BEd 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 MEd course is done by Admission Committee appointed by Cluster University Jammu in which coordinator MEd as well as one of the seniormost faculty of the college is nominated by Principal. MEd Students are selected on the basis of total merit of UG and PG.**
Industry Interaction / Collaboration	**Memorandum of understanding continued 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 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 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.**
Library, ICT and Physical	**The college library has a rich**

Infrastructure / Instrumentation	collection of books. Around 27421 books are available in the library. There are about 23,199 Text Books, 1448 Reference Books and 2774 General Books available in the library. 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.
Curriculum Development	For the Two year B.Ed. and MEd Course syllabus framing : The entire faculty of Education and Teaching Subjects of B.Ed/ MEd was involved in framing syllabus. For effective delivery of the curriculum, in the beginning of the session the college organizes introductory program to acquaint the students about the curriculum/ syllabus / courses. As per usual practice the college follows the curriculum as prescribed by the concerned university i.e. Cluster University of Jammu. The revised syllabi of the session 2017-18 was continued in the current session.
Teaching and Learning	Teaching and Learning is a process that involves many aspects for shaping the personality of the pupil-teachers. Presently, two college is running two programs namely, B.Ed and M.Ed. In the beginning of the session the students are apprised of the whole program/ courses for which they have been admitted. It is done through Orientation program conducted by faculty members of the college. Immediately after the conduct of Orientation program, the coordinators with help of College adminitration notifies time-table for the particular session/ semester and the concerned faculty members involved in teaching and learning process follow the prescribed academic calendar. The following academic activities are conducted during the session namely, theory classes and Practicum (Internship, Sessional work, Reflective Journal etc.) The curriculum is transacted through different methods like Lecture method, Games, Film Review, Demonstrations, simulated Teaching to deliver Micro and Macro 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.

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.

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

E-governace area	Details
Planning and Development	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, 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 JK-CPIS(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 selection of optional subjects.

Examination	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 facilitates 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
Nill	nil	nil	nil	Nill
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)
2019	One day workshop on Constructivism and Constructivistic approach of Lesson Planning	NA	23/03/2019	Nill	30	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
Interdisciplinary Refresher Course	1	03/07/2018	25/07/2018	21
Refresher Course in Human Rights	1	19/11/2018	10/12/2018	21
Refresher Course in Urdu	1	14/09/2018	05/10/2018	21
Summer School FDP	1	28/05/2018	08/06/2018	12

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30	30	19	19

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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(Commuted), 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,	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(Commuted), 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.	1. Scholarships:- A) SC, ST,OBC, Labour Scholarship, Minority, EWS / IB, Pahari Speaking, Local Fund Financial Aid Scholarship

ST,OBC, Labour Scholarship, Minority, EWS / IB, Pahari Speaking, Local Fund Financial Aid Scholarship		

6.4 – Financial Management and Resource Mobilization

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

Audit inspection is of two types:- Internal audit:- Internal audit of this college is conducted by the finance department wing of administrative department. Administrative department constitutes an internal audit committee at divisional level comprising of Finance Department personnel's and the committee conducts financial audit of the colleges at divisional level. The committee checks the authorization of various financial transactions relevant authentic documents (administrative approvals and sanctions by higher authorities for incurring various expenditures). The committee reviews all the previous audit inspections reports and unsettled audit paras /objections by external audit. The committee issues necessary instructions for setting of all such unsettled paras. External audit:- External audit of this college is conducted by:- a) Office of the Accountant general of JampK Jammu: - A team from AG Office Jammu is constituted by Govt. Of India for conducting external audit of the college. The committee is deputed to check and verifies all the records involving financial transactions viz. Cash books, budget allocations, bills/vouchers, service books of all the employees, salary records and all other records which are maintained by this college involving any financial transactions for incurring expenditure. The committee also checks and verifies physically stored items purchased by this college and shortcomings if any will lead to audit objections. b) Audit and inspection wing of Finance Department: a team from audit and inspection wing of the finance department JampK conducts an external audit of this college. The audit team reviews the budget allocations funded by Finance department of JampK only and expenditure incurred under this allocation. The team checks and verifies all the requisite documents (sanctions, approvals and need for incurring such expenditure). Mechanism of setting Audit Objections: After conduct of audit of this college, the audit committee sends a detailed audit report by post which describes various audit paras of objections. These paras are then replied para vice by enclosing all such relevant documents which were felt short during on spot audit by the audit committee. The detailed reply report along with the necessary documents is then sent by post to the office of the Accountant General which is then reviewed by the AG Office. The para replies which are found satisfactory by the AG Office are settled/ dropped and report is sent to our college. The replies which are not found satisfactory are carried forward till next audit. The long term unsettled paras are forwarded to Office of the CAG and form CAG paras.

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

35820

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 Department Govt. of JK	Yes	Government Agency

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

A Parent-Teacher meet was organized on 5.10.2018 in the college campus. The parents were satisfied with the performance of their wards and appreciated the efforts of the faculty members for imparting teacher training. They interacted with the teaching staff as well as the head of the institution. The parents also shared their personal experiences with the audience, they emphasized on the fact that the teachers should also impart ancient Indian social and cultural values also. During the meeting the parents also ensured the teachers about the regularity and punctuality of their wards. They also extended their support in providing timely feedback of their wards performance to the faculty.

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

Deputation for various training programmes

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

Enrichment of Library Resources ,Augmentation of ICT Infrastructure, Revision of Course Curriculum in addition to already taken initiatives i.e. 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	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
2018	Clean India drive Programme	04/04/2018	04/04/2018	Nill	63
2018	Swacchta Pakhwada	01/08/2018	01/08/2018	15/08/2018	100
		[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
Beti Bachao Beti Padao	23/01/2019	29/01/2019	80	20
International Women's day	08/03/2019	08/03/2019	80	20

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
In the present time, the college of education do not have any alternate source of energy to meet its energy requirements. As the college is a day boarding college with sufficient amount of air and light ventilation, which also becomes one the important reasons for lesser consumption of energy. However, students are educated by the faculty members to use the available source of energy in a judicious manner. Along with this, college have the policy of using LED lights during day and night in case of need. Furthermore, there will be a reduction of 30 in consumption of power, if the lights are turned-off at appropriate time.

7.1.3 – Differently abled (Divyangjan) friendliness

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

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
2018	1	1	26/10/2018	365	Each One Teach One	Each student adopt a child to help in education and track the impro	220

							vement.

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	Nill	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
Drug Abuse Rally	30/07/2018	30/07/2018	50
Commemoration of 150th birth anniversary of Gandhi Ji	17/09/2018	02/10/2018	50
Celebration of Prakram Divas	28/09/2018	28/09/2018	50

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

1. Plantation Drive: To increase the green cover, the 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. The Department of Social Forestry also coordinates with College for organisation o these plantation drives.

2. Earth Day celebration to make the environment a common responsibility

3. Institution has launched Clean India Drive to make the community neat and clean.

4. No vehicle is allowed to enter into the college campus and different initiatives like polythene-free campus, Segregation ,Management of waste and plantation drive are taken by the institution to make the campus more clean, green and healthy.

5. Institution promotes the policy given by the Ministry of Environment and Forest, Govt. of JK by displaying the signboards at different locations within the college campus. Say No to Polythene is practiced by the college faculty during their day to day working.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Action Research Research in education has enabled significant progress to be made in curriculum development and reforms, educating learners with difficulties, understanding the individual differences and preferences, and in

adapting methods of instruction to the needs of individual learners. Proceeding with the same aim, our institution has introduced a 2 credit course in the form of Action Research in the B.Ed-2nd semester. In this curriculum, every student has to do small research under the guidance of a supervisor assigned to him/her. Action research project area is assigned to the pupil teachers because we believe that by doing so they can make better decisions and engage in better action. The teachers, the supervisors, and the administrator would make better decisions and engage in more effective practices if they conduct research as a basis for these decisions and practices. The process by which practitioners attempt to study their problem scientifically in order to guide, correct, and evaluate their decisions and actions is what is called Action Research . A teacher conducts Action Research to improve his own teaching. So this type of research has great significance and is the very distinctive feature of any institution that can be better defined as one of the best practices to inculcate Research culture and Research mindedness among those concerned with teaching and learning processes. This approach is more disciplined, more objective oriented and more scientific. The action research procedure tries to keep problem-solving in close touch with reality at every stage that focuses upon the immediate application and not on the development of theory. It is concerned with the immediate problem here and now in local settings and the findings of the same are evaluated in terms of local applicability, not in terms of universal validity . This helps the prospective teachers to turn from the traditional methods of teaching to those methods that are modern and effective and ensure the satisfaction of the needs of the students. It is therefore very important in ensuring professional development for the teachers. The research will help the teachers to acquire new interests, new motives, and new insights that will replenish his/her energies and enthusiasm and revitalize his/her instructional procedures. The thrill of working on the frontiers of knowledge, the satisfaction of experiencing continuous professional growth, and the glow of personal pride that arises from doing superior work is the rich rewards that he/she will experience from studying research findings and applying them in the classroom and hence strengthen the profession as a whole. Best Practice-II: Creation of Knowledge Repository 1. Context: The college of Education offers to programmes viz. B.Ed and M.Ed. The B.Ed programme is oriented towards academic aspect of Teaching Learning Process whereas M.Ed programme along with academics offers insights into the research related activities. Research Work is mandatory in M.Ed course and every student has to undertake a research issue. The research work is concluded with the publication of the research thesis and the role of knowledge repository begins. The repository keeps record of all the research thesis and ensures its sanctity. 2. Objectives: i. To create the repository of research work done by M.Ed Students. ii. To act as reference point for the future researchers or knowledge seekers. iii. Value addition in the existing world of literature. 3. About Practice: To provide contour to this facility i.e. knowledge repository and before submission of final copy of dissertation, the concerned research supervisors ensures that research work is free from falsification, fabrication and plagiarism. After this, a database of all the M.Ed dissertations is maintained in the college library and dissertations are stacked in the Amirah's for quick reference (Titles only). In case, a candidate requires a dissertation for reference purpose, the same is provided and proper record is maintained by the library. The practice of maintaining the record of dissertations in the college library under the Knowledge Repository helps in creating the knowledge warehouse and caters to the needs to the needs of knowledge seeker having aptitude towards research. 4. Evidence of Success The research environment of the institution is backed by vibrancy. The success of this practice is evident from the fact that there is increase in the number of students asking for research dissertation from the library and the research work conducted by the students is published by standard journals in the field of education. It is

also evident that there is a significant enhancement in the quality of research problems undertaken by the students of M.Ed as they use Knowledge Repository for review of literature and problem formation during preparation of their research synopsis. Though this facility is created from the research dissertation of M.Ed students but this facility as the name suggest is used by B.Ed students , faculty members and researchers. The research publications of faculty members from the college is another fact that highlights the success of this practice as they have access to the Knowledge Repository. The process cycle of this practice is gradually improving and the quality of the Knowledge Repository is increasing day by day. 5. Obstacle faced if any During the process of creation of resource/knowledge repository, the college faced the issue of non availability of standard software and tools for the conduct of research. The issues has been raised by the stakeholders in various meeting and it was decided to have required software for data analysis and plagiarism detection for effective and smooth conduct of research in the college. 6. Resources Required: I. Dedicated Research Labs and Scholars Room with ICT Facilities. II. Programmes on Research Methodology for faculty and scholars. III. Reference Books and Journals of high repute from UGC Care-List.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://gcoedu.in/pdf/7.2.1-Best%20Practice%20(1).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

The Govt. College of Education, Jammu being the only government college in the Jammu Division that caters to the educational aspiration of students from more than 10 districts of the state. The college offers admission in the B.Ed course through common entrance examination conducted by JKBOPEE(Jammu Kashmir Board of Professional Entrance Examinations) and the M.Ed course admission is through Common Entrance Test conducted by Cluster University of Jammu. Moreover, the faculty of the college is highly qualified in domains which are required for the academic transactions of the programmes. In addition to this, college provides laptop, desktop and internet facility to all the faculty members for efficient working. Faculty members are encourage to attend short term programmes/orientation programmes especially related to application of ICT in Teaching- Learning. The sharing of physical infrastructure and human resource for the smooth conduct of various competitive examination through government agencies viz. UPSC, JKPSC, Banks, etc. is also one of the distinct feature of the GCOE Jammu.

Provide the weblink of the institution
http://gcoedu.in/pdf/7.3%20Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

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