

**GOVERNMENT COLLEGE OF EDUCATION  
JAMMU ( J&K STATE) .**

Estb. In 1954 , Accredited with B++ Grade By NAAC (2004)  
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**RE-ACCREDITATION REPORT**

( RAR – 2015)

**SUBMITTED TO**

**NAAC**

**NATIONAL ASSESMENT AND ACCREDITATION COUNCIL  
P.O.BOX.NO.1075,Nagarbhavi Bangalore – 560 072, INDIA**

**JANUARY 2015**

## PREFACE

Education is the basic component of development that makes a nation strong and great. It has rightly been remarked that destiny of a Nation is shaped in its classrooms. This signifies the importance of a teacher, who is responsible for the comprehensive development of the students. Unless teachers are trained remarkably well both in pedagogy and contents, society can not grow and move in the right direction with proper perceptions.

With this in mind, the Govt. of Jammu & Kashmir has set up the training Institutions in order to provide trained teaching manpower. Before the establishment of this teacher training Institution, untrained in-service teachers of the J&K state were deputed for receiving training in the art of teaching to training Institutions called Normal Schools at Lahore, now in Pakistan. Keeping in view the hardships and cost factor on Teacher education a Normal School was established in the year 1904 at Srinagar for this purpose. In 1923 a similar normal school was established at Jammu and in the year 1940 a B.T. (Bachelor of Teaching ) programme was started in the Prince of Wales college, Jammu (Now, G.G.M Science college Jammu ).

The Govt. of Jammu & Kashmir in 1945 started a **Teachers Training Institution** at Jammu which was later upgraded and renamed as Govt. College of Education, Jammu. It functioned in a building behind New Secretariat Complex, Jammu from 1954 till 1995 and shifted in the same year to the present location adjoining R.R.L (IIIM) Jammu.

### **The mission of the Higher Education Department of the J&K State**

- To impart quality education
- Introduction of Job-oriented courses
- 100% computer literacy at the Higher Education Level in the state.
- To inculcate good moral values and a sense of nationalism.
- To provide a dynamic and creative academic environment.
- To trap and nurture talent for the development of professional skills and all round personality.
- To promote the use of technology.
- Quest for excellence

Govt. college of education, Jammu (COE, Jammu) making a real humble start since 1954, has been moving forward its progress mark to establish itself as one of the pioneer education institutions imparting teacher training in this region. A single faculty teacher training institute i.e. B.Ed college to start with, the institution today can with justifiable validity boast of being a multi faculty post graduate college offering both the B.Ed and M.Ed programmes to the students in the region.

Though originally set up in DIET, Jammu building, the College of

Education(COE) today has a three block building in the heart of Jammu city near IIIM (Erst while RRL, Jammu) at Canal Road, Jammu, with a good number of well ventilated class rooms, well stocked library, modern well-equipped Educational Technology Cell, Computer Centre, First-aid Service, Psychology and Science laboratories, Language Lab; Sports facilities and canteen. The college is rendering excellent service to the cause of student community in general and the cause of women empowerment in particular by marking its presence on the boards of merit in the university examination result, co-curricular activities and sports.

### **COLLEGE MILESTONES**

- 1954:** College was established by the Govt. of J&K State in a building adjacent to DIET behind Civil Sectt. Jammu.
- 1955:** Prof.L.D.Suri takes over as the First Principal of the College
- 1981:** The college celebrated the 25<sup>th</sup> Year of its inception, the ‘Silver Jubilee Year’
- 1995:** College was shifted to its present location, in a lush Green, Eco-friendly Campus adjacent to RRL, Jammu.
- 2004:** The college was accredited by NAAC and awarded B<sup>++</sup> Grade  
College gets affiliation & recognition for starting M.Ed Programme, through University of Jammu, Jammu.
- 2005:** Post Graduate Department in Education is inaugurated.The IQAC is established, free internet connection through Broad Band is provided in the computer centre & office of the college.
- 2005:** Golden Jubilee Year of the college is celebrated.
- 2008-09:** Sonam Gupta daughter of K.L. Gupta secures First Rank in the M.Ed programe at the University Examination of Jammu University.
- 2012:** Education Technology Cell & Smart Class is established in the college.
- 2013:** College gets permission and sanction to start new courses viz. college teachers training and school teacher’s training programme
- 2014:** College gets recognition as a school of teacher education.

The college is affiliated to University of Jammu, Jammu. The College gives ample opportunity to its students to identify and explore their talents in areas of interest by giving them the chance of participating in the various programmes organized in the college and also in host of other institutions. The students are encouraged to become members of various clubs and students bodies and NSS Wing.

The J&K state with diversities of all shades and colours, locational advantage and disadvantage which deters the mobility of the individuals and in turn, their exposure to new development in the various fields of Higher Education, require constant interaction and exchange of ideas between the students and also the faculty working in various colleges and universities and other institutions. Taking cognizance of the above, this college has been promoting the inter-college & inter university level participation of students and teachers hailing from far-flung areas as remote as Ladakh province on one hand and Doda, Bhandarwah, Rajouri, Poonch, Bani & Kathua on the other, contributing members of different ethnic groups (SC,ST,Pahari,Dogri,Punjabi,etc.) in the regions.

The college is recognized study centre for conducting B.Ed and M.Ed programmes under IGNOU and University of Kashmir, Srinagar. Students seeking admission, have their personal contact programmes (PCP), and appear for examination in the college every year. At present the college has 26 teachers and 16 members in the non teaching staff. The total student's strength of the college is 417.

The various Talent clubs (i.e. literary cell, cultural club) functioning in the college motivate the students to find and foster various talents that lie dormant in them. The students are given guidance to participate and excel in university, and state level youth festivals and display your talent programme and other cultural fests. Various committees/cells/ that actively function in the college supplement the efforts of the teachers.

The college trains teachers for the secondary and higher secondary school. The various clubs all contribute their share in making the college unique. The career guidance and placement cell promotes awareness about job and carrier. The B.Ed degree programme is offered under annual system but M.Ed (PG Course) is offered under semester system. Students during their stay in the college are attached to a mentor and are helped to discover themselves and the life orientations they should have and are assisted to work towards those goals.

Value formation is one of the top priorities for the college. Value education has been included in their class work and the demonstrations (Macro lessons) of the schools. The alumni are our source of support and strength. To strengthen the ties with our Alumni a series of meetings are planned in the college where the alumni interact with the teachers and students. Most the alumni are employed in schools or at other institutions, and share their experience.

The college is concerned about the career prospects of the student accordingly organizes programme for the benefits of the students. A placement cell is working for the benefits of the students to help them to find suitable employment on completion of these courses. The cell is keeping touch with institutions and the vacancies are brought to the notice of students.

The extension activities include remedial teaching, social visit, AIDS Awareness and Blood Donation Camp, Village adoption etc. The faculty serves as resource persons in other institution and the PCP of University of Kashmir, Srinagar and IGNOU, and also offers counseling service. The college has multi-dimensional extension activities with objective oriented cells/clubs.

Research and Collaboration includes;

- Writing/Editing of Books and Journals by the faculty members
- Empanelment of faculty in Board and Advisory Boards of Books and Journals.
- Contribution of articles/chapters by the faculty members in Books & Journals.
- Action research in B.Ed/M.Ed Programme.
- Submission of proposals for partnering with GO's
- The department of psychology offer counselling service free of cost to its students.
- Teacher participation in guiding M.Phil & M.Ed students.
- Teachers participating in Seminars ,workshops and conferences for presentation of paper.

#### Community Development Programme

- Plantation drive, cleanliness drive, health and awareness etc.

#### Awareness Programmes

- AIDS awareness, Health and Hygiene Awareness, Environmental awareness programmes, Human rights, Save Girl Child Programme., women empowerment etc.

#### SUPW activities

- Demonstration of SUPW activities,
- Adoption of village for such activities by NSS etc.
- Visit to Mentally Challenged Sahara home by staff and students
- Literary drive in backward/slum areas by NSS volunteers.
- Developing Social and Citizenship values among masses of community participating of the volunteers and faculty in organizing activities like celebrations of National Festivals, Regional/Local festival and organizing the skill development programme.

#### Honours, Recognitions and Awards

- Recognition of teachers, non teaching staff as well as students is the main thrust of the college authorities. The best performers are suitably rewarded which acts as incentive to draw out the best out of the all stake holders.
- The teaching faculty has to its credit 12 Ph.D's and M.Phil degrees as the highest qualification and some of these have been registered for Ph.D and 5 faculty members are NET/SLET qualified
- Moreover teachers are now recognized supervisors in their respective fields under whom students have been awarded M.Phil degree.
- Teachers also have the distinction of being the recipient of prestigious Awards, for exemplary service in their respective fields.

Other programmes such as Run for peace, AIDS awareness etc. highlight the commitment of the institution towards nation building.

The college celebrates various occasions of social relevance. These include Independence Day, Republic Day, World Human Rights Day, International Women's Day, Teacher's Day, Deepawali, Gurupurab, Ied, X-christmas and International AIDS Day.

Staff gatherings and family functions are the other occasions for information interactions among the colleagues and their families.

The college encourages sharing of facilities and infra-structure to other organization viz University examination of university of Jammu, University of

Kashmir, IGNOU, Board of Professional and Entrance Examination (BOPEE) J&K state PSC, UPSC, Staff Selection Commission, Railway recruitment Board, Banking Examination and other examination conducted by the govt. and other agencies

The college imparts value based education as such and also through NSS activities, social awareness programmes and other activities of the students. The college provides facility for conducting general elections to State Assembly, Panchyat Elections and the parliamentary elections for which the college provides space and the personnels for conduction of the same.

The college caters to the need of the students registered with various institution/university by providing not only the access, but also extending other facilities in the B.Ed and M.Ed Libraries. Photocoping facility is available to the students and staff on payment at subsidized rates.

Optimum utilization of the building is done by holding the B.Ed and M.Ed classes of the University of Kashmir, Srinagar and the IGNOU in the evening shift, whenever requisitioned. The building is also used for conduction and evaluation of the examination of the University of Kashmir, Srinagar.

The college enhances the spirit of entrepreneurship in students by various means e.g. participating in food festivals and clay-modeling and others exhibitions organized in various institutions.

Enrichment and computerization of office and library is in progress. Due emphasis is given to simplicity and value based education.

The college has a Career guidance and counselling cell for guiding the students. Help is also extended to them in preparing for the interviews for various positions and in personality development and adjustment problems. Organization of blood donation camps, placement drives and programmes for week and under privileged classes are some of the other activities.

Students are also encouraged to clean the premises under the NSS, ECO- club, Scheme for protecting the environment. Students are educated and encouraged to clean the campus around the institution.

The evaluation of the administration by the Teaching and Non-teaching staff with structured questionnaires is worth mentioning.

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## Section B

### Format for Self-appraisal Report

#### Part I: Institutional Data (Preferably to be uploaded on the institutional website and submitted in a softcopy and hardcopy)

When the institution has a website it should display the following and other relevant details of information, as in a typical brochure or student handbook: its mission/vision statement, and the goals and objectives of the institution programme offered; eligibility criteria for admission; admission policy and process; academic calendar; examination and other assessment schedules and procedures; infrastructural facilities available for teaching/learning, sports, residence, research and recreation; scholarships given by the state and the institution; and the fee structure.

In addition to the information displayed in the institutional website, institutional data that highlights the facts and features which contributed to quality maintenance and enhancement during the last three years has to be submitted to the NAAC in Part I: A and B of the SAR.

## A. Profile of the Institution

1. Name and address of the institution: *Gout College of Education,  
Canal Road, Dammu - 18004*
2. Website URL: *www.gcoedu.in*
3. For communication: *gcoe-jammu@gmail.com*

## Office

Name	Telephone Number with STD Code	Fax No	E-Mail Address
Head/Principal	9419104272	0191257741	gcoe-jammu@gmail.com
Vice-Principal	94192-34200	—	Nil —
Self-appraisal Co-ordinator	94192-88820	—	aril-bans-ak@gmail.com

*Dr. Ajit Anand  
Prof. Anju Bala  
Dr. A.K. Verma*

## Residence

Name	Telephone Number with STD Code	Mobile Number
Head/Principal <i>Dr. Ajit Anand</i>	—	9419104272
Vice-Principal <i>Prof. Anju Bala</i>	0191-2452630	94192-34200
Self-appraisal Co-ordinator <i>Dr. A.K. Verma</i>	—	9419288820

## 4. Location of the Institution:

Urban ☒ Semi-urban ☐ Rural ☐ Tribal ☐

Any other (specify and indicate) ☐

## 5. Campus area in acres:

6. Is it a recognized minority institution? Yes ☐ No ☒

7. Date of establishment of the institution:  
Month & Year

MM	YYYY
April	1954

8. University/Board to which the institution is affiliated:

University of Jaipur

9. Details of UGC recognition under sections 2(f) and 12(B) of the UGC Act.  
Month & Year

2f

MM	YYYY
Jan.	1958

Month & Year

12B

MM	YYYY
April	1958

10. Type of Institution

a. By funding

- i. Government ☒
- ii. Grant-in-aid ☐
- iii. Constituent ☐
- iv. Self-financed ☐
- v. Any other (specify and indicate) ☐

b. By Gender

- i. Only for Men ☐
- ii. Only for Women ☐
- iii. Co-education ☒

c. By Nature

- i. University Dept. ☐
- ii. IASE ☐
- iii. Autonomous College ☐
- iv. Affiliated College ☒
- v. Constituent College ☐
- vi. Dept. of Education of Composite College ☐
- vii. CTE ☐
- Viii. Any other (specify and indicate) ☐

11. Does the University / State Education Act have provision for autonomy?

Yes ☒ No ☐

If yes, has the institution applied for autonomy?

Yes ☐ No ☒

12. Details of Teacher Education programmes offered by the institution:

Sl. No.	Level	Programme / Course	Entry Qualification	Nature of Award	Duration	Medium of instruction
i)	Pre-primary			Certificate		
		x	x	Diploma	x	y
				Degree		
ii)	Primary/ Elementary			Certificate		
		x	y	Diploma	x	y
				Degree		
iii)	Secondary/ Sr. secondary			Certificate		
		x	x	Diploma	x	y
				Degree		
iv.	Post Graduate	M.Ed -	B.Ed -	Diploma		
		- Degree	- Degree	Degree ✓	01 Yr	English
v.	Other (specify)			Certificate		
		B.Ed. Graduation		Diploma		
				Degree ✓	01 Yr	English

(Additional rows may be inserted as per requirement)

13. Give details of NCTE recognition (for each programme mentioned in Q.12 above)

Level	Programme	Order No. & Date	Valid upto	Sanctioned Intake
Pre-primary				
Primary/Elementary				
Secondary/Sr.secondary				
Post Graduate				
Other (specify)				

(Additional rows may be inserted as per requirement)

#### B) Criterion-wise inputs

##### Criterion I: Curricular Aspects

1. Does the Institution have a stated Vision

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Mission

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Values

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Objectives

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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2. a) Does the institution offer self-financed programme(s)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes,

- a) How many programmes?

One
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- b) Fee charged per programme

Rs 82,000
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3. Are there programmes with semester system

yes
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4. Is the institution representing/participating in the curriculum development/ revision processes of the regulatory bodies?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, how many faculty are on the various curriculum development/vision committees/boards of universities/regulating authority.

17
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5. Number of methods/elective options (programme wise)

D.Ed.	—
B.Ed.	Full Time
M.Ed. (Full Time)	Full Time
M.Ed. (Part Time)	—
Any other (specify and indicate)	—

6. Are there Programmes offered in modular form

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Number	— Nil —
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7. Are there Programmes where assessment of teachers by the students has been introduced

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Number	02
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8. Are there Programmes with faculty exchange/visiting faculty

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Number	— Nil —
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9. Is there any mechanism to obtain feedback on the curricular aspects from the

- Heads of practice teaching schools
- Academic peers
- Alumni
- Students
- Employers

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

10. How long does it take for the institution to introduce a new programme within the existing system?

02 Years

11. Has the institution introduced any new courses in teacher education during the last three years?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Number ~~Nil~~

12. Are there courses in which major syllabus revision was done during the last five years?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Number one

13. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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14. Does the institution encourage the faculty to prepare course outlines?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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## Criterion II: Teaching-Learning and Evaluation

## 1. How are students selected for admission into various courses?

- a) Through an entrance test developed by the institution ☐
- b) Common entrance test conducted by the University/Government ☒
- c) Through an interview ☐
- d) Entrance test and interview ☐
- e) Merit at the qualifying examination ☒
- f) Any other (specify and indicate) *Improvement Teachers from Govt. School Education Dept.* ☐ *5%*  
(If more than one method is followed, kindly specify the weightages)

## 2. Furnish the following information (for the previous academic year):

- a) Date of start of the academic year *(2013-14)* *18-7-2013* *B.Ed.* *30-8-2013*
- b) Date of last admission *23-8-2013* *28-10-2013*
- c) Date of closing of the academic year *July 2014* *14-9-2014*
- d) Total teaching days *157*
- e) Total working days *171*

3. Total number of students admitted *(2013-14)*

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
D.Ed.	—	—	—	—	—	—	—	—	—
B.Ed.	181	215	396	21	53	74	160	162	322
M.Ed. (Full Time)	3	13	16	0	2	02	3	11	16
M.Ed. (Part Time)	—	—	—	—	—	—	—	—	—

## 4. Are there any overseas students?

If yes, how many?

Yes	No	<input checked="" type="checkbox"/>
— NIL —		



5. What is the 'unit cost' of teacher education programme? (Unit cost = total annual recurring expenditure divided by the number of students/ trainees enrolled).

a) Unit cost excluding salary component

Rs 1.01 Lac

b) Unit cost including salary component

Rs 0.03 Lac

(Please provide the unit cost for each of the programme offered by the institution as detailed at Question 12 of profile of the institution)

6. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic session (2023-24)

Programmes	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
D.Ed.	NA	—	—	—
B.Ed.	84	61.6	60.6	39.2
M.Ed. (Full Time)	24.48	37.50	—	—
M.Ed. (Part Time)	NA	—	—	—

7. Is there a provision for assessing students' knowledge and skills for the programme (after admission)?

Yes



No

☐

8. Does the institution develop its academic calendar?

Yes



No

☐

9. Time allotted (in percentage)

Programmes	Theory (%)	Practice Teaching (%)	Practicum (%)
D.Ed.	—	—	—
B.Ed.	70	20	10
M.Ed. (Full Time)	60	15	25
M.Ed. (Part Time)	—	—	—

10. Pre-practice teaching at the institution

- a) Number of pre-practice teaching days
- b) Minimum number of pre-practice teaching lessons given by each student

11. Practice Teaching at School

- a) Number of schools identified for practice teaching
- b) Total number of practice teaching days
- c) Minimum number of practice teaching lessons given by each student

12. How many lessons are given by the student teachers in simulation and pre-practice teaching in classroom situations?

No. of Lessons In simulation.	No. 15	No. of Lessons Pre-practice teaching	No. 07
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13. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes ☒ No ☐

14. Does the institution provide for continuous evaluation?

Yes ☒ No ☐

## 15. Weightage (in percentage) given to internal and external evaluation

Programmes	Internal	External
D.Ed.	—	—
B.Ed.	20%	80%
M.Ed. (Full Time)	20%	80%
M.Ed. (Part Time)	—	—

## 16. Examinations

a) Number of sessional tests held for each paper

0 2

b) Number of assignments for each paper

0 1

## 17. Access to ICT (Information and Communication Technology) and technology.

	Yes	No
Computers	✓	
Intranet		✓
Internet	✓	
Software / courseware (CDs)	✓	
Audio resources	✓	
Video resources	✓	
Teaching Aids and other related materials	✓	
Any other (specify and indicate) <i>Smart class, 160100</i>	✓	

## 18. Are there courses with ICT enabled teaching-learning process?

Yes ☒ No ☐

Number 02

19. Does the institution offer computer science as a subject?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, is it offered as a compulsory or optional paper?

Compulsory ☐ Optional ☒

**Criterion III: Research, Consultancy and Extension**

1. Number of teachers with Ph. D and their percentage to the total faculty strength

Number	12	%	41.3%
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2. Does the Institution have ongoing research projects?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, provide the following details on the ongoing research projects

Funding agency	Amount (Rs)	Duration (years)	Collaboration, if any

(Additional rows/columns may be inserted as per the requirement)

3. Number of completed research projects during last three years.

Nil
-----

4. How does the institution motivate its teachers to take up research in education? (Mark ✓ for positive response and X for negative response)

- ☐ Teachers are given study leave
- ☐ Teachers are provided with seed money
- ☐ Adjustment in teaching schedule
- ☐ Providing secretarial support and other facilities
- ☐ Any other specify and indicate *Ph.D. Disertation*

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

5. Does the institution provide financial support to research scholars?

Yes ☐ No ☒

6. Number of research degrees awarded during the last 5 years.

a. Ph.D.

b. M.Phil.

7. Does the institution support student research projects (UG & PG)?

Yes ☒ No ☐

8. Details of the Publications by the faculty (Last five years)

	Yes	No	Number
International journals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18
National journals - referred papers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16
Non referred papers	<input type="checkbox"/>	<input type="checkbox"/>	
Academic articles in reputed magazines/news papers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NIL-
Books	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15
Any other (specify and indicate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Proceedings of Seminars/Conferences			
Chapters in Books			
			TOTAL = 58

9. Are there awards, recognition, patents etc received by the faculty?

Yes ☒ No ☐

Number

10. Number of papers presented by the faculty and students (during last five years):

	Faculty	Students
National seminars	<input type="text" value="39"/>	<input type="text" value="X"/>
International seminars	<input type="text" value="7"/>	<input type="text" value="X"/>
Any other academic forum	<input type="text" value="12"/>	<input type="text" value="5"/>

State/Local Seminars/Symposium

11. What types of instructional materials have been developed by the institution?

(Mark '✓' for yes and 'X' for No.)

Self-instructional materials	<input checked="" type="checkbox"/>
Print materials	<input checked="" type="checkbox"/>
Non-print materials (e.g. Teaching Aids/audio-visual, multimedia, etc.)	<input checked="" type="checkbox"/>
Digitalized (Computer aided instructional materials)	<input checked="" type="checkbox"/>
Question bank	<input checked="" type="checkbox"/>
Any other (specify and indicate)	<input type="checkbox"/>

12. Does the institution have a designated person for extension activities?

Yes ☒ No ☐

If yes, indicate the nature of the post.

Full-time ☐ Part-time ☐ Additional charge ☒

13. Are there NSS and NCC programmes in the institution?

Yes ☒ No ☐

14. Are there any other outreach programmes provided by the institution?

Yes ☒ No ☐

15. Number of other curricular/co-curricular meets organized by other academic agencies/NGOs on Campus

16. Does the institution provide consultancy services?

Yes ☒ No ☐

In case of paid consultancy what is the net amount generated during last three years.

17. Does the institution have networking/linkage with other institutions/ organizations?

Local level	<input checked="" type="checkbox"/>
State level	<input checked="" type="checkbox"/>
National level	<input checked="" type="checkbox"/>
International level	<input checked="" type="checkbox"/>

**Criterion IV: Infrastructure and Learning Resources**

1. Built-up Area (in sq. mts.)

190.17

2. Are the following laboratories been established as per NCTE Norms?

a) Methods lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b) Psychology lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
c) Science Lab(s)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
d) Education Technology lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
e) Computer lab	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
f) Workshop for preparing teaching aids	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

3. How many Computer terminals are available with the institution?

37

4. What is the Budget allotted for computers (purchase and maintenance) during the previous academic year?

-NIL-

5. What is the Amount spent on maintenance of computer facilities during the previous academic year?

-NIL-

6. What is the Amount spent on maintenance and upgrading of laboratory facilities during the previous academic year?

-NIL-



7. What is the Budget allocated for campus expansion (building) and upkeep for the current academic session/financial year?

-NIL-

8. Has the institution developed computer-aided learning packages?

Yes



No



9. Total number of posts sanctioned

Open Reserved

	M	F	M	F
Teaching	5	17	4	3
Non-teaching	7	5	3	1

10. Total number of posts vacant

Open Reserved

	M	F	M	F
Teaching	-	-	-	-
Non-teaching	-	-	-	-

01 (PLAN)  
06 (4 Non-teach)  
2 (Juniors)

11. a. Number of regular and permanent teachers  
(Gender-wise)

Open Reserved

	M	F	M	F
Lecturers	1	9	-	3
Readers	4+1	7+1	2	-
Professors	-	-	1	-



b. Number of temporary/ad-hoc/part-time teachers (Gender-wise)

Open Reserved

	M	F	M	F
Lecturers	—	—	—	—

	M	F	M	F
Readers	—	—	—	—

	M	F	M	F
Professors	—	—	—	—

c. Number of teachers from

Same state

264

Other states

-NIL-

12. Teacher student ratio (program-wise)

Programme	Teacher student ratio
D.Ed.	—
B.Ed.	1:15.3
M.Ed. (Full Time)	1:2.8
M.Ed. (Part Time)	—

13. a. Non-teaching staff

	Open		Reserved	
	M	F	M	F
Permanent	M	F	M	F
Temporary				

b. Technical Assistants

Permanent

	M	F	M	F
	3	5	1	1

Temporary

	M	F	M	F
	—	—	—	—

3 Posts Vacant  
CSO, Accountant,  
Art & Craft

14. Ratio of Teaching - non-teaching staff

1.8:1

15. Amount spent on the salaries of teaching faculty during the previous academic session (% of total expenditure)

61%

16. Is there an advisory committee for the library?

Yes



No

☐

17. Working hours of the Library

On working days

7 hrs

On holidays

—

During examinations

7 hrs

18. Does the library have an Open access facility

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

19. Total collection of the following in the library

a. Books

39,121

- Textbooks

23,749

- Reference books

5,372

b. Magazines

12

c. Journals subscribed

05

- Indian journals

— NIL

- Foreign journals

NIL

f. Peer reviewed journals

05

g. Back volumes of journals

h. E-information resources

7500 e-journals

- Online journals/e-journals

—

- CDs/ DVDs

—

- Databases

—

- Video Cassettes

—

- Audio Cassettes

20. Mention the

Total carpet area of the Library (in sq. mts.)

227.01

Seating capacity of the Reading room

100

21. Status of automation of Library

Yet to intimate

☐

Partially automated

☒

Fully automated

☐

22. Which of the following services/ facilities are provided in the library?

Circulation

☒

Clipping

☒

Bibliographic compilation

☒

Reference

☒

Information display and notification

☒

Book Bank

☒

Photocopying

☒

Computer and Printer

☒

Internet

☒

Online access facility

☒

Inter-library borrowing

☐

Power back up

☒

User orientation /information literacy

☒

Any other (please specify and indicate) Inf Lib Net

☒

23. Are students allowed to retain books for examinations?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

## 24. Furnish information on the following

Average number of books issued/returned per day ~40 books

Maximum number of days books are permitted to be retained

by students

14 Days

by faculty

30 Days

Maximum number of books permitted for issue

for students

Ref = 4  
N. Ed = 6

for faculty

10 Books

Average number of users who visited/consulted per month

650

Ratio of library books (excluding textbooks and book bank

facility) to the number of students enrolled

1:50

## 25. What is the percentage of library budget in relation to total budget of the institution

0.54%

## 26. Provide the number of books/ journals/ periodicals that have been added to the library during the last three years and their cost.

	2011-12 <sup>I</sup>		2012-13 <sup>II</sup>		2013-14 <sup>III</sup>	
	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)
Text books	—	—	—	—	—	—
Other books	—	—	—	—	—	—
Journals/ Periodicals	—	—	—	—	—	—
Any others Total books specify and purchase for indicate	323	2,27,906	364	1,99,946	428	2,48,994
(Additional rows/columns may be inserted as per requirement)						

**Criterion V: Student Support and Progression**

1. Programme wise "dropout rate" for the last three batches

Programmes	Year 1	Year 2	Year 3
D.Ed.	x	x	x
B.Ed.	21	19	10
M.Ed. (Full Time)	01	01	02
M.Ed. (Part Time)	x	x	x

2. Does the Institution have the tutor-ward/or any similar mentoring system?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If yes, how many students are under the care of a mentor/tutor?

20
----

3. Does the institution offer Remedial instruction?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

4. Does the institution offer Bridge courses?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

5. Examination Results during past three years (provide year wise data)

	UG			PG			M. Phil		
	I	II	III	I	II	III	I	II	III
	2011	2012	2013	2011	2012	2013			
Pass percentage	58.9	60.8	72.6	81.2	88.3	86.6			
Number of first classes	01	06	11	11	13	7	N/A		
Number of distinctions	x	x	x	x	x	x	N/A		
Exemplary performances (Gold Medal and university ranks)	x	x	x	x	x	x	N/A		

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6. Number of students who have passed competitive examinations during the last three years (provide year wise data)

	I	II	III	
NET	-	-	-	
SLET/SET	-	-	-	
Any other (specify and indicate)	-	5	27	USAN
	-	2	-	RE, JPK BANK
	-	2	-	KAS MAINS

7. Mention the number of students who have received financial aid during the past three years.

Financial Aid	I	II	III
Merit Scholarship			
Merit-cum-means scholarship			
Fee concession			
Loan facilities			
Any other specify and indicate	Rp 2,31,555 Post MATRIC SCHOLARSHIP For SC/ST/OBC	Rp 3,36,600 D. Tri. Affair	Rp 8,14,0650 Child Develop. Project Office JPK State Govt

(Additional rows may be inserted as per requirement)

8. Is there a Health Centre available in the campus of the institution?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

9. Does the institution provide Residential accommodation for:

Faculty	Yes	No	<input checked="" type="checkbox"/>
Non-teaching staff	Yes	No	<input checked="" type="checkbox"/>

10. Does the institution provide Hostel facility for its students?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If yes, number of students residing in hostels

Men 

NIL
-----

Women 

NIL
-----

11. Does the institution provide indoor and outdoor sports facilities?

Sports fields	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Indoor sports facilities	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Gymnasium	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

12. Availability of rest rooms for Women

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

13. Availability of rest rooms for men

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

14. Is there transport facility available?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

15. Does the Institution obtain feedback from students on their campus experience?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

16. Give information on the Cultural Events (Last year data) in which the institution participated/organised.

	Organised			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	x	x	x	<input checked="" type="checkbox"/>		10
Inter-university	x	x	x	<input checked="" type="checkbox"/>		2
National	x	x	x		x	NIL
Any other <i>Inter State</i>	x	x	x	<input checked="" type="checkbox"/>		1



(specify and indicate your talent)	-	-	-	✓		6
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(Excluding college day celebration)

17. Give details of the participation of students during the past year at the university, state, regional, national and international sports meets.

	Participation of students (Numbers)	Outcome (Medal achievers)
State Inter-college	→ ATHLETICS = 5	Participation
Regional Inter-college	→ BOXING = 1	- do -
National Inter-University	→ Table Tennis = 5	- do -
International	→ One in Volley Ball	

18. Does the institution have an active Alumni Association?

Yes	✓	No	
-----	---	----	--

If yes, give the year of establishment

2014
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19. Does the institution have a Student Association/Council?

Yes	✓	No	
-----	---	----	--

20. Does the institution regularly publish a college magazine?

Yes	✓	No	
-----	---	----	--

21. Does the institution publish its updated prospectus annually?

Yes	✓	No	
-----	---	----	--



22. Give the details on the progression of the students to employment/further study (Give percentage) for last three years

	Year 1 (%) 2010-11	Year 2 (%) 2012-13	Year 3 (%) 2013-14
Higher studies	—	—	—
Employment (Total)	51(27)	9(2.3)	27(68)
Teaching	21	—	—
Non teaching	30	9	27

23. Is there a placement cell in the institution?

Yes



No

☐

If yes, how many students were employed through placement cell during the past three years.

2009-10	2012-13	2013-14
51	9	27

24. Does the institution provide the following guidance and counselling services to students?

Yes No

- Academic guidance and Counseling
- Personal Counseling
- Career Counseling

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Criterion VI: Governance and Leadership

1. Does the institution have a functional Internal Quality Assurance Cell (IQAC) or any other similar body/committee

Yes



No



2. Frequency of meetings of Academic and Administrative Bodies: (last year)

Governing Body/management	>	Half yearly
Staff council	>	Monthly
IQAC/or any other similar body/committee	>	03
Internal Administrative Bodies contributing to quality improvement of the institutional processes. (mention only for three most important bodies)	>	Annual
✓ Planning Board of the College	>	Bi-annual
✓ Steering Committee of the College	>	Once in 3 months
✓ College Development Committee	>	

3. What are the Welfare Schemes available for the teaching and non-teaching staff of the institution?

Loan facility

Yes	✓	No	
-----	---	----	--

Medical assistance

Yes	✓	No	
-----	---	----	--

Insurance

Yes	✓	No	
-----	---	----	--

Other (specify and indicate)

Yes	✓	No	
-----	---	----	--

(TWF) Received from Tamil University

4. Number of career development programmes made available for non-teaching staff during the last three years

2012	2013	2014
00	00	01

5. Furnish the following details for the past three years

a. Number of teachers who have availed the Faculty Improvement Program of the UGC/NCTE or any other recognized organisation

PSP = One; Refresher Course = 8 ; Orientation Course = 6

b. Number of teachers who were sponsored for professional development programmes by the institution

National	-	-	NIL
International	-	-	NIL

c. Number of faculty development programmes organized by the Institution:

- - -

d. Number of Seminars/ workshops/ symposia on Curricular development, Teaching- learning, Assessment, etc. organised by the institution

1 1 1

e. Research development programmes attended by the faculty

11 7 39

f. Invited/ endowment lectures at the institution

✓ 3

Any other area (specify the programme and indicate)

Seminar attended = 1

6. How does the institution monitor the performance of the teaching and non-teaching staff?

a. Self-appraisal	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b. Student assessment of faculty performance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c. Expert assessment of faculty performance	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
d. Combination of one or more of the above	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e. Any other (specify and indicate)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

7. Are the faculty assigned additional administrative work?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, give the number of hours spent by the faculty per week

7 hrs

8. Provide the income received under various heads of the account by the institution for previous academic session (2013-14)

Grant-in-aid	<u>R 45717745</u>
Fees	<u>R 3936255</u>
Donation	<u>-</u>
Self-funded courses	<u>R 1,64,000</u>
27.5% Payment Seats	
Any other (specify and indicate)	<u>-</u>

9. Expenditure statement (for last two years)

	Year 1 2012-13	Year 2 2013-14
Total sanctioned Budget (R)	39898000	45717745
% spent on the salary of faculty	65%	61%
% spent on the salary of non-teaching employees	35%	39%
% spent on books and journals	100%	100%
% spent on developmental activities (expansion of building)	-NIL-	-NIL-

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	TELEPHONE	22%	100%
% spent on telephone, electricity and water	ELECTRICITY	100%	100%
% spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc.		—	—
% spent on maintenance of equipment, teaching aids, contingency etc.	O-E	61%	97%
% spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)		54%	86%
% spent on travel		—	—
Any other (specify and indicate)		61%	100%
Total expenditure incurred		R 2,90,10563	R 4,39,04051.

10. Specify the institutions surplus/deficit budget during the last three years?  
(specify the amount in the applicable boxes given below)

	Surplus in Rs.	Deficit in Rs.
2011-12	380,8951	-NIL-
2012-13	18,86,988	-NIL-
2013-14	18,13,694	-NIL-

11. Is there an internal financial audit mechanism?

Yes ☒ No ☐

12. Is there an external financial audit mechanism?

Yes ☒ No ☐

13. ICT/Technology supported activities/ units of the institution:

Administration	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Finance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Student Records	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Career Counselling	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Aptitude Testing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Examinations/Evaluation/ Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Any other (specify and indicate) <i>Smart class</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

14. Does the institution have an efficient internal co-ordinating and monitoring mechanism?

Yes ☒ No ☐

15. Does the institution have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes ☒ No ☐

16. Are all the decisions taken by the institution during the last three years approved by a competent authority?

Yes ☒ No ☐

17. Does the institution have the freedom and the resources to appoint and pay temporary/ ad hoc / guest teaching staff?

Yes ☐ No ☒

18. Is a grievance redressal mechanism in vogue in the institution?

a) for teachers ☒  
b) for students ☒  
c) for non - teaching staff ☒

19. Are there any ongoing legal disputes pertaining to the institution?

Yes ☐ No ☒

20. Has the institution adopted any mechanism/process for internal academic audit/quality checks?

Yes

☒

No

☐

21. Is the institution sensitised to modern managerial concepts such as strategic planning, teamwork, decision-making, computerisation and TQM?

Yes

☒

No

☐

#### Criterion VII: Innovative Practices

1. Does the institution has an established Internal Quality Assurance Mechanisms ?

Yes

☒

No

☐

2. Do students participate in the Quality Enhancement of the Institution?

Yes

☒

No

☐

3. What is the percentage of the following student categories in the institution? (204-15):

	Category	Men	%	Women	%
a	SC	23	5.49	24	6.0
b	ST	21	5.25	08	2.0
c	OBC	02	0.50	04	1.0
d	Physically challenged	03	0.75	01	0.25
e	General Category	73	18.25	158	39.5
f	Rural				
g	Urban				
h	Any other ALC	03	0.75	09	2.25
	(specify) RBA	44	11.0	24	6.0



4. What is the percentage of the staff in the following category?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	3	10.7	2	8.6
b	ST	2	7.1	1	4.3
c	OBC	-	-	2	8.6
d	Women	20	71.5	7	30.4
e	Physically challenged	1	3.5	-	-
f	General Category	22	78.5	11	47.8
g	Any other (specify)	8	28.5	16	61.5

Men = 28  
Including Principal

5. What is the percentage incremental academic growth of the students for the last two batches?

Category	At Admission		On completion of the course	
	Batch I 2012-13	Batch II 2013-14	Batch I 2013	Batch II 2014
SC	59	47	59	47
ST	51	25	51	25
OBC	12	02	12	02
Physically challenged	- NIL -	- NIL -	- NIL -	- NIL -
General Category	268	322	268	322
Rural				
Urban				
Any other (specify)	390	396	390	390



## **EXECUTIVE SUMMARY**

COE, a premier teacher education institution in Jammu is a nurturing ground for professional development of teacher trainees through an earnest academic pursuit for excellence. The aim of the college is to provide education of the highest standard, to built up character, instill moral and spiritual values, to strive for promoting social justice and to attain fullness of life. The college stands for seeking and cultivating new knowledge, promoting research and developing professional competence in an atmosphere of academic freedom. The institution seeks to provide training to meet human power requirement of changing times. The objective of the college is to develop leadership qualities, creativity, and physical and mental fitness with a concern for environment, gender justice and human rights so as to contribute to the building of the nation.

The college is affiliated to the University of Jammu, Jammu. It is within the administrative jurisdiction of the Higher Education Department of J&K State and comes under the purview 2 (f) and 12 (b) of the University Grants commission. The college is situated in the heart of Jammu city. The college has made its indelible mark as a committed teacher education Institution of good standard in the field of higher educationary Jammu province of the state, all through the last six decades of its existence.

In spite of spatial constraints all through its development, the college has been able to maintain a high standard in all the field of its activities. The college also gave due importance to the personality development and character formation of the student, majority of whom are women. Govt. College of education imparts course in the field of teacher education at the undergraduate level (B.Ed) and the post graduate level (M.Ed). The one year full terms program each is offered by the college as per the guidelines of the University of Jammu through which it is affiliated.

### **Vision**

This premier Institution to be a centre of excellence for teacher trainees and to prepare them at Global Level and continually improving the processes laid down by the concerned agencies like ISO, NAAC, UGC, State Govt. and University of Jammu, Jammu.

### **Mission**

- To prepare competent teachers for producing productive students
- To strengthen moral and ethical values in teachers.
- To strive for improving human Capital
- To take up Academic / Professional programmes like seminars, workshops, conferences for faculty development.
- To make optimum use of information and communication technology for the development of teaching skills.
- To continually improve all relevant processes through Monitoring Agencies and focus on the development of capabilities specific and global.

## **Objectives**

This teacher training Institute has been established with the following objectives in view:

1. To prepare effective human Capital for the society in General and Department of Education in particular.
2. To cater to the Educational needs of the schools of far flung areas of jammu province
3. To enhance the quality of teaching by equipping trainees with the modern skills of teaching.
4. To provide such facilities as are useful for professional growth of the teachers.
5. To inculcate social , moral and ethical values in the students through teacher trainees.
6. To provide job opportunities in the teaching profession.
7. To provide various types of services through NSS, Career Guidance and counseling, IGNOU study centre, Distance Education of Kashmir University and Jammu University.

## **Advisory /Governing Bodies**

1. **Higher Education Department of Jammu & Kashmir is the main governing body of this college.** This body decides all policy matters pertaining to teacher training Institutions. Besides this it manages the following:

- i. Human resources & Physical Infrastructure.
- ii. Rules, Regulations and Admission/process.
- iii. Budgetary provisions.
- iv. Quality Control, aspects
- v. Expansion and consolidation.

2. **University of Jammu, Jammu** is exercising its control over the following aspects:

- i. Affiliation.
- ii. Admission.
- iii. Curriculum
- iv. Examination.
- v. Evaluation.
- vi. Award of Certificates/Degrees.
- vii. Research, activities
- viii. Faculty Development (conduct of workshop, seminars, refresher courses etc.)

### **3. U.G.C (University Grants Commission):**

It is the main advisory body governing the academic and financial aspects. It controls the following:

- i. Quality assurance in education.
- ii. Faculty development through various projects.
- iii. Research and publication.
- iv. Assessment and accreditation of Institution through NAAC.

## **Academic Programmes**

This training Institution is offering two professional training programmes, B.Ed & M.Ed on regular basis.

**B.Ed Course:**

- a). Admissions to B.Ed Professional course is made through a centralized process controlled by the Board of Professional Entrance Examination (BOPEE) of J&K Govt. by holding a common Entrance Test for the selection of 250 seats for the candidates of Jammu & Kashmir only every year. The eligibility qualification for selection to this course is Graduation in any stream.
- b). The Directorate of School Education, Jammu is authorized to depute 150 untrained graduate teachers working under its jurisdiction on seniority basis every year.
- c) The total intake capacity of B.Ed course is, therefore, 400 in each session.

**M.Ed Course:**

- a) The admission to M.Ed regular course is made by the college admission committee headed by the Principal of the College strictly in accordance with the norms criteria laid down and the selection list provided by the University of Jammu.
- b) The eligibility qualification for M.Ed course is B.Ed.
- c) The intake capacity of M.Ed course is 18. Out of which 16 seats are filled by selection done by the university on merit of B.Ed degree based on theory and practice of Teaching separately and two seats are filled on payment basis.

**Academic activities****Admission:**

Generally the B.Ed session of the college starts approximately in the 1<sup>st</sup> week of September every year after the declaration of the result of BA final year results. Since there are two types of students viz fresher & in-service (Govt. Teachers), the admission process extends over a period of 02 months. However, in service Govt. Teachers are deputed by Directorate of School Education depending upon the convenience of the Department.

**Teaching -Learning Process:**

The session begins with one week Orientation lectures by the faculty in which students are oriented about the different components of B.Ed Course such as syllabus, Internal Assessment, practice of teaching, Attendance, scheme of Examination & Evaluation. After this the class-work begins and the monitoring committee under the leadership of the Principal of the College from the Academic Calendar and facilitates the implementation of the Time-table and provide all types of guidance and help to the stakeholders.

**LEARNING RESOURCES:**

There are a number of learning resources in the college which are put to maximum use both by the Faculty members and Teacher Trainees for their professional growth,

**Library**

The college has two spacious Libraries, one for B.Ed and another for M.Ed Course.

**B.Ed Library:**

The Library comprises of one big hall partitioned into different chambers with Almirahs. It has one room for the Library and a reading Hall for the students. It is well furnished with required infrastructure. A rich and well managed library housing as many as 28,000 books and encyclopedic Journals and

photocopying facility cold pure water and popular magazines. Newspapers in English, Hindi and Urdu languages are made available to the students and the faculty to promote healthy ambience for learning. During the period 2013-14, about 428 books, worth Rs 2, 48,994/- have been added to the library. The library is manned by a Librarian, Library Assistant and three supporting staff members.

The college library contains books on a wide variety of subject's encyclopedias pertaining to Education, Psychology, Sociology, Philosophy, Educational, Technology, IACT, Methods of teaching on all the teaching subjects and books of general interest. Important Educational journals, magazine and periodicals are subscriber for.

Comfortable seating arrangement is provided for students in the reading room. They can make use of it during the college hours. The users of the library are not permitted to take any book or journal inside the room. Every user is required to write his name in the register on entering the room. Talking inside the room or making any unnecessary movement, likely to disturb the readers, is not allowed.

The working house of the library is from 9 am to 4 pm daily except Sundays and holidays

### **M.Ed Library**

The M.Ed library is meant for the students of M.Ed programme. It is managed by the Library Assistant and two helpers. This Library has reference and general books, it also subscribes to:-

- (i) Newspapers
- (ii) Magazines
- (iii) Journals

The M.Ed programme comprises of Theory, Practice of Teaching and Dissertation and Viva-Voice components which are compulsory for all students. A Career counselling corner has been set up in the Library for the Educational and Vocational guidance of the students

### **Language Lab**

The College has a Language Lab, equipped with the required devices which are useful for improving the phonetics of word stress on communication skills and proper pronouncing of word

### **IGNOU Study Centres**

There are two IGNOU study centers in the college, one for M.Ed Course and the other for B.Ed Course. The drop out and In-service students are benefited through these study centers in undergoing these courses. The faculty of this college and resource persons from the other institution are involved in carrying out the Activation of the programme.

### **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 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.

### **Home Science Lab**

Home science lab is used for the Practical's related to Food & Nutrition and Laundry work. Food & Nutrition planning of diet and their preparation for different age groups are done making students to realize the importance of good health and role of different nutrients in their daily diet. Whereas in the textile and clothing demonstration, the students are involved in the process of washing and finishing of different fabrics , so that they know & observe how the various fabrics react to different processes & reagents used in laundry. In order to take good care of their clothes knowledge of laundry work is imparted to them.

### **Science Laboratory**

Laboratory plays an important role in effective & efficient Science teaching. A major part of the time spent in learning science has to be used for Practical work either in the class-room or as demonstration in the Laboratory individually or in groups. Science Laboratory” is needed to keep the instruments, apparatus, chemicals and other material safe and secure and ready for use. Laboratories help in the sense of co-operation and spirit at competitions.

### **Health and Physical Education**

Health and Physical Education subject comprises of two phases, Theory & Practice In theory the teachers are given the theoretical knowledge of Health & Physical Education in detail. In theory there are five units in the syllabus. In these units there is meaning, importance scope, objective of Physical Education, How to organize Physical Education Programmes in Schools, What is the need of H&PE in the schools, What is Health Education, Balance Diet, communicable Diseases, Yoga, Recreation, Rules & Regulations of different games and sports.

In practical aspects of H&P Education, there are three categories:

#### **1. Games & Sports**

In Games & Sports there are games like Volleyball, Kabaddi, Kho-Kho, Cricket and Table Tennis. During free periods these games are played by students and teachers give them information about rules, regulations and techniques of these games. These games help to keep the students fit and healthy. Our college participates in inter-college and National level competitions.

#### **2. Cultural Activities**

There are different cultural activities which come under Health & Physical Education like display your talent, organization of different

Programmes held in our college on different occasions. Our college also celebrates National Festivals like Independence Day and Republic Day. On these occasions different drills/march, passes are organized

### **3. Social Activities**

H&P Education also plays an important role to make social activities like camps organized by college in slums (in collaboration with NSS and Literary Clubs) to give education to the people to participate in different Physical Activities in order to make them fit and educated. They are also made aware of the good health hygiene and balance diet, which make the students aware of good health and keep them healthy and makes, the disciplined citizens of the country.

### **Educational Technology Cell**

In the present Educational scenario, the role of Educational Technology is emphasized for enhancing the quality of Education at all levels. Teacher training programme is no exception to it is and it making more and more use of teaching gadgets to make teaching learning process interesting and productive. For this purpose Educational Technology Cell has been created which is equipped with, Computers, UPSs, OHP, Smart Board, Slide Projector, Transparencies, etc

### **Computer Lab**

IACT (Information and Communication Technology) is one of the elective subjects involved in this college. Keeping in consideration the present day importance of this subject, a fully equipped computer lab has been set up for the purpose. Sufficient emphasis is laid on the use of IACT in Teaching Learning Process during the demonstrations of Micro and Macro Lessons. OHP, Transparencies, LED, Projectors etc. are used for Power Point Demonstration of the Lessons

### **Examination and Evaluation**

Examination of Teacher Trainees is of two types:

- i. Internal examination
- ii. External Examination.

#### **Internal Examination**

It has 20% weight-age comprising of the assignment carrying 05 marks , 02 tests carrying 10 marks and 5 marks of attendance are included in this weightage. These assignments and tests in each of the theory papers are assigned and conducted as per college calendar.

The evaluation of teacher trainees is a continuous process which spreads over the day to day observations of the students performance in the class and different types of activities like their participation in display your talent ( at college & University Level) debates, cultural activities, NSS activities etc

#### **Evaluation of Assignments /Tests**

This evaluation is done by the concerned subject teacher.

#### **Evaluation of Internal Practice of Teaching**

The Teacher Trainees are divided into different groups. Each group is put under the charge of a group supervisor who is a faculty member. The evaluation of Internal Practice of teaching is done in two phases.

#### **Evaluation of Micro Practice of Teaching**

This phase extends over a period of fifteen working days in which the Group Supervisor monitors the performance of the teacher trainees and prepares 05 Micro lesson Plans in each teaching skill delivering these Micro Lessons, the teacher trainees masters the use of components of 03 different skills. In this way they deliver 15 such lessons carrying 30 marks. On the basis of this feedback given by the peer group and the observation of the supervisor, the teacher trainees are evaluated

#### **Evaluation of Macro Practice of Teaching**

This phase extends over a period of about 15 working days in which the Group Supervisor monitors the performance of the teacher Trainee in the real class-room situation. Each group under the supervision of group supervisor is taken to the school in which the teacher trainee delivers 10 lectures on each of the two teaching subjects offered by him. The teacher trainee has also to deliver 2 criticism lessons, one in each subject and observation of 20 lesson besides the internship.

#### **External Evaluation**

External Evaluation in theory is conducted by the University of Jammu approximately in the month of Aug-Sept. every year. The theory examination is given 80% weight age. The method and manner of the conduct of examination is governed by norms of the University. The External examination of theory and final Practice of Teaching is conducted by the University of Jammu, which carries 80% weightage in all the seven theory paper and 150 marks in the Final Practice of Teaching.

#### **Evaluation of Final Practice of Teaching**

This aspect carries 150 marks for delivering two lessons one in each subject offered by the teacher trainee. A team of external examiners and one internal examiner who invariably is the Principal of the concerned college appointed by University of Jammu. The module of the conduct of final Practice of teaching is given in the syllabus which is strictly followed by the examiner.

#### **National Service Scheme (NSS)**

To foster a spirit of camaraderie and love for humanity in general and rural folk in particular, facilities are provided to willing students with a desire for social service, to put in their best, for lessening the sufferings of the sick, and the downtrodden.

The NSS unit works under the able guidance of well trained senior staff member who guide them properly and chalk out programme for Voluntary Social Service. There is an advisory committee of NSS to facilitate its working. The college Principal is the chairman of the committee. The College has one unit of NSS, consisting of 100 volunteers under the dynamic leadership of NSS Programme Officer of the college. The students have to apply on a prescribed form for seeking admission to NSS unit.

#### **Insurance Policy**

Every student of the college is insured in case of an accident. For this a premium of Rs 50 is paid by the students at the time of admission.

#### **First Aid facility**

The basic required first aid facility is made available in the college campus under able supervision of a Pharmacist.

#### **Tours and Picnic**

Far from the campus life, the opportunities are provided to the students to enjoy the company of their friends during the meaningful tours and picnic.

### **Center for career counseling and placement**

A centre for career counseling and placement is there in the college to help the students in identifying and pursuing their career and adopting a vocation for their purposeful employment in private, public or Govt, sector in or outside the country. The centre plays an important role in guiding and counseling the students and also providing them all the relevant informations at the time of admission. The centre facilitates the students in preparing for various competitive exams and also initiate innovative programmes for their capacity building.

## **SWOT – ANALYSIS**

### **Strengths**

- A reputed and the only Government College of Teacher Education in Jammu province.
- A co-educational institution imparting teacher training to a blend of fresh students and in service government teachers.
- Professionally trained & academically oriented staff.
- Clean, Green & Eco-friendly environment
- Ample Infrastructure with Smart Class
- A dynamic and supportive Principal.
- A well stacked library and a computer centre.

### **Weakness**

- Limited Campus Area and infrastructure
- Lack of Flexibility in curriculum as an affiliated college.
- Delayed start of session due to centralized admission/allotment process.
- Research facilities are inadequate & recognition as a research guide through parent university is still wanting.

### **Opportunities**

- More autonomy in curriculum development process
- Enough scope for academic enrichment programmes
- Promotion of Institute - Community Network
- Vigorous extension activities
- More placement drives
- Thrust on research activities and projects.

### **Threats**



- An extended session due to procedural delays in admission.
- Competition from private institutions .
- Meagre job opportunities for the pass outs.
- Teaching profession given last priority by the students .

At Present, the J&K State Govt. is giving prime importance to the teacher education programme. Our college has been sanctioned **Master in Education Programme** by the Govt. This Institution is committed to uphold the value framework of NAAC and Quality dimensions of the higher education and to sustain the concern for quality, technological advancement and development of global competencies.

### **Vision for the Future**

- To develop the institution into a worldclass center of teacher education
- To establish a research center in the college for M.Phil and P.hD Degrees
- To develop more linkages and networking with the premier institutions of teacher education
- To construct hostel facility for the students of the college and augment the infrastructure
- To encourage more, in campus, placement drives.
- In order to involve students in various capacities building activities, an attempt will be made to further strengthen the debating society, dramatic club, population control club, Eco club, literary club, cultural club, Disaster management club, Trekking Club etc.

## **Criterion – I Curricular Aspects**

- Curricular Design & Development
- Academic Flexibility
- Feedback on Curriculum
- Curriculum update
- Best Practices
- Quality sustenance and enhancement measures.

## **CRITERION I: CURRICULAR DESIGN AND DEVELOPMENT**

The college was established in 1954 with purpose of providing trained teachers to the school. The motto of the institution ‘ tamso ma jyotirgamaya” means from ‘Dark to Light’. The college aims to make its students light to illumine the world and dispel all sorts of darkness around them. This institution offers B.Ed and M.Ed regular programmes, which help to develop intellectually competent, morally upright, physically integrated and socially committed teachers for service in the emerging scenario of education. The teaching, research and extension practised in the college aim to generate new work culture for improving the quality of education. The college utilizes all the available resources in the curriculum transaction, which lend a hand in achieving and sustaining excellence in teacher development. The programmes offered in the college promote values such as quality, consciousness, eco-friendliness, faith in god, love for fellowmen and sustainable development. The NAAC Peer team that visited the college from 8th to 9th October, 2004 appreciated the efforts of the faculty of the college in promoting such values amongst the students and the staff. The college has well defined vision, mission, goals and objectives displayed in the college website, Admission Brochure, entrance of the main building, Library, Office and also explained to the students.

### **Objectives:-**

- To reorient the teacher education to the needs of the modern age, global trends and demands.
- To develop quality consciousness among teachers.
- To equip the teachers with the skills and information to become intellectually competent and academically enriched.
- To develop human values among teachers like unity, equality and love for everyone.
- To render service to the socially, disadvantaged students by conducting remedial classes for them in the tutorial period.
- To create awareness about the issue of environment around and also create an eco-friendly environment in the institutions by developing habits of living hygienic and healthy life.
- To impart value education to the trainees for developing a value oriented society.
- To acquaint teacher trainees with theoretical knowledge of various subjects and to develop teaching skills through curricular transaction so as to achieve self development and that of the community and the Nation.

### **Curricular Design and Development**

#### **Curricular Environment**

The curriculum frame work is based on the vocational needs of the learner. The students are provided opportunities to do projects, literacy surveys, and oral presentations. Group discussion and seminars etc are organized for their enrichment and inculcate the spirit of team work among them. College provides them the necessary skills/hands on training in preparing low cost teaching aids and use of the latest technological devices

like interactive white boards (Smart-Board), OHP Projectors, LCD Projectors etc. Research skills are inducted through practicum.

There is a board of studies in the education headed by Dean faculty on which HOD's of education from different degree colleges are members. The faculty members of our college along with Principal, serve in the academic bodies of the University of Jammu, Jammu, viz Board of Examination, Curricular Revision Committee. The Board of studies meets annually or whenever there is a need to look into the curricular development process. In such meetings need assessment of curriculum development is made on the basis of the suggestion put forth by the members. The feedback received from the teachers, students and alumnus about the course contents, and views from the academic experts are placed before the members of the Board of studies in education for discussions. Thereafter, the view points for the revision, alteration or addition of the course contents are communicated to the academic board of the University for formalizing the decisions. Following faculty members are on the Boards of studies on various subjects in University of Jammu;

S. No	Name of faculty member	Board of Studies
1.	Prof. Anju Bala	Teaching of Mathematics
2.	Dr. Raj Singh	Educational study
3.	Prof. C.L. Shivgotra	Educational study
4.	Prof. Sunita Gupta	Hindi subject
5.	Dr. Neelam Dhar	B.Ed courses & P.G. Master of Teacher Education
6.	Dr. Rupinder Kour	Educational subject
7.	Dr. Zubair Kales	BOS in Education
8.	Dr. A.K. Verma	BOS in Zoology
9.	Dr. Sindhu Kapoor	Teaching of Social Studies
10.	Prof. Shashi Prabha	Teaching of English
11.	Prof. B.L. Thakur	Curricular Framing of UG
12.	Dr. Jyoti Parihar	Teaching of Science
13.	Prof Ashu Jolly	Incorporated Tutorials in ETC
14.	Prof Aksha Rao	Communication skill in English
15.	Dr. Tahira Shah	Communication skill in Urdu
16.	Prof Rubeena Yasmeen	Designed Tutorial for Smart Classes
17.	Prof Deep Kumar	Designed curricular for MSC (IT) and MCA, BGSBU, Rajouri

### **Reflection of Global Trends in Teacher Education in the curriculum**

The global trends in teachers education are reflected in the existing curriculum to meet the emerging needs, by way of the following activities/modifications in the existing courses as:-

The curricular design for teacher education is loaded with both the theoretical component as well as the practical aspects. The theoretical knowledge is imparted in 7 papers (4 compulsory, 1 optional and 2 teaching subject) which acquaint teacher trainees with the necessary theoretical base.

**Components of B.Ed Course:**

The emphasis is being laid on practical aspect of this training course. As such there are following important component.

- (i) Theory component
- (ii) Micro practice of teaching
- (iii) Macro practice of teaching in schools.
- (iv). Internship .

**(i) Theory Component**

Under this component the teacher trainees are given theoretical knowledge of theory subjects which prepares them to understand and perform the functions of a teacher.

**Title Paper —I: Education in Emerging Indian Society**

It imparts knowledge of the Philosophical aspect with regard to aims! objectives and different Philosophies of Education.

**Title Paper-II. Psychology of Teaching Learning Process**

It imparts knowledge about Psychological nature of the child, his needs interests and Psycho-Physical problems.

**Title Paper — III. School Management and Pedagogic of education.**

It gives knowledge about the management of the affairs of the Educational Institutions and also trains the teacher trainees in Methodology of Teaching.

**Title Paper IV: Development of Educational system in India.**

It gives insight into the Historical development of the system of Education as to how it has attained the present structure.

**Title Paper — V: (Optional).**

Out of the number of options provided in the syllabus each candidate is allowed to select one option which prepares him to give knowledge either

**Paper VI & VII: Teaching Subjects**

Out of number of courses available a candidate is allowed to make a choice of any two teaching subjects. This gives him a training in the art of teaching and in the use of appropriate methodology.

**Practice of Teaching:**

This component is further divided into two parts:

**Micro practice of Teaching:**

Under the component the Teacher Trainee is given training to master the different skills of teaching by teaching a micro lesson to his peer group under artificial conditions (in college)

**Macro Practice of Teaching:**

After attaining mastery in various skills of teaching at Micro Level, the teacher trainee is exposed to a full fledged class of students, where he is made to teach Macro Lesson by making use of appropriate Methodology under real class-room situations. (in schools) situation.

**iv) Internship:**

Under this component a Teacher Trainee is given orientation in various functions that a regular teacher is supposed to perform in a school.

**Practice of Teaching:**

### **Micro-Phase**

Out of five skills of teaching given in the syllabus, namely explanation, illustration with examples Reinforcement, stimulus variation and questioning 3 skills are selected by the teacher trainee. The experts in each of these skills give demonstration to the students, for three to four days. In the meantime, the students are divided into various groups and each faculty member is made in-charge of the group for giving practice in these three skills to their respective groups under artificial conditions (simulated teaching).

### **Macro Phase**

Micro phase is followed by the Macro Practice of Teaching Phase in which the groups of students are taken to different practicing schools and students are exposed to real class-room situation in two teaching subjects offered by them and two criticism lessons one in each subject. At this stage the teacher trainee is required to make use of the integrated skills of teaching mentioned at Micro Phase in an integrated manner and also make use of the appropriate methodology of teaching with power point presentation and teaching also.

During this phase the teacher trainee is also prepared for performing various functions of practical nature which a teacher has to perform in a school, like conduct of Morning Assembly, maintenance of attendance register etc. Thereafter Final Practice of Teaching is conducted by the University of Jammu

### **M.Ed Programme**

The M.Ed programme was started from the session 2004-05. The Programme comprises of the following components to be completed in two semesters each of six months duration. It is a 52 credit course. The first semester is of 28 credits and second semester of 24 credits.

#### **Theory:**

The theory part of 1st semester comprises of the following courses.

Full Design course:

<b>Course</b>	<b>Title</b>	<b>Credits</b>
Ed-20	Philosophical Foundation of Education	04
Ed 21	Psychological Foundations of Education	04
Ed 22	Methods of Data Analysis in Education	04
Ed 23	Methodology of Educational Research	04
Ed 24	Comparative Education & Curricular Development	04
Ed 25	Practicum	04
Ed 26	Computer Awareness Practical's	02
Ed 27	Practicals in Research	02

#### **II. Semester**

Ed 50	Sociological Foundation of Education	04
Ed 51	Teacher Education	04
Ed 52	Application of Technology in Education	04

#### **Optional any two of the following:**

Ed-53	Advanced Statistics in Education	04
Ed-54	Guidance & Counseling	04
Ed-55	Special Education	04
Ed-60	Dissertation cum- Viva-voce	04

The practical component has the following skills:-

- Micro-phase of practice of teaching
- Macro-phase of practice of teaching, prepare the teachers trainers in the skills and techniques of methodology of teaching.
- The use of Audio-visual aids and the teaching aids help to address the divergent needs to the learners and make the learning process easier
- Use of IACT, Smart Boards and LCD Projectors etc supplement the teaching learning process more effectively.
- Technical skill development through computer development programme, internet browsing and power point presentation.
- Value/Moral education classes are included in teaching practice in all schools.

Aesthetic values/skill development through the campus cleaning, beautification and plantation drives. Personality development, SUPW and extension activities like visit to old age homes, literacy drive in slums, NSS activities etc. enhance social commitment among teacher trainers.

Women counseling, career guidance and counselling program for mental and emotional development. Placement drives for enhancing employability skills of the pupil teacher.

More and more emphasis on the uses of internet as a learning resource prepares teacher trainers for global competition. The use of audio visual aids and teaching aids help to address the divergent needs of the learner and make the process of learning easy.

## **THRUST ON NATIONAL ISSUES**

### **Issues of Ecology and Environment**

The ubiquity of environmental problems, the universality of their effects and the need for citizen's personal participation in overcoming them means that environmental education must truly be a mass programme. Environmental education is humanity's best hope and most effective means in the quest to achieve sustainable development. The vast community of teachers represents enormous, untapped human resources for sustainable development. Such as inclusive processes help in furthering the cause of sustainable development.

Taking cognizance of the above facts, the environmental education is offered as an optional paper in our curriculum and usually 40% of the students opt for this paper during B.Ed programme. The students are involved in keeping their surroundings neat, clean and pollution free beside following activities. Plantation drive, campus cleaning and beautification, gardening etc are some of the SUPW activities offered for the students participation. The nature club organizes various programme to create awareness about nature. The environmental sanitation programmes are also conducted with the active participation of the students in the cleaning activities.

Environmental Education is offered as an elective paper both in our B.Ed and M.Ed curriculum. Usually 1/3 of the students opt for this paper during their B.Ed and M.Ed programmes. The college has an effectively functioning Eco-Club which organizes various programmes to create awareness about Nature, the evils of pollution and exploitation of Nature by man.

The World Environment Day is observed in all its solemnity. The Ozone Day, Earth Day, Wetlands Day, World Habitat Day, Bird Watching Day etc are also observed in the college. The members of the Club visit places

of natural beauty and environment,. Environmental sanitation programmes are conducted with the active participation of student community in the cleaning activities. Seminars and exhibitions, Nature trails and various eco-friendly activities are also held in the college.

### **Curriculum Frame Work**

Students are provided opportunities to do group projects, documentation and literacy surveys, programmes like seminars and oral presentations are organized for the enrichment of interpersonal relationship and teamwork among the student teachers. We provide hands on training in preparing teaching aids and use of technological devices like Smart Board( Interactive white board), LCD projectors and OHP in all optional subjects. Action research practicums are given in order to develop the investigative mind and research skills of our students.

### **Moral Development**

Moral/Value education classes are included in teaching practice in all schools. Value education classes based on value analysis mode of teaching.

### **Aesthetic Development**

Club Activities

Campus cleaning and beautification programmes.

### **Mental and Emotional Development**

Career guidance and counselling programmes

### **Women's counselling and personal counselling programmes**

The following session are conducted for enhancing the employability skills of the teacher trainees:-

- Microteaching session on various teaching skills
- Demonstration classes by the alumni and internal faculty
- Discussion session and criticism classes
- Internship of 10 days duration
- Placement services

### **Value Orientation**

The students practices values by visiting old-age homes, special schools and rehabilitation centres etc. The teachers are the role models for the students in this respect. In addition to this, spiritual rejuvenation programmes, value education classes etc are conducted by eminent personalities every year. An hour per week is set apart for value/moral education. The teacher trainees have to take three value education classes during their internship at schools. Value Education sessions are conducted every week for inculcating values like fraternity, equality and secularism in the minds of the learners. We impart training to the students to be respectful in their behaviour and to have faith in the fundamental rights and duties of an Indian citizen. Although skill development is crucial for the success of students in the job market, skills are of less value in the absence of appropriate value systems.

We are keen on preparing the students for life so as to face its challenges and hardships with courage and conviction. Computer education is compulsory for all students. The college offers training for all students in basic computer application skills. In addition to this, the institution provides state-of-the-art infrastructure like IACT, classrooms equipped with LCD projectors, interactive white - board, computer laboratory and internet facilities. The college has a language lab to improve the communication skills of its



students. The computer lab is equipped with 29 computers facility. Internet service is provided in the library, Computer lab, faculty room, administrative room etc. LCD projectors are available in the classrooms, computer lab and the conference hall

The college gets suggestions from various practice teaching schools about the curriculum. The teachers of schools where students are sent for practice teachings also give valuable feedback about the performance of the students as well as the theoretical aspects and soft skills to be included in the curriculum.

### **Academic Flexibility**

As the institution is an affiliated college under university of Jammu there is limited scope for academic autonomy and flexibility. Nevertheless, the college tries to be flexible by providing the students freedom in their choice of elective courses, SUPW activities and curriculum transaction. We offer value education, computer education, development of technological skills, personality development, communicative skills development etc. A number of common, core and elective courses are offered for the B.Ed as well as M.Ed course.

### **Multi-Skill Development**

In the curriculum there is provision for the multi-skill development of teacher trainees through computer assisted instruction, interactive learning, individualised instruction, computer fundamentals including application of software, hardware, etc.

In addition to this, the college provides training for Microsoft power point presentation, and other internet related skills. With the help of the language laboratory, the students get opportunities for communication skills development.

Remedial teaching is arranged for needy students. Micro teaching sessions offered in the college, contribute to the development of the multi-skills in teaching of the student

They are given training in the different skills involved in teaching like questioning, stimulus variation, use of black board, skill of explanation, introducing a topic, reinforcement etc.

Each student has to take three micro teaching lessons in a simulated set up as:

- Teaching skills development (computer skills development programmes like internet browsing, power point presentation etc)
- Teaching skills (microteaching practice and macro teaching classes)
- Training in application of different Models of Teaching

### **Inclusive Education**

As per the government norms the institution has reserved three percent of its seats for the physically challenged and one percent for the visually impaired. The institution extends all support for the instruction of these students. A paper on special education in B.Ed is also being taught for this aim.

The college admits physically challenged and visually impaired students every year and helps them to avail of scholarships and provides special care and assistance for the successful completion of the course. There are four physically handicapped students admitted in the college in this session

### **Self Development**

The student teachers are trained in teaching skills in a carefully graded pattern beginning with Micro teaching sessions, Discussion lessons, and Demonstration classes by experts and Criticism classes before they go for their practice teaching/internship. The college offers forty days of internship during which the teacher trainees go to schools for the actual teaching experience. The students actively engage in the internship programme with well-equipped teaching manuals, instructional materials, teaching aids, etc. The teacher educators, principal of the college, subject teachers and heads of the respective practice teaching schools, inspect these teaching sessions and give feedback and suggestions to the trainees for better performance.

A specially designed ***Student Teacher's Diary*** is provided to each student. The diary has provisions for noting down the profile of the school, environmental background of the school, details of the classes taken, student's self-reflection on their classes, remarks by the school teacher, teacher educators, comments by the physical education teacher, head of the school and the principal. As part of the M.Ed. curriculum the students have to undergo an internship of ten days in the schools apart from their school based activities as part of the dissertation work.

### **SUPW-Socially Useful Productive Work**

Cleanlines drives and extension programmes are successfully carried out under the able guidance of the faculty. Our students under the guidance of their teachers collect and distribute food for the inmates of old age home "**Vrid Ashram and Sahara**" a centre for mentally challenged persons. The activities under socially useful productive work are effectively carried out under the able leadership of the faculty. SUPW in the college incorporates the following programmes.

**Survey**-student teachers conducted social survey to study various social issues

#### **Literacy classes**

Student teachers under the guidance of their teacher educators conduct literacy classes for the illiterate and the semi-literate.

#### **Awareness Programmes**

Various programmes are held at the college to create awareness on issues like AIDS, Blood Donation, Life Style Diseases, Women Empowerment, Human Rights, etc among the students.

#### **Preparation of Teaching Aids**

The student teachers prepare charts, models, etc. that can facilitate the teaching learning process. These aids are distributed among the local schools and teachers.

#### **Campus Beautification**

The student teachers help in the beautification of the college campus and are also trained in gardening, nurturing herbs, and for making vermin compost.

#### **Special schools visit**

The student teachers visit special schools and interact with inmates and provide support for their learning.

## Feedback On Curriculum

The institution takes feedback from students on courses, teachers and curriculum in the proforma on regular intervals. Every year, the college arranges sharing of experiences of the alumni, with the students. Apart from this, the alumni give valuable feedback in the annual alumni meeting organised by the institute.

During the Parent Teacher Association (PTA) meetings, the parents give suggestions and feedback regarding the academic activities. Practice teaching sessions/internship is a good venue for getting feedback from heads of the practicing schools. The institution provides a student-teacher diary for getting evaluation from the teachers and Heads of Schools concerned, where students are sent for practice teaching.

The institution has developed a questionnaire which is given to students for collecting the feedback on the teacher, curriculum and syllabus at the end of the course. The feedback collected from students, teachers, alumni, teachers working in various schools, etc. are discussed and analysed in the college and the findings are conveyed to the University at the time of the seminars and discussions conducted in connection with the curricular revision at Board of Studies.

## Curriculum Update

B.Ed. curriculum was updated once during the last five years (2009-2014). In addition to this, minor changes have been incorporated from time to time. In the revised scheme, the B.Ed. programme includes common courses, core courses, complementary electives, teaching competence, co-curricular activities, extension activities, study tours, etc.

The M.Ed curriculum was updated during 2012-13 academic year with C.B.C.S. and grading. Faculty receive feedback from various stakeholders like students, academic experts, parents and Alumni regarding curriculum revision and the various suggestions are incorporated in the curriculum after checking its relevance and practicability.

Members of the faculty are members of the University's Board of Studies. The members have rendered services in various sub committees of curriculum revision. Following members of the faculty serve as the paper setter, code officer and head examiners of the theory and practical examination. Our representatives in the Board of Studies put forth the recommendations and suggestions of the institutions in the concerned forums.

Head Examiners & Paper Setters for various examinations are as:-

1. Prof (Dr) A.K. Verma : a) Paper setter for U.G. Course (Zoology)  
University of Jammu, Jammu  
b) Head Examiner and Code Officer JKBOSE,  
Jammu
2. Prof. Deep Kumar : Paper Setting of M.Sc (IT)  
MCA & BCA, BGSBU

Our faculty members have the distinction of teaching the B.Ed & M.Ed students of not only the registered students of University of Jammu, Jammu but also those of the University of Kashmir, Srinagar and the IGNOU. The faculty is also involved in the preparation of study material (Resource

materials) for the Directorate of Distance Education, University of Jammu, Jammu to which the institution is affiliated. The following faculty participates in their endeavor.

S. No	Faculty Member	Resource Study Material Development
1	Dr. Raj Singh Narainia	Study Material for UG and B.Ed students
2	Prof C.L. Shivgotra	DDE, JU, Kashmir University & IGNOU
3.	Dr. Neelam Dhar	Paper – III (B.Ed) Jammu University
4.	Dr. Rupinder Kour	B.Ed, JU
5.	Dr. Mohd. Zubair Kales	B.Ed & M.Ed JU and IGNOU
6.	Dr. Rajinder Kour	Teaching of Science, DOE, JU

### **Best Practices**

The members of the faculty participate in a number of refresher and orientation programmes to adopt the best practices in Teaching and for quality enhancement. The institution promotes research and publications by the teachers and students fraternity for their academic and non-academic excellence.

Academic and non-academic measures like remedial teaching, arts/sports activities, researches and social projects are conducted every year. The students are given mentoring, and guidance and counselling services on various academic and non academic aspects. Every year students take initiative in the publication of college magazines which provides a platform for displaying their creative abilities through poems, stories and articles. The students also display their talent and academic works in the various events.

Non-academic activities consists of celebration of national and international days (Independence day, Republic day, Teacher's day, Human Rights day, Women's day, Diabetic day, Children's day, AIDS day, Environmental day etc are some of them), cultural programmes, Dewali, Eid & Gurupurav celebrations, arts/spots fests, Christmas celebrations etc to send across the inherent message in each of these events.

In the modern changing world, no institution can sustain unless it relentlessly march towards excellence. Realizing this fact college of Education organises seminars and workshops on various themes such as curriculum transaction, lesson plan writing, evaluation, practice teaching, practical examination etc. The seminars and workshops conducted in our college have helped the teachers of various disciplines to clarify their doubts on grading pattern.

### **Observations, Suggestions and Recommendations of Previous Naac Peer Team**

The college follows the curriculum prescribed by the university of Jammu. There are four compulsory papers; 2 teaching methods and an optional paper. In the teaching methods group there are 7 options namely, 4 languages- English, Urdu, Hindi and Punjabi; Social Science, General Science and Mathematics. In the third group of optional papers, the choice is among the 12

papers.

The total marks allotted to the theory papers are 700. For each theory paper internal and external marks are in the ratio of 20:80. For practical teaching there are three hundred marks of which 50% are allotted to internal assessment; students are assessed internally on various components like micro teaching, simulated teaching, preparation of teaching aids and lesson observations etc.

The role of the faculty members in the curriculum designing is limited to the meetings with the university officials and giving their suggestions. The teachers do plan their teaching in advance and the college also prepares its calendar in the beginning of the academic session. During the last academic session the college had 192 teaching days.

After previous accreditation the college has tried to sustain the initiatives through organization of seminars and workshops on curriculum development, need assessment of students, use of IACT, collecting feedback from different stakeholders, inclusion of the multi skill development, inclusive education, etc. The faculty has actively participated in the curricular revisions initiated by University of Jammu, Jammu from time to time. Our college has also prepared syllabus for master in teacher education programme of university of Jammu, Jammu in 2014 .

## **Criterion – II Teaching Learning & Evaluation**

- Admission Process and Student Profile
- Catering to Diverse Needs
- Teaching Learning Process
- Teacher Quality
- Evaluation Process and Reforms
- Best Practices
- Quality sustenance and enhancement measures

## CRITERION II: TEACHING LEARNING AND EVALUATION

### Admission Process and Student Profile

Admission to the B.Ed course is announced every year by the Government of J&K. BOPEE is the nodal agency appointed by the Government for the preparation of the rank list and allotment of the students for the B.Ed admission all over J&K. Applications are invited through advertisements in leading newspapers by the BOPEE to conduct entrance test. The Rank list of qualified candidates is published and if there are any grievances, it is dealt with. Then the students are allotted to the college of their preference. Admission is carried out as per government regulations. In our institution 62.5% of the seats are filled from the list prepared by the BOPEE on the basis of merit and reservation policy. 37.5% seats are filled from the list prepared by Directorate School Education Jammu among the inservice non B.Ed teacher.

Admission to the course is subjected to the rules and regulations of the Government/University. A proforma is given to the students at the time of admission. The guardian and the students have to sign an anti-ragging statement at the time of admission. The college strictly follows the rules and regulations prescribed by Government in this regard.

M.Ed admission is advertised by the University of Jammu. Applications are called for, an entrance test is conducted, rank list is prepared and 16 students are allotted to the college. The minimum mark for the M.Ed admission is 50% in open category. The 2 payment seats are also filled from the rank list prepared by the university. Admission process is systematically administered based on the predetermined criteria laid down by the government of J&K and Jammu University.

We have students from all over J&K for B.Ed, M.Ed, and the reservation policy is strictly followed by the institution in admitting students from different categories. Transparency is maintained in the entire admission process. When the admission process is over, the list of the students are sent to the concerned authorities. The profile of the students during the year 2013-14 is as follows:-

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
B.Ed	181	215	396	21	53	74	160	162	322
M.Ed	3	13	16	0	2	2	3	11	16

### NUMBER OF STUDENTS

Programme	Hindu	Christian	Sikh	Muslim
B.Ed	313	1	16	66
M.Ed	12	0	2	2

**Student Profile (2013 -14 academic year) with respect to locality**

Programme	Locality	
	Urban	Rural
B.Ed	33%	67%
M.Ed	12.5 %	87.5%

Out of the 22 districts in State we have students from more than 10 districts. Every year the college admits physically challenged students. Special attention is provided to them. In the current academic year, four physical challenged students are undergoing training in B.Ed programme.

The newly admitted student's aptitude for teaching is tested and an orientation is given to the students regarding their programme, courses and co-scholastic activities and about the institution.

Students are intimated at the time of admission and during the orientation programmes of the first week, about the effective functioning of the Ethics Committee in the college with the Principal as its Chairman. It functions in the college to look into the misuse of technology and to ensure the code of conduct of student teachers.

The college has a SC/ST monitoring cell to safe guard the privileges of the scheduled caste and the scheduled tribe. An institutional level anti-ragging committee for curbing ragging has also been established in the college.

**Catering to the Diverse Needs**

An orientation programme is organized for all the students every year at the commencement of each programme. The curriculum, syllabus, rules and regulations, infrastructure, library, IACT facilities, evaluation schemes, clubs, associations, co-curricular activities etc. are explained to the students as part of the orientation programme. An interaction programme with the former students under the auspices of the Alumni Associations is arranged to acquaint the students with the situation, course and the profession.

A printed copy of the syllabus is given to each student in the first week of the course itself. The structure of the courses offered, criteria for internal and external evaluation, details of practical work, etc are given in detail in the printed syllabus. The details regarding the vision, mission, goals, objectives, the course, profile of the institution, faculty, rules and regulations, working days, co-curricular activities, SUPW activities, tests and evaluation, educational tour, facilities, clubs and associations, extension programmes etc is provided to the students.

The M.Ed programme offers elective courses and the students can select according to their preference. In the B.Ed programme, five electives are offered and the students are free to opt one among them according to their interest. Socially useful productive work (SUPW) offers various activities to develop social awareness, responsibility, dignity of labour, social as well as life skills among the students. Students are free to select among the SUPW activities offered by the institution. Some of the activities are:-

**Hospital Visit**

The student's teachers visit the local hospitals and talk to the patients and



offer words of consolation.

### **Free tuition for poor students**

The students teachers guide the students of the near by school in their studies.

### **Survey**

Student teachers conduct social surveys to study various social issues.

### **Literary classes**

Student's teachers under the guidance of their teacher educators conduct literary classes for the illiterate and semi-literate.

### **Awareness Programmes**

Programmes are conducted to create awareness on issues like AIDS, Blood donation, Life style diseases, Women Empowerment, social evils, Human Rights, etc among the students.

### **Presentation of Teaching Aids**

Student teachers prepare charts, models, etc that can facilitate the teaching process. These aids are distributed to the local schools and teachers.

### **Campus cleaning and Beautification**

The student teachers help in the beautification of the college campus and are also trained in gardening and nurturing herbs,

A Teacher Aptitude Test, Test in English, etc are administered immediately after the admission and classes are offered to the students . As a practice, the college provides tutorials /remedial class for the needy students. Courses in computer education and internet usage are also provided for all students. Gifted students are given additional activities such as: conducting seminars, quiz programmes, social surveys, and literacy classes. **Remedial teaching and tutorials for the needy students is another special feature of this institution.**

The college offers special education as an elective paper for B.Ed and M.Ed programme. Visits to special schools, hospital, institutions for the mentally challenged etc are arranged as part of the curriculum. Economically backward students identified by the teacher educator are helped and supported by providing scholarships and financial assistance. The deserving students are helped to attain different types of scholarship and fee concession like; minority scholarship, SC/ST scholarship and the financial aid given by the college and the other Govt. agencies

The teaching learning process caters to the individual differences among the students. The institution provides academic assistance through tutorial programme and remedial teaching. Educationally disadvantaged students get personal attention tutorial and remedial teaching for disadvantaged group is a regular practice here. Gifted students are identified right at the onset of the course and are provided suitable additional work, projects, responsibilities etc to cater to their needs.

A **Best Student award** is constituted by the college for the best outgoing student of each year. Slow learners get more attention like repeated teaching, personal corrections, additional coaching remedial programs, etc We have a tutorial system where each teacher guides students. We come to know about the problems faced by our schools through informal, open chats and discussions with them.

### **Teaching Learning Process**

Before the commencement of each academic year, the faculty sits together and discusses the programmes and plans for the academic year. Various sub committees are formed to execute these plans. The time table and work allotment for the year are prepared on the basis of these discussions. For the effective implementation of the academic plans, changes are incorporated whenever necessary. Dates of the various programmes to be held in the college during the academic year are fixed after discussions among the faculty members. A separate committee is formed for the preparation of the college calendar.

The details of the scholastic and co-scholastic activities are presented in the college calendar. Feedback from the faculty, students, alumni, PTA and academic experts in different areas help to conduct these programmes. The financial resources are allocated through the governing body, planning committee, IQAC (Internal Quality Assurance Cell) etc

The first week of the course is devoted for orienting students towards the institution and the programme. The objectives and the schedule of the programme; the vision, mission and goals of the institution; the importance of teaching profession; the responsibility of the teacher towards the students, society and nation; the status of teacher, etc are imparted through the orientation programme. Invited lectures by experts, extension lecturers and endowment lectures are conducted in the college.

### **Active Learning**

The institution makes effective use of IACT for curricular planning. Information regarding the latest trends in the curriculum of teacher education is gathered through the internet and the necessary updates are made. We use educational technology for all the scholastic and co-scholastic programmes. Teachers use various instructional materials and power point presentation for taking classes. LCD projectors, OHP, and Interactive Whiteboard are also used by our teachers in the teaching learning. Some special programmes are listed below:

- Prepared power point of biographies and contributions of great educationists and scientists.
- Inter class quiz (experience to conduct a quiz)
- Article preparation for college magazine.
- Collection of resource materials from magazines and news papers.
- Report preparation
- Home assignments

### **Awareness Programmes**

Awareness on important days, and issues related to health, life style diseases, importance of exercise; conservation of water, electricity and energy; common misconceptions related to health.

Use of vermicomposting/bio-fertilizers.

- Love for trees.
- Maintenance of Aquarium
- Seminar Presentation by Students
- Waste disposal and management

- Environmental Pollution
- Climate changes
- Global warming
- Ozone depletion
- Green house effect
- Acid rain

Students and teachers use the library effectively. Internet is widely used by the teachers and students. Field visits (subject-wise) are conducted to link theory and practice in education. Different methods and techniques of teaching are used by all the teachers to enhance the students interest.

In addition to this, weightage is given to assignments, seminars, practicum to ensure the active participation of students in various teaching-learning activities. Seminars conducted by students and active participation in the national seminars at the college also give new avenues for active learning.

### **Students centered learning**

Student centered learning is the pivotal point of the teaching learning activities of the institution. To make learning more active and student centered, students are divided into small groups. Various techniques are adopted for ensuring participatory and students centered learning. We use small group techniques such as brain storming and learner centered methods, such as discussion, project method, problem solving method, individual assignment for this purpose

#### **Some special programmes are listed below**

- Student Centered Learning Practices
- Individual Interaction and guidelines
- Lecture cum discussion method
- Seminars, projects, PPT presentations by students
- Poster competitions
- Exhibitions
- Brain storming
- Seminar presentation
- Assignments
- Problem solving
- Discussion
- Group work
- Action research
- Supervised study
- Co-operative learning
- Collaborative learning
- Field trips

We make use of a variety of teaching methods, strategies and techniques like models of teaching, micro-teaching, programmed instruction etc. We provide computer classes both theory and practicals to all our students whether B.Ed or M.Ed enrolled. We use the micro-teaching technique for developing the various teaching skills of our teacher trainees. The college provides training in the preparation of IACT based learning.

Our teacher training programme includes criticism sessions based on the

lessons taken by each student by the peers under the supervision of teacher educators. Training for preparation of teaching aids is provided by conducting workshops on preparation of teaching aids. Experts in the field are invited to conduct demonstration classes during pre-practice teaching training. Library and computer skills periods are allotted in the time-table for students to avail of the library resources and develop their library and computers skills. Students evaluate teachers using the prescribed proforma.

### **Innovative Instructional Approaches**

Innovative methods such as co-operative learning, brain storming, , dialogue method, computer linked learning strategies, etc. are practised in the institution. The student teachers prepare their lesson plans. Even in practice teaching sessions group activities, projects, discussion are given importance. The other innovative practices are;

- Lessons prepared by students.
- Publication of students in magazine
- The M.Ed programme includes training in 'Book Reviews'. Every student is trained for reviewing a book. A project of book review is undertaken and guided by the M.Ed faculty. The reports on Book Review are compiled.
- Teacher Attitude and Personality tests are administered on the students. Students are motivated and guided according to their performances.
- The research proposals and tools are presented at a seminar of all the staff members and objective feedback and suggestions are encouraged at these seminars
- Computer training classes are conducted for the M.Ed students to get used in PPT, statistical analysis and report typing.
- Apart from class room teaching there is field visit for students (subject-wise) which provides firsthand experience to students; Exhibitions, poster competitions, observance and celebration of important days, documentation, peer teaching, projects, study tours, talks by eminent persons, seminars, debates, etc. are other means of transacting the curriculum.
- Internet facility is utilized by the entire faculty in their day- to-day teaching. The college library has a separate collection of books, journals and CDs on different disciplines. The library works on all working days from 9am to 4pm except public holidays and Sundays round the year.

In the optional subject classes, all students have to prepare and conduct seminars on different topics in the syllabus and present it in the class using PowerPoint, OHP, preparation of teaching aids, etc.

Preparation of innovative products under SUPW through workshops is arranged every year by the institution.

Teacher trainees take classes based on the value analysis model during the moral science periods at the time of internship.

The student teachers are assigned group projects for investigation on different topics in their concerned area of study. This sort of work cultivates the attitude of tolerance, co-operation and brotherhood among the student teachers. The student teachers participate actively in the Teaching sessions.

The student teachers are divided into mixed ability groups and are given

orientation for peer teaching. Seminars and symposia are conducted by student teachers in their respective subjects and in other core subjects and various activities like,

- Group project
- Individual project
- Field trips
- Individual use of computer
- Free internet access
- Individualised practicum

### **Micro- teaching**

Micro -teaching sessions contribute to the multi skill development in teaching of the student teachers. The students are given training in the different skills involved in teaching like.

- Skills of questioning
- Skill of stimulus variation
- Skill of reinforcement
- Skill of illustrating with examples
- Skill of Explanation.

Each student teacher has to take three skills out of five skills in each microteaching lessons in a simulated set up. The evaluation proformas are prepared during the academic discussions of the faculty in various seminars on micro- teaching. Every year the faculty sits together and discusses the effective conduct of the micro- teaching practices in the institution and the feedback is given accordingly. Based on this, suggestions are given for the effective use of the teaching skill in the practice lessons and macro teaching sessions. This practice helps the trainees to implement the teaching skills in their respective classes.

### **Practice Teaching in schools**

Practice teaching in schools is a systematically planned and well arranged programme. The practice teaching plan is developed in cooperation with the school authorities and mentor teachers. The feedback given by the guide teachers, heads of the school, and teacher educators during the previous years is analysed and changes are incorporated in planning.

The Principal personally visits the practice teaching schools and makes arrangement for the programme. The practice teaching programme is planned in accordance with the college and university calendar, and the calendar and time table of the practicing schools.

After getting the permission from the Heads of the practicing schools, the student teachers are given orientation and sent to the respective schools for collecting the teaching units and time table.

In addition to this, the seminar presentations by the student in each course give a clear perspective on different aspects of the teaching learning process. Discussions held after each seminar presentation and the feedback and evaluation given by the faculty also enrich the training of the teacher trainees. The training in teaching consists of following phases:

- Micro-teaching

- Discussion lessons
- Demonstrations classes by experts
- Criticism classes
- Practice teaching at schools

Practice teaching is conducted at 32-Govt. Middle and High Schools. The heads of the schools and teachers provide immense help for the successful completion of the practice teaching session. About 18 teacher trainees are allotted to each practice teaching school on the basis of the availability of facilities, number of students in the school, divisions or batches of classes, convenience of the trainees and the transport facilities.

<b>S.No</b>	<b>List of school for Macro Practice of Teaching</b>
1	Govt. Girl High School, City Chowk, Jammu
2	Govt. Middle School Gandhi Nagar, Jammu
3	Govt. Girls High School Gandhi Nagar, Jammu
4	Govt. Girls High School Bakshi Nagar, Jammu
5	Govt. High School Dogra Hall, Jammu
6	Govt. High School Kachi Chowni, Jammu
7	Govt. Middle School Railway Colony, Jammu
8	Govt. Middle School Pul Tawi, Jammu
9	Govt. High School Satwari, Jammu
10	Govt. High School Rajpura, Jammu
11	Govt. High School Bhagwati Nagar, Jammu
12	Govt. High School Ploura Top, Jammu
13	Govt. Middle School Pata Bohri, Jammu
14	Govt. Middle School New Plot, Jammu
15	Govt. High School Topsher Khania
16	Govt. Higher Secondary School Bazar Kasaba ,Jammu
17	Govt. Middle SchoolDodi Gujjar Colony, bye-pass road, Jammu
18	Govt. Model School Satwari ,Jammu
19	Govt. Girls High School Janipur
20	Govt. Girls Middle School Channi Himmat
21	Govt. Middle School Kachi Chowni
22	Govt. Middle School Paloura Upper
23	Govt. Middle School Old Janipur
24	Govt. Middle School New Plot(II) Janipur Jammu
25	Govt. Middle School Durga (Chack Chagam)
26	Govt. Middle School Patoli Mangotra
27	Govt. High School Qasim Nagar
28.	Govt. High School Narwal
29	Govt. High School Digiana
30	Govt. Middle School Rehari
31	Govt. Middle School Sarwal.
32	Govt. Girls High School , Deeli.jammu

The student teachers have to prepare detailed lesson plans and submit them to the teacher educator for corrections. Teacher educators give the necessary corrections. Teaching aids which are to be used in the schools are also scrutinised by the teacher educators. The concerned subject teachers in

the schools also check the lesson plans and the teaching aids prepared by the teacher trainees before they go to the class.

In the practice teaching schools, each student teacher, besides taking a minimum of 30 lessons in the concerned subject has to take three classes in Physical Education, one in Health Education, three in Value Education/Moral Education. During the practice teaching session the teacher educator provides feedback to the trainee immediately after the observation of each class.

The principal also gives necessary feedback to each student after observing their classes. In addition to this, the supervising teachers at school provide the necessary guidance and feedback to the teacher trainees. The M.Ed. scholars too make their observations on the classes of the teacher trainees during their internship programme. The teacher trainees have to submit a report regarding the details of infrastructure of the school (No. of classes, students, staff, type of school, medium etc.) and performance of the students assigned to them.

A student-teacher's diary at the time of internship is given to all the B.Ed. trainees. This is a special feature of our institution. The objectives of internship, profile, evaluation proforma, brief report of the school, self-reflection and evaluation, comments by the school teacher, comments by the teacher educator, comments from the head of the school and college, time table, etc. are the particulars of the diary. The students submit this diary to the principal immediately after the completion of the practice teaching.

As part of the internship programme the teacher trainees participate in all the activities of the schools like morning assembly, co-curricular activities of the school, sports, games and involve themselves in the organization of different activities, class charges for supervised study, value education classes, moral education classes, conducting diagnostic tests, remedial teaching, child study, action research and provide personal guidance and counseling. They are intended to learn the pattern of organization of the practice teaching school, Time table, coordination etc.

The teacher trainees involve themselves in the organization of arts and sports programmes, organisation of the school library, various clubs, PTA meetings, besides their subject teaching lessons. The student teachers who are trained in the use of various modern technological equipment avail of whatever technological equipment are available at the practice teaching schools.

### **Teacher Quality**

Out of the 26 staff members (B. Ed and M.Ed.) 12 members hold the highest qualification, the Ph.D. degree. All other teachers are pursuing research leading to Ph.D. in various universities. 4 teachers are M.Phil. degree holders and 5 members of the faculty are research guides in different leading universities. Three of the faculty members have additional master's degrees in different subjects. The members of the teaching staff participate in international, national and state level seminars, conferences, workshops, and curricular revisions. The teachers also apply for projects regularly and conduct research in various areas.

The faculty of the college is earnest in updating their knowledge by doing different additional courses, attending seminars, conferences participating in orientation and refresher courses, publishing research papers, articles and

books. All these knowledge updating features are reflected in the classrooms and the students are helped for the promotion of their knowledge and skills.

**The name, designation, and qualifications of the teachers are listed below.**

S. No.	Name	Designation	Subject	Qualifications
1	Dr. Raj Singh Narainia	Assoc. Professor	Education	M.A. M.Phil. B.Ed, Ph.D
2	Mr. C.L. Shivgotra	Assoc. Professor	Education	M.A, B.Ed, PGDHE
3	Mrs. Baljinder Kour	Assoc. Professor	Education	M.A B.Ed
4	Dr. Rupinder Kour	Assoc. Professor	Education	M.A, Ph.D
5	Dr. Neelam Dhar	Assoc. Professor	Education	M.A B.Ed, Ph.D
6	Dr. Mohd. Zubair Kales	Assoc. Professor	Education	M.A B.Ed, M.Phil, Ph.D, NET
7	Mr. B.L. Thkur	Assoc. Professor	Education	M.A, B.Ed
8	Dr. Rajdner Kour	Assistant Professor	Education	M.Sc (Zoology) M.Ed, Ph.D
9	Mrs. Ashu Jolly	Assistant Professor	Education	M.Ed., M.Phil
10	Ms. Rubina Yaseemn	Assistant Professor	Education	M.A, B.Ed, NET
11	Mrs Maansi Sharma	Assistant Professor	Education	M.A, M.Phil (Eco) M.Ed, SET
12	Mrs. Sunita Devi	Assistant. Professor	Education	M.Ed, NET
13	Mrs. Anju Bala	Assoc. Professor	Mathmatics	M.Sc, M.Ed
14	Mrs. Sindhu Kapoor	Assoc. Professor	History	M.A, B.Ed, NET, PGDJMC
15	Mrs. Sunita Gupta	Assoc. Professor	Hindi	M.A., M.Phil
16	Mr. Satish Kumar	Assoc. Professor	Hindi	M.A
17	Mrs. Shashi Prabha	Assoc. Professor	English	M.A, M.Phil, B.Ed
18	Dr. Aksa Rao	Assistant Professor	English	M.A, B.Ed, Ph.Dd PGDTE (CIEFL) Hyd
19	Dr. Anil Kumar Verma	Assoc. Professor	Zoology	M.Sc, M.Phil. Ph.D
20	Dr. Jyoti Parihar	Assistant Professor	Botany	M.Sc, Ph.D, M.Ed
21	Mrs. Radhika Mahajan	Assistant Professor	Chemistry	M.Sc, B.Ed
22	Dr. Tahira Shah	Assistant Professor	Urdu	M.A, M.Phi,



				Ph.d, NET
23	Mrs. Harmanmeet Kour	Assistant Professor	Env. Sc	M.Sc, M.Phil, NET
24	Dr. Piyali Arora	Assistant Professor	Psychology	M.Sc, M. Phil, Ph.D
25	Mr. Deep Bangotra	Assistant Professor	IACT	M.C.A SLET
26	Mr. Mahesh Kumar Sharma	Physical Director	Phy. Edu.	M.PEd
27	Mrs. Anuradha Sharma	Librarian	Library	M. Lib

### Quality Enhancement of the Faculty

The entire faculty is very eager to upgrade and update their knowledge. A number of teachers attended seminars, presented papers and acted as resource persons in various national and International seminars and workshops. The faculty of the college contributes papers and act as editorial board members. The teachers have published a number of research papers in reputed journals, undertake projects attended international and national seminars and presented papers and received awards;

#### Prof.C.L.Shivgotra

- Recipient of **Best Teachers Award** for the year (2010) conferred by Karan Vidya Education Trust (Regd) J&K

#### Dr.Zubair Kales

- The prestigious '**Master Karam Chand Best Teacher** Award 2006-07' by Karam Vidya Education Trust (Modern Academy) Talab Kahtikan-Jammu for outstanding performance
- **Merit Certificate** for Presentation Paper on Teacher's Day organized by Govt. Degree College Poonch on 05-09-2003.

#### Dr. A.K. Verma

- Recipient of the **Fellow of Linnean Society of London, (U.K.)** Award for contributing knowledge in cultivation of science.
- **Resource Person** DAPTF (Declining Amphibian Population, Task Force) South-West Asia.

#### Dr. Jyoti Parihar

- **Best Presentation Award (1<sup>st</sup>)** in Oral Presentation during 3<sup>rd</sup> J&K State Science Congress, held at University of Jammu during 25<sup>th</sup> – 26<sup>th</sup> February 2010
- **Best Teacher Award for the year (2008)** conferred by Karan Vidya Education Trust (Regd) J&K

**Dr. Sindhu Kapoor**

- **Awarded FIP** by Govt. Vide Order No 212/HE of 2008 dt. 10-2008 for pursuing Ph.D and awarded Ph.D by University of Jammu, Jammu Vide notification No Eval/Prof.1/114/9312-9462 dated 18-09-2014

**Examination, Evaluation Process and Reforms**

**STATUTES GOVERNING B.ED EXAMINATION**

1. The course for the Degree of Bachelor of Education shall extend over a period of one academic year.
2. Admission to the course shall start on 1<sup>st</sup> September, every year and shall be completed by October 30<sup>th</sup>.
3. Variations are observed according to U.G.C norms.
  - (i) The annual examination for the degree of Bachelor of Education shall be held every year in August or as may be fixed by the Vice-Chancellor/Controller Exams.
  - (ii) The exact date of the Final Practice of Teaching Examination shall be notified by the Controller of Examinations in consultation with the Principal of the college.
4. The Examination shall be open to:-

Any person who-

- (i) Has been on the rolls of an affiliated/constituent college for academic year.
- (ii) Has his name submitted to the Controller of Examinations by the Principal of the college.
- (iii) Produces the following certificates signed by the Principal of the college.
  - a) of good conduct & character
  - b) of having completed 75% of attendance in each subjects.

Provide that any candidates who participated in inter-University sports tournament or N.S.S. may for purpose of condoning deficiency in attendance incurred by him for such participation be treated as present during (duty) his/her absence on this account for a period not exceeding 15 working days in an academic year:

Provided further that the Principal of the college shall have authority to condone shortage upto 5 lectures in one or more subjects in exceptional cases only. Students falling short of the required number of attendance beyond 5 lectures and those whose deficiency is not condoned by the Principal under the authority vested in him/her by this statute, shall not be permitted to appear in the annual examination, but shall be permitted to appear in the biannual/supplementary examination.

Provided that they remain on the rolls of the constituent college as regular students and attend 75% of the lectures delivered from the date of start next class the date on which they have joined, whichever is earlier, upto the commencement of the biannual/supplementary examination.

Provided further that the number of lectures they attend is not less than the number by which they fell short in the paper/papers

Provided also that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the biannual/supplementary examination

The college does not conduct any examination of its own. All the examinations are conducted by the University of Jammu; The University of Jammu has laid down rules for conducting the University Examinations and for Internal Assessment Examination as.

1. 5 marks are reserved for attendance.
2. There will be two internal assessment test and one written assignment carrying 5 marks each in each class subject. If a student misses any of the component due to any reason, he/she will be allowed to avail a chance after depositing amount of Rs. 50/- per subject with the prior permission of the Principal.

A multi-level and systematic evaluation process is practised in the institution. The credit and semester system was introduced at M.Ed. level (2011). In the new curriculum the weightage to internal and external evaluation is 20% and 80% respectively. The teacher educators systematically evaluate the assignments on the bases of punctuality, review, content, conclusion, and references. Attendance is considered for internal assessment in the following manner; above 90% - 5 marks between 85% and 90% - 4 marks, between 80% and 85% - 3 marks, between 75% and 80% 2 marks . A minimum of 75% average attendance for all the courses is needed to appear for the examination.

All the components (attendance, assignments and test papers) are systematically included session and work record and marks are given on the basis of that. After the completion of the course and all the teacher educators have to submit the diary and work record to the Principal and get it signed.

All the evaluation schemes and techniques such as assignments, class tests, revision, practicals and examinations are conducted. The institution follows a consistent, continuous and comprehensive evaluation procedure to evaluate the achievements of the student teachers and their performance in different areas of study.

We assess the teaching competence of the students by observing their performance during the practice teaching session. Evaluation is also done during the simulated teaching sessions. The breakup of credits in Theory and Practical courses is given below

The Examination consists of two parts as under:-

Part – I Theory Papers	: 700 Marks
Part – II Practice of Teaching	: 300 Marks

#### **Part – I Theory Papers**

Paper	Title of Theory papers
Paper – I	Education in Emerging Indian Society
Paper – II	Psychology of Teaching Learning Process
Paper – III	School Management and Pedagogic of Education
Paper – IV	Development of Education Systems in India
Paper – V	Any one of the following specification
A)	Essential of Educational Technology
B)	Information & Communication Technology
C)	Guidance and Counselling
D)	Educational Measurement and Evaluation
E)	Comparative Education
F)	Educational Administration

F)	Environmental Education
G)	Special Education
Paper – VI & VII	any two subjects from the following groups:
Group – I	Teaching of English/Hindi/Punjabi/Urdu
Group – II	Teaching of Social Studies
Group – III	Teaching of General Science
Group – IV	Teaching of Mathematics
Group – V	Teaching of Indian Music
Group – VI	Teaching of Health and Physical Education

The theory papers carry 700 marks and practice of teaching 300 marks. There are four Compulsory papers of 100 marks each, one optional paper of 100 marks and two teaching subjects of 100 marks each. Each paper is of three hours duration. The theory paper for all the seven papers carries of eighty marks each and twenty marks are reserved for internal assessment. The split of twenty marks is as under:

i) Two class tests and one written assignment of 5 marks each	15 marks
ii) Attendance	5 marks
	Total 20 marks

## Part-II Practice of Teaching

The practice of teaching is done through Micro and Macro lessons to be delivered by the pupil teachers. The practice of teaching shall be of 300 Marks, out of which 150 marks shall be awarded by the internal examiner of the teaching subjects offered and 150 by the two external examiners for two final lessons

### Division of Marks:

1)	15 Micro-Lessons	30 Marks
2)	20 Supervised (Macro-Lessons)	50 Marks
3)	Preparation of Teaching Aids	10 marks
4)	Two Criticism Lessons – One in each teaching subject opted by the candidate	10 Marks
5)	Observation of 20 Lessons	10 Marks
6)	Internship	30 Marks
7)	Co-curricular Activities	10 Marks
8)	Final Teaching Practice	150 Marks
	Total	300 Marks

The Micro-lessons are teaching preparatory and are to be prepared and delivered for three different teaching skills prior to the commencement of macro lessons. Any three skills out of 5 given below can be chosen for developing competence in skills in teaching. The skills are such:-

- (a) Questioning      (b) Reinforcement      (c) Explanation  
 (d) Illustration with examples and visuals      (e) Stimulus Variation

The pupil teachers have to attain mastery by using micro cycle on any three skills out of the above mentioned skills by preparing 15 Micro-Lessons in any two selected teaching school subjects. Each pupil teacher will be required to produce a practical notebook containing fifteen Micro-Lessons, Twenty Supervised Lessons and Twenty observation lessons, in addition to, two criticism lessons.

The practice of teaching organised by the college centre around the following activities of the students:

**Micro-Lessons: 30 Marks**

Concerned teacher of each teaching subject gives the teacher trainees the understanding of preparing micro-lesson plans through the demonstration of model lesson, thereafter, the teacher trainees given the opportunity of mastering any three skills by delivering 5 lessons in each skill. The micro-lessons delivered in simulated conditions and the concerned teacher in the presence of students are evaluated to ensure fairness.

**Preparation of Teaching Aids: 10 Marks**

The teacher trainees are given the practice of preparing different teaching aids related to the school - teaching subjects offered by them. These aids are prepared for all twenty lessons to be delivered. Thereafter, a workshop is held and charts, models and other teaching aids prepared by the students are would be displayed for award of marks by Committee of three teachers of the college i.e. Principal and two teachers. Each teaching aid prepared by the trainee bear their Roll No. Marks are allotted by the Committee, out of 10 marks in the presence of all students/members of the teaching staff for ensuring objectivity in their marking.

**Macro-Lessons: 50 Marks**

Twenty Macro- Lessons are delivered by each teacher trainee in actual classroom situations under the supervision of a teacher educator allotted for the purpose. The teachers supervise twenty lessons, provide their feedback, look to the appropriate usefulness of the teaching aid used, raise the level of understanding of the trainees and help them to improve their confidence and presentation. 50 marks are prescribed for delivering twenty lessons. A Committee comprising of the Principal and at least two teachers nominated by the Principal allot the marks.

**Criticism Lessons: 10 Marks**

Two criticism lessons are observed by the students in the respective group/ teachers of the college and marks allotted by the same committee, constituted by the Principal for macro-lessons.

**Observation Lessons: 10 Marks**

Teacher trainees and the Committee constituted for the purpose by the Principal does observation of 20 lessons and evaluate the performance

**Internship: 30 Marks**

Apart from teaching practice experience in school, the trainee-teacher also function as a regular teacher in a school (i.e. taking part in morning assembly, preparing time table, organizing certain activities in a school, checking the home task given to the students, maintaining attendance register, participating in staff meeting, preparing written work e.g. notices, examination papers, letters to parents, maintaining school records, knowledge to prepare school leaving certificate).

Every student observes three lessons delivered by any teacher on the staff as per the school timetable and prepares a report on the same. A record of all these will be kept by the student teachers as every day experience interaction. The notebook also contains photograph of interaction performance

of pupil teachers about their involvement in school activities. The entire exercise is done under the supervision of the Principal/Headmaster of the school. The marks are awarded by the Principal Headmaster of the school in consultation with teacher educator in-charge college teacher of the group. (The duration of the internship is completed during actual teaching practice).

In the M.Ed programme, the academic growth of the student is evaluated through continuous internal assessment and end semester examination. 20% weightage is given for continuous internal assessment and 80% weightage for the end semester examination. In case of theory courses the continuous internal assessment is done by the faculty. For dissertation average of first and second external evaluation is to be taken. All the students should appear before the duly constituted board of examination for viva-voce.

### **Best Practices**

**A) Improved Teaching Methods** using Educational Technologies (Smart class), Projects and students Seminars, providing computer skills, encouraging co-curricular activities and community orientation are some of the steps undertaken by the institution in this regard.

#### **a) Admission Process and Student Profile**

- Centralised admission process through a component authority (BOPEE) and Transparency in admission.
- Orientation programme for fresh student after their admission in the college.

#### **a) Catering to Diverse Needs**

- Provision of Tutorial and Remedial classes for the students.
- Mentoring of the students (18-20 students are guided by each teacher) apart from regular teaching.
- Continuous curriculum updating and revision.
- Introduction of Add on courses viz personality development and communication skills in language. (Sanction from the Govt. accorded)
- Willingness to be a part of cluster of neighbouring colleges.

#### **c) Teaching Learning Process**

- Effective use of educational technology through use of smart classes (interactive Board) and computers.
- Preparation of Lesson Plans by the pupils.
- Maintenance of Teacher's Diary.
- Innovative teaching through Micro-level teaching and Simulated teaching
- Learner centred Teaching Methods.
- Establishment of Psychology Lab and Language lab.
- Effective use of Library resources.
- Remedial teaching for weak and slow learners and enrichment programmes for the advanced learner i.e. individualized teaching programme.
- Voluntary quality circle by the PG students enrolled for B.Ed programme.

- Diverse teaching methods through field visits, focused Group discussions, Brain Storming Session, Home Assignments, Educational trips, Survey Reports & Seminars/Symposia at departmental level and institutional level to help students develop the ability to learn on their own.
- Exposure of the students (learners) to the Guest Speaker/invited lecturer, celebrities etc.
- Project work as a part of Assignments especially in computer applications.
- Interactive and Participatory learning through smart class (Educational Technology)
- IACT Integration in teaching, through use of internet facility, computers, creation of mail address, submission of assignment/reports through computers, creation of power point presentation by the students, sharing of views, information and other tips among the students for enhancing the knowledge, it also creates a thread of love and belongingness among the students of the institution.

#### **d) Teacher Quality**

- Engagement of teachers in Research Programmes like M.Phil and Ph.D through FDP (Faculty Development Programme)
- Participatory approach of the teachers in attending Refresher Course, Orientation Programmes and Workshops.
- Teacher's participation in Seminars/Conferences & Symposia for updating and honing their teaching and research skills.

#### **e) Evaluation Process and Reforms**

- Evaluation of teachers by the students through a Performa, designed for this purpose
- Evaluation of course content & quality by the students.
- Evaluation of Performance of Teachers by the Principal through Format I & II of NACC.
- Self evaluation of teacher/faculty at the end of session by filling a Self Assessment Form.
- Quality Sustenance through conduction of tests and examination systematically in transparent manner through engaging of the whole staff (Teaching & Non-Teaching) so that the sanctity of the examination is maintained. There is a Control room for conduction of the tests manned by the senior most faculty members who are always on their toes for the smooth and efficient conduction of the tests and examination.
- The convener of the examination wing of the college along with the rest of the team members are custodian of the question papers (submitted by the respective subject teachers) and the answer sheet till the examination is over. There is surprise visit to the centres by the Principal and the members of the examination wing to observe the process.
- Prompt Evaluation of the tests, assignments and other college examinations by the respective subject's teachers is another quality sustenance measure.

- There is also a Grievance Redressal Cell where students are free to submit their grievances related to the question papers and the evaluation which are methodically analyzed and addressed. This is very scientific way to get a constructive feed back of teaching and learning of a subject. Thus makes faculty members more responsible for monitoring the accuracy. Validity and integrity of a course/assignment and its evaluation. This also makes the evaluation system relevant to the present time, realistic in terms of the course and reliable without any slip in the system.
- Evaluation provides data for assessing the student's performance. The guidelines for assessment (i.e. Time allotted, Max. Marks/Weight age, Choice pattern, No. of questions to be answers etc) are brought to the notice of the students to make them aware of the way in which they are going to be assessed. It makes the evaluation more objective and indicates the level of learning as well as the areas where leaning has to be improved.
- College uses IACT for preparation, storing reprography, processing of information and for reporting on activities of assessment and evaluations with enhanced efficiency in performing such activities. Internal Assessment Records of the B.Ed and M.Ed students together with other characteristics as desired by the University of Jammu, Jammu are also submitted online through use of IACT.

### **Observations, Suggestions and Recommendations in the Previous Peer Team Report**

The college holds a Talent Search program in the beginning of the session for *assessing the student's knowledge and skills*. *The college does not have any* remedial courses for the educationally disadvantaged students. The talented students are given opportunity to make seminar presentations, participate in inter college debate and state level seminars etc This caters to individual differences of the students.

The teachers are encouraged to make teaching plans during orientation lectures and demonstration lesson. The teaching calendar is prepared by the teachers. The Teachers supplement the lecture method through demonstration, simulation and observation method etc.

The college has the facilities for preparing visuals and other teaching aids which gives an opportunity to the learners to develop skills. The OHP is used for certain activities and teaching aids are developed through workshops. Teachers quite often make use OHP and take assistance from computer. Though the school syllabi of Science does not have such scope for experiment, but the college has provision for lab where they get all assistance from their teachers.

There are 6 teaching days in a week and the workload of a teacher is 3 to 4 periods per day. The total number of teaching days in an academic year is 192.

The evaluation methods are communicated to students through orientation lectures. Since there is 20% weightage for internal assessment, students do take 2 tests and an assignment. 5 marks are also allotted for attendance thus *ensuring students' attendance in classes and co-curricular activities*. For



assessing the skill development part internally, variety of activities relating to teaching practices and work experience are prescribed. The teachers to teach different subjects are recruited through recruitment board and Public Service Commission. All the new teaching posts are created by the Government. The college does not have the authority to appoint ad-hoc or temporary teachers as per the need. In case of any urgent need for ad-hoc appointment, the college has to seek Govt. approval.

The performance of the faculty is evaluated through self-appraisal method. These are opportunities where students provide assessment of their teachers. The college does collect the student evaluation on campus experience. The feedback thus received is utilized by the college to strengthen the system. The college conducts the refresher courses/seminars, conferences, workshop etc. to provide an opportunity to the faculty to improve progress and develop academically and professionally.

The comments of the NAAC peer team were highly motivating and appreciative. After the accreditation the college provided all the necessary facilities to the teacher training programmes for the development of competencies of the global standard. More importance is given to student centered learning.

After the accreditation the college introduced smart class, student teachers' diary, teachers work record, internship for M.Ed students, book reviews, student publications, training in preparation and use of instructional packages, etc.

Teachers use multi-media learning packages, instructional materials and power point presentation for taking classes. LCD projectors, OHP, and Interactive Whiteboard are used by our teachers in the teaching learning process.

To make learning more active and student centered, students are divided into small groups and the constructivist mode of teaching is practised. Various techniques are adopted for ensuring participatory and student centered learning. We use small group techniques such as brain storming, and learner centered methods such as, discussion, project method, problem solving method, individual assignments, co-operative and collaborative learning strategies.

The value education classes are given in practice teaching and internship session in school and the college prepared instructional materials and teacher guide for value education.

In order to make the practice training more effective and to monitor it, a student- teacher's diary is given to all the B.Ed. trainees at the time of internship. The objectives of internship, profile, evaluation proforma, brief report of the school, self-reflection and evaluation, comments by the school teacher, comments by the teacher educator, comments from the head of the school and college, time table, etc. are the particulars of the diary. The students submit this diary to the principal immediately after the completion of the practice teaching.

**Objectivity in Evaluation:** Oral presentation and group discussions, brain storming sessions are administered to support and validate the results of conventional examination which are mostly subjective in assessment.

**Adaptation of Infrastructure:** Smart class teaching is interactive and the state of the art teaching for teaching learning process and facilitates the learning process. White boards are used in the college teaching since they facilitate teaching more than the conventional fixed black boards.

**Question papers in Triplicate** from the concerned teachers are submitted for Internal Assessment Test, to the Convener, Examination Committee and Academic Committee and this maintains a balance and keeps the examination system out of the danger of being endogenic and also there is no provision of moderation.

**Co-ordinated Team work** for conduction of Internal Assessment Test, to the convener, examination committee and academic committee and this maintains a balance and keeps the examination system out of the danger of being endogenic and also there is no provision of moderation.

**Value education** and **Teacher Ward Tutorial** is another Best Practice in teaching learning process. Feed-back from Alumni, student assessment of teacher performance, Academic audit also facilitates teaching, learning and evaluation process.

**Guidance for competitive examinations**, concern for student progression and campus placement (through udaan etc) are the other notable Best Practices by the institution after 1<sup>st</sup> cycle of NAAC accreditation

## **Criterion – III Research, Consultancy & Extension**

- Promotion of Research
- Research & Publication Output
- Consultancy
- Extension Activities
- Collaborations
- Best Practices
- Quality sustenance and enhancement measures

### **Criterion III: Research, consultancy and Extension**

#### **Promotion of Research**

The research topics of international, national, and local importance with social relevance and development of academic areas are undertaken by the faculty in Ph.D, M Phil and at M.Ed level. The college organizes various academic conferences/workshops/Seminars and our teachers actively participate in various international and national seminars/conferences and present papers. Some of the faculty members are resource persons and chair the session at the seminars. **The seminars/conference/workshops /attended by the faculty members are as ;**

#### **Prof. Anju Bala**

- Participated in **National Level Conference** on “New Discoveries in Mathematics and its applications”, sponsored jointly by the UGC and Jammu & Kashmir Science and Technology Department J&K State, held at Govt. MAM College Jammu from 12 Feb to 13 February 2011
- Participated in one day **National Seminar** on “Living & Working Conditions of Migrant Labour in J&K State” held at Govt. MAM College, Jammu on 26<sup>th</sup> February 2012.
- Attended **National Conference** on “Algebra, Analysis and their applications” held from 18<sup>th</sup> – 19<sup>th</sup> August, 2012 at Govt. MAM College, Jammu, sponsored by NBHM & supported by JKSC, Science & Technology Department.
- Attended **National Seminar** on “Gandhian Ideology in the Contemporary World; A modern perspectives” on 25<sup>th</sup> March, 2012 held at Govt. MAM College, Jammu.
- Attended the “**Interactive Meet**” with Secretary Hn. Edu. Department held at Govt. College for women, Parade Jammu on 12<sup>th</sup> Nov. 2013

**Life Member:** Jammu Mathematical Society, Jammu

#### **Dr. Raj Singh Narainia**

- Attended 2 day workshop on “Improving Quality in Teaching Learning” conducted by MIER in October, 2009.
- Participated in 2 days workshop on “Development of SLM” organized by Directorate of Distance Education University of Jammu, Jammu from 20<sup>th</sup> to 21<sup>st</sup> March, 2010.
- Participated in the Seminar on “Challenges to Teacher Education in the Present Scenario” organized by GCOE on 23<sup>rd</sup> January 2010.

**Life Member:** Indian Assoc. of Teacher Educator.

### **Dr. Mohd. Zubair Kales**

- Presented a paper entitled “Human Rights Approaches to Protected and Improved Environment” in XIX International Conference organized by Rajasthan Sociological Association, BSR Govt. Arts College, Alwar held w.e.f. Dec.14<sup>th</sup>-16<sup>th</sup> 2012 and also **chaired a Session** in this Conference.
- Presented a paper on the topic “Stress and Management Strategies from Islamic Perspective” in the 3- day World Yoga Conference held on Feb 21<sup>st</sup>-23<sup>rd</sup>, 2013, organized by the Yoga Centre University of Jammu.
- Presented a paper entitled “IACT in Life Long Learning” in 3-Day International Conference held at Hyderabad w.e.f. April, 5<sup>th</sup>-7<sup>th</sup> 2013 organized by Indian Distance Education Association In collaboration with Maulana Azad National Urdu University Hyderabad (18<sup>th</sup> Annual Conference of IDEA) on the theme of “Disassembling Learning, Diminishing Borders – ODL in 21<sup>st</sup> Century”.
- Presented a paper entitled ‘Identity Crisis and Perceptions of Regional Disparity: A Study of Rajouri and Poonch Districts (J&K) in International Conference on Regional Development, Sustainability and Socio-Economic Development in Jammu & Kashmir w. i.e. 5<sup>th</sup>-6<sup>th</sup> June,2013. at Srinagar ,Organized by Amar Singh College and Department of Geography & Regional Development, University of Kashmir, supported by Indian Council for Social Research(ICSSR), New Delhi.
- Attended Operational Training Programme of SIT’s Coordinators for Jammu EDUSAT Network by DECU ISRO on Dec. 27<sup>th</sup> & 28<sup>th</sup>, 2006, at GCW Gandhi Nagar.
- Presented Paper entitled “Effective Teaching in Higher Education” in Two Day NAAC Sponsored Seminar held on Feb. 1<sup>st</sup> & 2<sup>nd</sup>, 2007 at GCW Gandhi Nagar.
- Being convener IQAC of GDC Reasi participated in the Awareness Programme on Assessment and Accreditation and Post Accreditation Interactive Meet organized by Quality Assurance Cell, Higher Education Department J&K Government at GCW Gandhi Nagar Jammu on 8<sup>th</sup> & 9<sup>th</sup> Dec. 2007.
- Participated in the UGC Sponsored Two Day Workshop for Academic Administrators in Information Technology from Sept. 13<sup>th</sup> 2007 to Sept. 14<sup>th</sup> 2007. organized by UGC, ASC University of Jammu
- Participated in the Two Day workshop on Research Methods & Statistical Analyses organized by PG Dept. of Commerce, University of Jammu, on Mar 23<sup>rd</sup>, 24<sup>th</sup> 2009.
- Presented a Paper entitled “Role of IACTs in Life Long Learning” in Two Day National Seminar organized by Dept. of Life Long Learning, University of Jammu, on March. 09-10, 2012.

- Presented a paper on the topic “Migration and Socio-cultural challenges of Gujjar Bakerwal in J&K” in ICSSR sponsored One Day National Seminar organized by GCW Gandhi Nagar Jammu on March 24<sup>th</sup> 2012.
- Presented a paper in One Day National Seminar on the topic “Gandhi and World Peace” on March 25<sup>th</sup> 2012 organized by the Gandhian Studies Centre of Govt. MAM College Jammu, and also contributed in this Seminar as a member in the capacity of Organizing Committee.
- Presented a paper entitled “Choice-Based Credit System in Higher Education Need & Concerns” in the One Day National Seminar, organized by Dept. of Education University of Jammu, under the SAP (UGC) on March 28<sup>th</sup>, 2012
- Presented a paper entitled “Teacher Professionalism” in national level seminar organized by KC College of Education in Jammu on Aug. 21<sup>st</sup>, 2012.
- Attended Three Day workshop on Smart Technologies held at GCW Parade Jammu w.e.f. Oct. 16<sup>th</sup>-18<sup>th</sup> 2012, organized by the BCA Dept. of the college in the Collaboration with IQAC.
- Presented a Paper entitled “Conceptual Framework of Quality in Higher Education in J&K State” in Two Day National Seminar held at GDC Kathua in collaboration with ICSSR- North- Western Regional Centre, Punjab University Chandigarh on Dec 22<sup>nd</sup>-23<sup>rd</sup> 2012.
- Presented a paper entitled “Human Rights Approaches to Protect Environment” in One Day conference held at GCW Parade Jammu, sponsored by J&K State Council for Science & Technology, Dept. of Science & Technology Govt. of J&K held on Feb 5<sup>th</sup>, 2013.
- Attended the Two Day UGC sponsored workshop on “Convention on Elimination of all Forms of Discriminations against Women (CEDAW)” held on March 25<sup>th</sup>-26<sup>th</sup>, 2013 organized by Centre for Women’s Studies GCW Parade Jammu.
- Presented a paper entitled ‘Quality, Crises and Excellence in Higher Education: With special reference to J&K State’ in NAAC Sponsored Two Day National Seminar on Higher Education: Realities, Challenges, Trends and Priorities w.e.f.21<sup>st</sup>.-22<sup>nd</sup>. May, 2013. Organized by Govt. College for Women, Parade, Jammu, and also contributed in this Seminar as a member in the capacity of Organizing Committee.
- Presented a paper entitled “Role and Impact of IACT in Life Long Learning” in Two Day NAAC Sponsored National Seminar on the topic “Enhancing Quality in Higher Education: A Paradigm shift towards Global Consciousness” on November 12<sup>th</sup>-13<sup>th</sup>, 2013 organized by the IQAC of the Govt. MAM College Jammu.

### **Dr. A.K. Verma**

- Participated in “Interactive Meet” organized on 12<sup>th</sup> November 2013 at Govt. College for Women, Parade, Jammu and Chaired by Secretary, Higher Education Dept, J&K Govt.
- Participated in NAAC sponsored “Awareness Programme on Assessment Accreditation and Post Accreditation and Interactive Meet” held at Govt. College for Women, Gandhi Nagar, Jammu on 23<sup>rd</sup> & 24<sup>th</sup> March, 2009.

### **Dr Sindhu Kapoor**

- Attended workshop on women’s Development Programme at GWC Gandhi Nagar from 14th August to 15th November 07 in 4 phases.
- Attended National Seminar on Lifelong Learning and Higher Education on 9&10 March ,2012 organized by the Department of Lifelong Learning, University of Jammu.
- Participated in National Seminar on Credit Based Evaluation System in Hr. Education. Issues and Challenges organized by Department of Education University of Jammu under the SAP (UGC) on 28th March, 2012
- Department of lifelong Learning, University of Jammu [March 9-10-2012) Paper, ‘Twitter: A Source of Social Networking for Lifelong Learning – A Case Study.
- Department of History, University of Jammu ‘Prof. M.L. Kapur Memorial Lecture on ‘Lala Lajpat Rai & his vision of India Nationalism’ speaker Prof. K.L. Tuteja on 22nd May 2008.
- Participated & organized as Director, a one day ICSSR sponsored seminar on Role & Importance of Cultural Tourism & Economic Co-operation in the Indian Sub-continent on December 20, 2006 at GCW, Gandhi Nagar. Department of History, University of Jammu
- One day seminar on Jammu, Kashmir & Ladakh: Historical, Cultural & Linguistic Perspectives” in collaboration with the Historical Research Institute, Chakmoh (H.P) on April 25, 2007 Paper entitled “Historicity of Mata Vaishno Devi in Modern Context.
- Participated in the 72nd session of the Indian History Congress held at Punjabi University, Patiala, Punjab during 10-13 December, 2011 and presented a paper entitled ‘The Politics of Protests and the Birth of the State Subject Law in Jammu and Kashmir.
- Participated in the two days orientation workshop on CEDAW, organized by State Level Quality Assurance Coordinator Committee, Dept. of Higher Education J&K Govt and the Centre for Women’s studies, University of Jammu. Jammu on Jan 15-16, 2007.
- Participated in NAAC sponsored Awareness Programme on Assessment Accreditation & Post Accreditation & Interactive Meet sponsored by Directorate of Internal Quality Assurance, University of Jammu on 8th & 9th November 2007.

- Participated in the one day workshop on All India survey on H.E organized by University of Jammu in collaboration with Ministry of HU. Res. Devp, New Delhi on 26th May 2012 at Univ. of Jammu.
- Participated in Two Days workshop on CEDAW on 25-03-2013, organized by centre for women's studies of GCW, Parade, Jammu.

#### **Prof. B.L. Thakur**

- Attended Intl. Conference on “Quality Assurance & Improvement of Teaching Learning” held at MIER, Jammu from 23<sup>rd</sup> to 24<sup>th</sup> October 2009
- Awarded Appreciation Certificates as NSS Programme Officer

**Life Long Member:** Indian Association of Teacher Educator

#### **Prof. Radhika Majahan**

- Participated in the 101<sup>st</sup> Indian Science Congress held at University of Jammu, Jammu from Feb 3 to Feb 7, 2014
- Participated in ‘Low Cost No Cost’ Teaching Aids workshop held at New Modern Group of colleges Jammu on 22-02-2012
- Participated in the “Science Awareness Mela” organized by NCSTC and GGM Sci. College Jammu from 31-01-2012 to 02-02-2012.

#### **Dr Piyali Arora**

- National Conference **by** J K Public College of Education, Jammu (J &K). Dated 30<sup>th</sup> -31st October, 2014. Authors: Dr Ajeet Angral, Prof Ashu Jolly, Dr **Piyali Arora** **Topic Value Education: Need of the Hour.**
- 2<sup>nd</sup> International Conference on Psychology and Allied Sciences, Guru Jambheshwar University of Science and Technology, Hisar, Haryana. **Dated-** 21<sup>st</sup> -22<sup>nd</sup> March, 2013. **Authors** – Dr Piyali Arora, Rubina Yasmeen, Ramjan Ali, C.L Shivgotra **Topic: Work life of teachers of Jammu province (Jammu and Kashmir State): Is there any gender difference**
- R.M. Charitable and Educational Trust. **Dated-** 6<sup>th</sup> April, 2013. **Authors** – Dr Piyali Arora, Ramjan Ali. **Topic: True education equip the youth for struggle for life.**
- Govt. Degree College, Kathua. Dated- 22<sup>nd</sup> 23<sup>rd</sup> December, 2012, **Authors** – Dr Piyali Arora, C. L. Shivgotra. **Topic: Ethical issues in evaluation system in India.**
- Department of Education, University of Jammu. **Dated-** 28<sup>th</sup> March, 2012 **Authors** – Dr Piyali Arora, Rubina Yasmeen **Topic: Reforms in education System in India.**



- Adarsh College of Education, Jammu (J&K) **Dated-** 9<sup>th</sup> January, 2012.  
**Author-** Dr Piyali Arora **Topic: Total Quality Management in Teacher Education: An issue of concern.**

#### **Prof. Ashu Jolly**

- Attended national level seminar on “Latest Trends in Teacher Education “ organized by KCS college of Education, Jammu held on 21<sup>st</sup> Feb, 2014.
- Attended UGC sponsored international conference on Global warming “The Biggest challenge of 21<sup>st</sup> century held at GDC (Boys), Udhampur from 24<sup>th</sup> to 26<sup>th</sup> Feb 2013.
- Attended UGC sponsored National Seminar “on quality assurance in teacher education at Adarsh College of Education from 16 to 17 Feb 2012.
- Participated in two Day National conference sponsored by NAAC and organized by JK public College of Education on the topic Value Education ; Need Of The Hour on 30 and 31 Oct 2014

#### **Prof. Deep Kumar Bangotra**

- Attended 10 days workshop ‘SPSS & Research Methodology’ sponsored by ICSSR, organized by the University of Jammu, Jammu in February 2013 at Deptt. Of Statistics.
- Organized 3-week “Computer Training Workshop” for Non-Teaching & Support Staff of the College during May – June, 2014

#### **Orientation Programmes/Refresher Courses attended by the faculty**

##### **Dr. Mohd. Zubair Kales**

- Attended UGC sponsored Four-Week **General Orientation Course** w.e.f. May 27, 2002 to June 22, 2002 at the ASC, University of Kashmir
- UGC Sponsored three week Refresher Course in Education attended & obtained ‘A’ Grade held from April 04 to April 25, 2007 organized by ASC Jamia Milia Islamia New Delhi
- Attended UGC Sponsored three week Environmental Sciences (ID) Refresher Course w.e.f. Dec. 21<sup>st</sup>, 2009 to Jan, 12<sup>th</sup>, 2010 & obtained ‘A’ Grade, organized by ASC University of Jammu
- Attended UGC sponsored three week Refresher Course in Education w.e.f. Dec. 6<sup>th</sup> 2010 to Dec. 25<sup>th</sup> 2010 & obtained ‘A’ Grade, organized by ASC University of Jammu

**Dr Sindu Kapoor**

- Attended Refresher Course in the subject Law “Dynamics of Gender Justice; current Trends” from 21-08-2007 to 10-09-2007, sponsored by UGC and organised by ASC, JU.
- Attend UGC sponsored Refresher Course in the Subject “Human Development and Child Care” from 09-02-2010 to 01-03-2010, organised by ASC, JU.

**Dr Jyoti Parihar**

- UGC Academic Staff College, University of Jammu, Jammu REFRESHER COURSE from 08-03-2010 to 29-03-2010 in Life-Sciences.
- Attended 3-week Refresher Course in Botany from 18-12-2006 to 06-01-2007 in ASC, Univ. of Jammu, Jammu
- Attended 3 week Refresher Course at ASC, GNDU. Amritsar on Environmental Awareness (Id) from 08-02-2006 to 28-02-2006.

**Prof. Radhika Majahan**

- Attended Refresher Course in IACT (ID) held at ASC, University of Jammu, Jammu from 01-02-11 to 21-02-2011 and awarded “A” Grade
- Attended Refresher Course in Chemistry for ASC, University of Jammu, Jammu from 04-02-2013 to 23-02-2013

**Prof. Mahesh Sharma**

- Attended 3 week Refresher Course in ASC, University of Jammu, Jammu from 08-02-2014 to 28-02-2014.
- Attended 4 week general orientation course held at ASC, University of Jammu, Jammu. From 04-07-2012 to 31-07-2012.

**Prof. Rubina Yasmeen**

- Has attended Orientation course from Aligarh Muslim University and also attended national level workshop on Research Methodology organized by Govt. Degree College in association with ICSSR, Delhi.

**Dr. Rajinder Kour**

- Attended General Orientation Programme organized by Academic Staff College, University of Jammu, Jammu w.e.f. 27<sup>th</sup> July 2010 to 23<sup>rd</sup> August 2010

### **Prof. Ashu Jolly**

- Prof Jolly has attended Refresher course in Education organized by ASC, Guru Nanak Dev University, Amritsar, Punjab in Dec-Jan 2014.
- Attended General Orientation Programme organized by Academic Staff College, University of Jammu, Jammu w.e.f. 27<sup>th</sup> July 2010 to 23<sup>rd</sup> August 2010

### **Dr. Tahira Shah**

- Participated in Refresher Course in Language organized by ASC, University of Jammu from 28-02-2011 to 24-03-2011
- Participated in General Orientation Course Conducted by UGC at ASC, Univ. of Jammu, Jammu from 02-03-2012 to 30-03-2012 with A Grade

### **Dr Piyali Arora**

- Attended OP at UGC Academic Staff College, University of Jammu (J&K). **Dated-** 20. 9. 2012 to 18. 10. 2012,& obtained grade 'A'.

Our faculty is also engaged in Action research a vital component/ ingredient of teacher training programme for M.Ed students through University of Jammu and Indira Gandhi National Open University (IGNOU). Following is the list of Registered Supervisors/Guides for M.Ed/M.Phil programme:

<b>S. No.</b>	<b>Faulty registered as Guides/Supervisor</b>	<b>University</b>
<b>1</b>	Dr. Raj Singh Narainia	University of Jammu , Jammu.
<b>2</b>	Dr. Neelam Dhar	University of Jammu & IGNOU
<b>3</b>	Dr. Rupinder Kour	University of Jammu & IGNOU
<b>4</b>	Dr. Mohd. Zubair	University of Jammu & IGNOU
<b>5</b>	Dr. Piyali Arora	University of Jammu, Jammu.

### **List of Dissertations submitted through the faculty**

Supervisor, Name and Registration No of the candidates alongwith the topic (Title of the Dissertation work) undertaken by the candidate for award of M.Ed Degree.

### **Dr. Raj Singh Narainia**

1. A study of Aggression among B.Ed students studying in Rural Area Colleges and Urban Area Colleges. **7-GCE-13 Monika Sharma. M. Ed 2013-14**

2. A comparative study of the Reasoning Ability among college students in Relaxation to Sex and Stream. **8-GCE-13 Manmeet kaur M. Ed 2013-14**
3. A study of attitude towards school and academic anxiety among Rural and Urban Secondary School Students. **15-GCE-13 M. Ed 2013-14**

### **Dr. Rupinder Kour**

Dissertation of M.Ed students for the session:

#### **2013-14**

1. A study of adjustment among B.Ed college students studying in Rural and Urban areas of Jammu District, 01-GCE-13 Reeta Sharma
2. An evaluation of professional competencies among untrained teachers in Jammu district of J&K state, 16-GCE-13 Anjali Sharma
3. A study of the impact of micro teaching on actual teaching at upper primary level in Kathua District of J&K, 02-GCE-13 Mohd. Akram

#### **2012-13**

1. A comparative study of attitude of students of Jammu City studying in Govt. & Private schools towards Home work , 01-GCE-12 Isha Sharma
2. A comparative study of emotional problems among adolescents of working mothers of Jammu city, 03-GCE-12 Anshu Mahajan
3. A study of vocational maturity among adolescents of Udhampur District, 04-GCE-12 Usha Devi

#### **2011-12**

1. A study of the effect of the Rural-Urban Localities on Parent child interaction, 04-GCE-11 Jyoti Saini
2. A study of emotional problems of adolescent girls of working mothers and non-working mothers of Jammu District, 10-GCE-11 Nazia
3. A Study of career planning and occupational choice among undergraduate students of District Poonch, 15-GCE-11 Sarfaraj Ahmed

#### **2010-11**

1. A study of emotional problems of adolescent girls of Urban and Rural area of Udhampur district, 01-GCE-10 Rashu Mahajan
2. A study of Mental Health and Academic achievement of Destitute children and intact family children in Jammu city, 09-GCE-10 Isha Rampal
3. Attitude of Post Graduate students of Jammu towards co-education, 15-GCE-10 Isha Rampal

#### **2009-10**

1. Achievement motivation of male and female inservice teacher trainees of B.Ed course in Govt. College of Education, Jammu, 08-GCE-09 Beenu Bhatia
2. A study of Problems in teaching computer science in Hr. Sec. School of Udhampur, GCE-09 Sakshi

#### **2007-08**

1. A study of attitude of college students towards environmental education, 09-GCE-07 Vipinder Kour
2. Difference in the adjustment and academic achievement of Hr. Sec. School students belonging to different parental groups, 18-GCE-07 Jyoti Sharma
3. Attitude of college teachers towards co-education, 19-GCE-07 Neha Verma

**Dr Neelam Dhar**

Dissertation of M.Ed students for the session:

**2005-2006**

1. A study of Anxiety among higher secondary school students in relation to intelligence, Ed 02-2005 Renu Bala
2. A study of job satisfaction among teachers in relation to sex and type of secondary school, Ed 09-2005 Rajesh Kumar
3. A study of achievement motivation and academic achievement among B.Ed college of students, Ed 15-2005 Savita Hans

**2006-07**

1. A study of adjustment in relation to child rearing practices, Ed 4-2006 Vandana Wazir
2. A study of self concept of students in schools of Jammu city in relation to home climate, Ed 6-2006 Anuradha
3. A study of mental health among adolescents in relation to emotional maturity, Ed 14-2006 Bharti

**2011-12**

1. A study of emotional maturity among adolescents studying in govt. and private schools, 3-GLE-2011 Beena Devi
2. A study of Anxiety and home climate among adolescents in relation to intelligence, 7-GCE-2011 Parvinder Kaur
3. A study of Adjustment among teachers in relation to job satisfaction and sex, 17 GEC-2011 Neelam Bhalnal

**2012-13**

1. A study of occupational stress among male and female teachers of Kendriya Vidhalayas, 06 GCE-2012 Radha Rani
2. A study of Mental Health of Physically handicapped and non handicapped children in relation to emotional maturity, 08-GCE-2012 Raspreet Kaur
3. A study of academic stress among 10th class students (boys and girls) of govt. and private schools in district Kathua, 17-GCE-2012 Arehna Kumari

**Dr. Mohd. Zubair Kales**

1. Produced Four M.Phil Candidates from different Universities
2. Guided more than fifty students for M.A (Education) and M.Ed dissertations to the student of IGNOU and also Academic Counsellor of UG, B.Ed. and M.Ed. of IGNOU

**Dr Piyali Arora**

- 1 Attitude of adolescent students towards co-education in Doda district. By Afshan Hafiz Wani, Roll No. 17-GCE-10, session 2010-2011.
- 2 Comparative study of attitude towards co-education between students of single (girls) and co-education secondary school. By Neeraj Kumar Roll no- 16-GCE-11, session 2011-2012.
- 3 Study of attitude towards school and academic anxiety among secondary school students. By- Gunjeet, Roll no- 13-GCE-011, session 2011-2012.

- 4 A study of self concept among rural and urban secondary school students. By Anju Rattanpal, Roll no- 08-GCE-10, session 2010-2011.
- 5 Study of Burnout and Personal Efficacy among school teachers of Jammu District By- Jyoti Bala , Roll No.5-GCE-12 , session 2012-2013
- 6 Study of teacher aptitude among students undergoing PG education and students undergoing teacher training program (B.Ed in Jammu District) By- Nisha Bibi , Roll no- 13-Gce-12, session 2012-2013
- 7 Study of level of anxiety among students undergoing teacher training program (B.Ed) By Shamam Tul Habib, Roll no.-09-GCE-12, session 2012-2013.

The faculty is enthusiastically applying for the UGC and other agencies for sponsored research projects. The research and publication wing of the IQAC motivate and help the faculty to undertake the projects as per the rules.

**Following Project Proposals have been submitted for Financial Assistance from (UGC) 12<sup>th</sup> Plan**

1. Health Awareness among weaker sections of society.
  2. Adult Literary Programme
  3. Literacy among poor children
  4. Popularization the Bio-briquette technique for making low cost energy efficient and non hazardous bio fuel from waste (forest produce)
- Proposals submitted to UGC for funding under the 12<sup>th</sup> Plan (2012-2017) amounting Rs 1 crore 38 lacs.

**Proposals submitted to the Govt. Education Department, J&K State for introduction of following certificate courses.**

- Certificate course in personality development
- Certificate course in learning of language skills (Hindi/Urdu/English)
- Proposed and drafted course contents for ‘Master in Teacher Education’, submitted to University of Jammu, Jammu.

Sanctioned **Project Activity on the Theme “Forest for sustainable livelihood”** by the WWF, National Environment Awareness Campaign of J&K during the year 2012. An amount of rupees 10,000/- was sanctioned by the Ministry of Environmental & Forests, Govt. of India for developing Botanical Garden and Sacred Grooves (By **Dr. A.K. Verma** ).

Principal investigator of Minor Research Project (MRP) sanctioned and *approved by UGC. The title of MRP “Situational correlates of Stress and Burnout among Teachers Working in Different Schools of Rajouri and Poonch Districts of J&K” (Submitted by Dr Zubair Kales)*

**Research and Publication Output**

The teacher are developing and using instructional material for enhancing teaching learning process. Most of the teachers of this institution have published book, papers in reputed international and national journals, reports, documents. During the practice teaching session, every teacher trainee

undertakes a detailed study of children with special needs. They give special care, guidance and counselling in consultation with the supervising teacher and submit the report to the college. The institution also encourages Action Research. Our faculty members have published research papers/articles in the National as well as International Journals and Books besides editing/authoring the Text books and the Reference books. Some important Journals and Books in this context include:-

- Current Science
- International Journal of Plant Reproductive Biology
- Indian Journal of Weed Sciences
- National Academic Science Letters
- Indian Journal Science Research
- Journal of Ecobiology
- Pollution Research
- Hamadryad
- Oriental Science
- Journal of Plant development Sciences
- Apex-a Peer Reviewed Journal of Humanities and Social Sciences
- Indian Journal of Health and Well being
- Eastern Journal of Psychiatry
- Indian Journal of Clinical Psychology
- Indian Journal of Social Psychiatry
- Industrial Psychiatry Journal
- Zoosprint Journal
- Social Research Foundation, Kanpur
- Common wealth Association for Education, Administration & Management
- University News
- International Research Journal of Commerce, Arts & Science

**Research Articles/Chapters of faculty( in Books) have been Published by the following Publishers ;**

- M/S J&K Culture, Art and Language Publication
- M/S Daya Publications, New Delhi
- M/S Astral International, New Delhi
- M/S National Book Depot & Publisher, Udhampur, J&K
- M/S Narinder Publications, Jammu
- M/S Palm Leaf Publication, New Delhi
- Proceeding of National Seminars on Higher Education in J&K, GDC, Kathua
- M/S Studium Press, LLC USA

**Resource Material/Text Book Preparation by the Faculty ;**

The following faculty members have been involved in the preparation of books (Text and Reference) as resources material:-

**Dr. Mohd. Zubair Kales**

- Author of a text book entitled  
“Philosophical Foundation of Education” published by Narendera  
publishing Housing Jammu, ISBN NO: 987-93-83371-10-5.

**Dr. A.K. Verma**

**Books Published from 2010 to 2015**

1. Perspectives in Animal Ecology and Reproduction Vol. 6 Publ Daya Publ. House, New Delhi 494P, ISBN:978-81
2. Perspectives in Animal Ecology and Reproduction Vol. 7 494P, ISBN:978-81-7035-746-9 (2011)
3. Perspectives in Animal Ecology and Reproduction Vol. 8 ISBN: 978-81-7035-747-6 (2011), 533P
4. Perspectives in Animal Ecology and Reproduction Vol. 9. ISBN:978-81-7035-829-9 (2013) 547P
5. Perspectives in Animal Ecology and Reproduction Vol. 10 (**In Press**)
6. Animal Diversity, National History and Conservation “Vol (1) Publ. Daya House, New Delhi ISBN:978-81-7035-752-0, (2011) 457P
7. Animal Diversity, National History and Conservation Vol. (2). ISBN-978-81-7135-831-2 (2013) 490P
8. Animal Diversity, National History and Conservation Vol. (2) ISBN.978-81-7035-830-5 (2013)433P
9. Animal Diversity, National History and Conservation Vol. (4&5) (**In Press**)
10. Bio-active Natural Products (Vol. 4) **Antioxidants and Neutraceuticals**. Publ. Studium Press, LLC, USA. ISBN. 1-933699-54-X (2010)
11. Utilization and Management of Medicinal Plants M/S Daya Publ. House, New Delhi (2010). ISBN – 978-81-7033-625-7.

**Dr Sindhu Kapoor**

- **Book 1 Reference Book**  
Co-writer of Book, Social & Economic History of Jammu & Kashmir,  
Published in 2013 by Gulshan Books with ISBN 978-8339-155-9
- **Book 2 Text Book**  
History of Ancient India & Modern World [till 1871] in 2012,  
published by N.R. Book International Jammu, with ISBN-978-93-817680-60

**Dr Tahira Shah**

- A Research book titled’ Rattan Singh Ba-hasiyat Afsana Nigar  
“published by J&K Culture, Art and Languages.

**Dr. A.K.Verma**

**Member Advisory Board:** Indian Journal of Life Sciences,  
Global Academic Society Varanasi.

**Member Editorial Board:** (i) Indian Journal of Scientific Research  
Global Academic Society, Varanasi



(ii) Bio-active Natural Products Book  
Series Studium Press LLC U.S.A  
(iii) Advances in Fish & Wild Life:  
Ecology & Biology Publ. Daya Publ.  
House New Delhi

**The faculty members have published following papers/articles in the reputed journals and books**

**Dr. Mohd. Zubair Kales**

- (1) ISBN No:978-81-909539-3-1,2013,Chapter-IV “ Human Rights: Approaches to Protect and Improve Environment” Page No:31-39 .By Palm Leaf Publications Darya Ganj New Delhi in Book entitled, Human Rights: Evolution Implementation and Evaluation by Dr. Alok Nath Meena.
- (2) ISSN No: 2231-0045 Vol. I, Issue-IV, May-2013, name of journal “ Periodic Research ”By Social Research Foundations Kanpur entitled, “A Study of Multi-Dimensional Motivational Variables in Relation to Sex, Mother’s Employment and Disciplined-In disciplined Behaviour Among High School Students” Page No:73-78.
- (3) ISSS NO: 0976-8602 Vol.2, Issue -4,Oct. 2013, name of journal, ‘Asian Resonance’ By Social Research Foundations Kanpur entitled, “Identity Crisis and Perceptions of Regional Disparity : A study of Rajouri and Poonch DistrIACtS (J&K)”Page No:305-310 .
- (4) ISBN NO:978-93-82670-11-7, Proceedings of National Seminar on Higher Education in J&K: Challenges and Perspectives, Organized by Department of Social Sciences GDC Kathua In collaboration with ICSSR Chandigarh, India , Dec.2012, entitled “ Conceptual Framework of Quality in Higher Education in J&K State” Page No: 187-188.
- (5) ISSN NO:2322-0147,Vol.2,Issue-1, Jan., 2014, name of journal, ‘Commonwealth Association for Education, Administration and Management, Excellence International Journal of Education and Research(Multi- Subject Journal)’ entitled, “Challenges Confronting Right to Education Act-2009 and Implementation” Page No:22-29.
- (6) ISSN NO:2322-0147,Vol.2,Issue-3, March, 2014, name of journal, “Commonwealth Association for Education, Administration and Management, Excellence International Journal of Education and Research(Multi- Subject Journal)” entitled, “Crises and Excellence in Higher Education in J&K State” Page No:233-242.
- (7) ISSN NO:2322-0147,Vol.2,Issue-4, April, 2014, name of journal, “Commonwealth Association for Education, Administration and

Management, Excellence International Journal of Education and Research(Multi- Subject Journal)” entitled, “Role of IACT in Development of Professional Education as a Tool” Page No:577-582.

- (8) ISSN NO:2278-8808, Vol. II/X, JAN-FEB, 2014, name of journal “An International Peer Reviewed Scholarly for Inter Disciplinary Studies” entitled,  
“ASTUDYOFCAUSESOFDROPOUTANDFAILUREATELEMENTARY STAGEINRURALAREASOFTEHSILHIRANAGAR OF DISTRICT KATHUA IN J&K STATE” Page No: 1110-1127, JIF Impact Factor: 1.38.
- (9) ISSN No: 0976-8602 VOL.-III, ISSUE-II, APRIL-2014 name of journal ‘Asian Resonance’ By Social Research Foundations Kanpur entitled “Attitude of Distant and Regular Learners towards Computer Application Education” Page No: 187 -190.
- (10) ISSN NO:2322-0147,Vol.2,Issue-5, May, 2014, name of journal, “Commonwealth Association for Education, Administration and Management, Excellence International Journal of Education and Research(Multi- Subject Journal)” entitled, “ATTITUDE OF COLLEGE GIRLS TOWARDS WOMEN EMPOWERMENT” Page No:666-582.
- (11) ISSN NO:2348-3083, Vol. II, ISSUE-II, FEB-MARCH, 2014,, name of journal “An International Peer Reviewed Scholarly Research Journal for Humanity Science & English Language” entitled, “ATTITUDE OF CIVIL SOCIETY TOWARDS INTER CASTE MARRIAGES” Page No: 265- 279 JIF Impact Factor: 1.38.
- (12) ISSN NO:2348-3083, Vol. -II, ISSUE-I , APRIL-MAY, 2014 ,name of journal “An International Peer Reviewed Scholarly Research Journal for Humanity Science & English Language” entitled, “RELEVANCE OF DISTANCE EDUCATION: A STUDY OF IGNOU PROGRAMMES IN PERSPECTIVE OF JAMMU REGIONAL CENTRE” Page No: 318- 344 JIF Impact Factor: 1.38.
- (13) ISSN NO:2322-0147, Vol.2, Issue-6, June, 2014, name of journal, “Commonwealth Association for Education, Administration and Management, Excellence International Journal of Education and Research (Multi- Subject Journal)” entitled, “JOB SATISFACTION: A STUDY OF TEACHERS WORKING IN GOVERNMENT AND NON-GOVERNMENT SCHOOLS IN PERSPECTIVE OF MENDHAR TEHSIL OF DISTRICT POONCH OF JAMMU AND KASHMIR STATE” Page No:932-952.
- (14) Paper reviewed entitled “A Quality Education in perspective with special reference to Rural & Urban of Ludhiana District of Punjab State” BY Dr. Gurvinder Kour (Principal Guru Hargobind College of Education, Gondwal,Raikot,Distt. Ludhiana (Punjab), published in journal ‘Asian Resonance’ Social Research Foundations Kanpur, ISSN No: 0976-8602 VOL.-III, ISSUE-II, and APRIL-2014 Page No: 204-209.

- (15) ISSN NO:2278-8808, Vol. II/XII, MAY-JUNE, 2014, name of journal “An International Peer Reviewed Scholarly for Inter Disciplinary Studies” entitled, “Occupational Stress Amongst Teachers: A Study Of The Professional Colleges Of Education In Jammu, Province Of J&K State” Page No: 1445-11469, **JIF Impact Factor: 1.38**.
- (16) Paper reviewed entitled “Impact of anxiety on personality & academic achievement of Kashmiri adolescent students of Distt.Kupwara BY Sharafat Ali Khan and Imtiyaz Ahmad Ahangar published in journal ‘Periodic Research’ Social Research Foundations Kanpur, ISSN No: 2231-0045,VOL-II, ISSUE-IV, MAY -2014 Page No: 135-138.
- (17) ISSN NO: 2348-3083, **JUNE - JULY, 2014, VOL. I/IV** , name of journal “An International Peer Reviewed Scholarly for Humanity Science & English Language” entitled, “ MID-DAY MEAL SCHEME: A STUDY OF DIFFERENT SCHOOLS OF DISTRICT JAMMU” Page No: 456-469, **Impact Factor: 1.795 DATE:03.08.2014**.

**Dr.A.K.Verma**  
**(2010-15)**

- Fish diversity in a lotic environment,Munawar Tawi of Rajouri,J&k StateEds. B.L.KAUL,A.K.VERMA.In:Advances in fish and wild life:Ecology and biology.Publ.Astral International,New Delhi2015 Vol;6,74-82
- Urban impacts on the water quality and the macrobenthic invertebrate fauna of river Tawi, J&k StateEds. B.L.KAUL,A.K.VERMA.In:Advances in fish and wild life:Ecology and biology.Publ.Astral International,New Delhi2015 Vol;6,131-137
- Landslides: An environmental Hazard in the Pir-Panjal Himalayan range in Poonch districts of J&K State, India-Indian Journal Sci. Res. L(i): 143-148 ISBN: 0976-2876
- An unusual breeding case of the House sparrow (*Passer domesticus*) at Jammu. **In: Fish & Wildlife Ecology & Biology** Vol. 5: 155-163 B.L. Koul Ed. Publ. M/S Daya. Publ. House, New Delhi ISBN – 81-7035-718-7 (2011).
- Penguins: The Amazing creatures vol. 5:250-254. **In: Fish & Wildlife Ecology & Biology** B.L. Koul Ed. Publ. M/S Daya. Publ. House, New Delhi ISBN – 81-7035-718-7 (2011).
- Taxonomic Description and Ecological Notes on some Prosobranchiate Molluscs from Jammu, region, J&K State **In: Perspective Animal Ecology & Reproduction** Vol. (6) Eds V.K. Gupta and Anil K. Verma. Publ. Daya House, New Delhi: 59-72 (2010) ISBN:978-87-7035-635-6.

- Ecological Analysis of Digenetic trematodes Parasites of two populations of Anuran hosts, Rana Tigrina and Rana Cyanophyltis in Jammu Province, J&K State **In: Perspective Animal Ecology & Reproduction** Vol. (6) Eds V.K. Gupta and Anil K. Verma. Publ. Daya House, New Delhi Vol. (7): 68-95 (2011) ISBN: 978-81-7035-746-9

**Dr Sindhu Kapoor**

- **Paper published in the Research Journal of Humanities & Social science “APEX” – A Peer Reviewed Journal – ASR Publications, Ferozepu-** An International Publication of referred Print & E – Journals – entitled, KOH-I-NOOR: IN

**Dr. Jyoti Parihar**

- **Dual Pollen germination in Artemisia maritime L Current Science Vel. 97. No 1, 24-25/ (2009).**
- Pollination Mechanism and Indirect Poller Presentation in Artemisia maritime L The International Journal of Plant Reproductive Biology 1 (2) PP. 191-193 (2009)
- Sced Biology of an Invasive Weed – Euphorbia geniculta Orteg d from North – West Himalaya ((India) Indian J. Weed Sci. 41 (1&2): 85-87 (2009)
- Herbal Remedies used against some common achievements in Inputs in Kashmir High Altitude National Park (Jammu and Kashmir), India Journal of Plant Development Sciences 1 (3&4): 169-172 (2009).
- Field status of Medicinal Plant Artemisia maritime L. In Kashmir Himalay Ibid 2 (3&4): 95-98 (2010)
- Restricted distribution of Artemisia maritime L, an endangered plant in Kishtwar Himalaya, J&K role of edaphic factors, Natl. Accid.Sci Lett. 34 (9&10): 317-320 (2011)
- Seed biology of Artemisia maritime L. An over exploited medicinally imported species in North West Himalayas 4 (1): 45-48 (2012) Jaurnol of Plant development sciences
- Sex-Expression and Reproduction output in three specie of Artemisia maritime L. abounding Jammu Province (J&K), India Nat. Acid. Sci. Lett. 37 (3): 285-288 (2014)

**Prof.Mansi sharma**

- A study of problems of college students in Relation to their level of Intelligence and Academic Achievement International Research Journal of Commerce. Arts and Science 4(I) (2013).
- A study of Adjustment of children of working and non-working mothers. International Research Journal of Management, Sociology and Humanities, Volume 4 (I) (2013).

**Prof. RubinaYasmeen**

- Quantitative and qualitative issues in Higher Education Proceedings of National Seminar on Higher Education in J&K: Challenges and Perspectives, Deptt. Of Social Sciences, Govt. Degree College , Kathua(J&K)(20 13)294-296.

**Dr Piyali Arora**

- **Arora ,P.**, Yasmeen, R., Ali, R., Shivgotra, C.L. (2013) Work-life of teachers of Jammu province(Jammu and Kashmir State): Is there any gender difference. Indian Journal of Health and Wellbeing, 4(1), 59-61.
- **Arora ,P.**, Shivgotra, C.L. (2013) Ethical issues in evaluation in Higher Education. Proceedings of National Seminar on Higher Education in J&K: Challenges and perspective, Deptt. Of Social Science, Govt. Degree College, Kathua (J&K) 64-69.
- **Arora , P.**, Ali, R. (2013) Qualitative and Quantitative issues in Higher Education. Proceedings of National Seminar on Higher Education in J&K: Challenges and perspective, Deptt. Of Social Science, Govt. Degree College, Kathua (J&K) 51-56.
- Singh D.K., **Mukherjee, P.**, Kumari, A., Tirkey, L., Jahan, M, Singh A.R. Performance of normal Indian subjects on cognitive symptom checklist. Eastern Journal of Psychiatry, 2008, 11, 35-38.
- **Mukherjee, P.**, Singh, D.K., Singh, P.K., Singh, A.R. Effect of yoga on social-adaptive functioning of psychiatric patient. Indian Journal of Clinical Psychology, 2008, 35(1), 74-81.
- Arora, M., **Mukherjee, P.**, Praharaj, S.K., Sinha, V.K. Mania a unique life event. Indian Journal of Psychiatry, 2007, 49, 290-291.
- Singh, D.K., **Mukherjee, P.**, Singh, A.R. Psychological management of dissociative amnesia: A case study. Industrial Psychiatry Journal, 2007, 16(2), 155-156.

- Arora, M., **Mukherjee, P.**, Praharaj, S.K. Disability in remitted bipolar patients. Indian Journal of Social Psychiatry, 2005, 21 (1-2), 55-61.
- Mukherjee, P., Nizamie, S.H., Akhter, S. Stigma and attribution by caregivers in Bipolar Affective Disorder: A comparison with schizophrenia. Indian Journal of Social Psychiatry, 2004, 20 (1-4), 35.

#### Membership of Professional Societies

- Indian Science Congress
- Rehabilitation Council of India
- Somatic Ink Block Society
- Association of Industrial Psychiatry of India.
- Indian Association of Clinical Psychologists.

### **IACF Facilities and Instructional Materials development**

The institution has a well equipped computer lab, Educational technology lab and language lab. Free internet access is provided to all the students and staff. The college uses modern IACF facilities for developing instructional materials and their effective use. The students are given training in the development of instructional materials. During practice teaching session, they are making use of these instructional materials for making their instruction more effective. The following facilities for developing instructional material are available:

- Well equipped library for consultation of books.
- Well equipped computer laboratory for collecting and processing the data.
- Well equipped science, psychological and language. Laboratories for developing instructional material teaching aids.
- d) Well equipped educational technology cell for use during instructional and practice of teaching periods.

The institution has given training to teacher educators and school teachers in preparing instructional materials in the area of value education and peace education. In addition to this the faculty members have attended different programmes for the development of the instructional materials and use of packages. Our teachers are eager to attend various programmes offered in this regard. The following instructional and other teaching aids have been developed:

- Transparencies used in lesson demonstrations and lesson delivery at the final practice teaching phase.
- Lesson plans developed in different subjects by teacher trainees under the guidance of group supervisors.

Teaching aids prepared by teacher-trainee are relevant to the lessons delivered by them.

### **Consultancy**

This institution provides consultancy service to educational institutions, research scholars and teacher educators. The areas of consultancy are research statistical analysis of data and preparing project proposals. The

faculty of the institution is competent to undertake consultancy.

The research scholars come to the college and avail of consultancy facilities as and when they need. The institution provides full support for this. The staff is consultants to different educational institutions all over J&K. They also act as resource persons for various colleges, schools, community centers and social organizations. The consultancy service is provided to the practice teaching schools on the following matters during practice teaching phase is a regular feature;

- On the writing of lesson plans.
- On the preparation and importance of teaching aids.
- On the methodology of teaching.
- The consultancy service is provided to the practice teaching schools on the principle of mutual cooperation basis free of cost

### **Extension Activities**

The local community is benefited from the institution through the contribution of the institution through various extension activities, community outreach programmes, partnering with NGO's and GO's etc namely miss-a-meal programme, preparing the illiterates to continue their education, extension classes, career guidance and consultancy. The other extension activities of the college are.

Our faculty is invited to schools and colleges, to deliver talks and interactive lectures, as resource persons on various topics on education in general and teacher education in particular. The local community is benefited from the institution through the following extension activities rendered by it.

- By taking up literary drives in backward/slum areas by NSS programme officer.
- By taking up health and hygiene, activities by the NSS unit of the college.
- By taking up awareness programmes of various life threatening and social programmes like AIDS, Dowry, Corruption etc by the college.

The institution is benefited from the community in the following manner.

- Through suggestions for the institution development put forth by Alumni Association in the meetings.
- Through the mutual cooperation between the institution and the practice teaching school for carrying on successfully the practice of teaching component of the B.Ed courses.
- Through the feed back/suggestions received from the heads of practice teaching schools for improvement in the functioning of the institution.
- By taking up health and hygiene, activities by the NSS unit of the college.

Our faculty and students provide free service in **old people homes and sahara Rehabilitation** centre for mentally challenged. Our students and staff visit there and interact with them and supply meals to them and also provide financial support to them, which is generally contributed by students and staff. We also provide a platform for the inmates, to interact with the students, perform cultural programme before the students and staff of the college

. Our library is utilized by research scholars from other universities and institutions. The college has extended its service to the humanity through Blood Donor's Forum . The students of the college are vigilant in donating blood for the needy in emergency situations. **Some of the recent faculty initiatives and participation in various community related activities are:**

### **Celebration of Republic Day**

The Govt. College of Education celebrated 64<sup>th</sup> republic day with great enthusiasm and nationalistic fervor in the campus. On this occasion Principal, Dr. Kaushal Smotra unfurls the national flag followed by national anthem sung by the faculty members and students of the college. Dr. Smotra also spoke about national integration and stressed upon the need to inculcate the habits of discipline, self respect and brotherhood among student community.

### **National Communal Harmony and Flag Day celebrations**

National communal harmony and Flag Day was observed in Govt. College of Education from 19<sup>th</sup> November to 25<sup>th</sup> of November 2013. The week long programme included cultural activities, debates and symposium, display your talent and painting competition. Voluntary contribution was also collected on community basis by the NSS volunteers for the National Communal Harmony Foundation. The whole program was sponsored by College Principal Prof.(Dr.) Kaushal Smotra and NSS coordinator Prof.Ashu Jolly and NSS student volunteers.

### **Alumni Meet**

Govt. College of Education organized Alumni Meet for the year 2013-14. Galaxy of alumni from various Govt. and Private sectors attended the meet. Programme was proceeded by the inaugural session by the Principal Prof (Dr.) Kaushal Smotra, who herself is one of the alumnus of the College. In her speech, she highlighted the important stages of growth of academics and non academic areas.

All the alumini participants also shared their viewpoints and suggestions for the overall improvement of the institution. The students of the college presented a beautiful cultural programme for the alumni. **Dr. Raj Singh Narainia**, presented the vote of thanks and expressed that such type of alumni meets would be made a regular feature of this college.

### **Workshop cum exhibition on "Low cost teaching Aids"**

Govt. College of Education organized one day workshop cum exhibition on the theme "[Low cost teaching Aids]". Various local private B.Ed colleges participated in the workshop. Principal Prof.(Dr.) Kaushal Smotra read the welcome address and addressed the galaxy of intellectuals from university of Jammu namely Dr. Lokesh Verma, Dr. Mubarak Singh and Dr. Darshana Sharma. In her inaugural speech she highlighted the various components of the workshop and threw light on the significance of the event in strengthening the profession of teaching. Dr. Lokesh Verma, Dr. Mubarak Singh and Dr. Darshana Sharma were the guest of honor. They highlighted their views on the workshop and lauded the efforts made by the college principal in organizing this workshop cum exhibition. Kawa college bagged first prize, followed by Govt. College of Education and third prize was bagged by MIER College of Education. The vote of thanks was presented by Prof. C.L Shivgotra.

### **SAVE OUR ENVIRONMENT**



A poster making and Slogan writing competition on the theme “SAVE OUR ENVIRONMENT” was organized in the Govt. College of Education on 28 November 2013. In the poster making competition Sonali, Ajay and Bharat Bhushan were adjudged first, second and third respectively. In the slogan writing competition Pallavi and Neha bagged the first and second positions respectively. Principal of the college, Dr. Kaushal Smotra applauded the efforts of the students and congratulated the winners. Convenor of the Eco Club, Dr. Jyoti Parihar and Prof. Harmanmeet Kour organized the event.

#### **Guest Lecture “Emotional Intelligence**

Guest Lecture was organized by the Govt. College of Education, Jammu, on ‘Emotional Intelligence’ by Additional Director General of Police Security, Mr. V.K. Singh, IPS, supported by the Principal of the college Prof. (Dr) Kaushal Smotra. Mr Singh highlighted on the different aspect of ‘Emotional Intelligence’ and its significance in the everyday life and specially how teachers can use its effect in dealing with children behaviour. The Program was anchored by Prof (Dr) Piyali Arora of Department of Psychology and the vote of thanks was given by NSS coordination Prof Ashu Jolly of the college.

#### **College of Education Celebrated Gurupurav**

Govt. College of Education, Jammu celebrated Gurupurav on Tuesday, 9<sup>th</sup> Nov, 2013 in presence of Principal Prof.(Dr.) Kaushal Smotra, staff members and students of the college. The program Was commenced with Kirtan and students highlighted the life and teachings of Guru Nanak Dev Ji. The ceremony was followed by inauguration of ‘Communal Harmony Day’, the 19<sup>th</sup> of November organized by the NSS unit of the college. N.S.S Coordinator Prof. Ashu Jolly presented the formal vote of thanks.

#### **Mental Health and Awareness month**

Government College of Education, Jammu, in collaboration with Women Development Cell of the College observed the month of October as mental health awareness month’ in connection to World Mental Health Day on 10<sup>th</sup> of October- the theme of which this year is Older Adult Mental Health’. Students of the college made poster display in the college premise to promote value education on care for elders’. They also visited the old age home in Amphala, Jammu to interact with the inmates there and performed various cultural activities. The program was sponsored by the Govt. College and the program was led by members of the Women Development Cell of the College, Dr. Jyoti Parihar, Dr. Rajinder Kour. Prof Rubina Yasmeen and Dr. Piyali Arora.

#### **Diwali Celebrations**

A cultural extravaganza was organized in the Govt. College of Education, Jammu to mark the occasion of Diwali under the aegis of NSS programme Officer Prof. Ashu Jolly. The program was presided over by Principal of the college Prof.(Dr.) Kaushal Sinotra. Besides Diya and cart making activities variety of other items like songs, dance, skits were presented to mark the festivity. The principal of the college congratulated the efforts of the NSS unit. The anchor of the show Anamika and Sunil ably conducted the proceedings of the day’s programme.

#### **Mehandi and Rangoli on the eve of Karva Chauth**

Women development cell of Govt. College of Education, Canal road organized mehandi and rangoli competition on the occasion of karva chauth in the college premise. A spirit of festivity was prevalent in the campus. The students enthusiastically displayed their creative talent by making intricate

designs of both Mehendi and Rangoli. Dr. Kaushal Smotra, principal, was the chief guest on the occasion. Prof. Sindhu Kapoor, Prof. Baljinder Kour and Prof. Anju Bala

### **Heritage meet of Principals**

Govt. College of education organized a Heritage meet of ex-Principals in the college premises. Former Principals , Prof. R.K Chibber, Prof. K.B Sethi, Prof. Kiran Bakshi, Prof.(Dr.) Shamima Bano, Prof. B.D Damral, Prof. (Dr.) M.L Parwana were present to grace the occasion. All the Principals expressed their views regarding their experiences during their respective tenure in the college. Principal Prof.(Dr.) Kaushal Smotra in her welcome address dwelt at length, their contributions and achievements of the college. Cultural items were also presented on this occasion by the students of the college. The program concluded with the formal vote of thanks by Prof.(Dr.) Ritu Magotra.

### **A debate competition of the topic Stringent Laws**

A debate competition on the topic “Stringent Laws can only ensure the safety and security of the women” was organized at the Govt. College of Education, Jammu. Prof.(Dr.) Kaushal Smotra, Principal of the College presided over the function whereas Prof. Anju Bala, Dean Student Welfare, Prof. Sindhu Kapoor Convener Library Committee and Prof. Jyoti Parihar, Head, Deptt. of Sciences acted as Judges. Besides a large number of staff members and students participated in the function. All the participants stressed for value based society where respect, dignity and importance of women should be of foremost importance. Akanksha secured first position in the contest. Neha and Pankaj .Consolation prize was given to Sheetal where as jury gave the special prize to Gowher Hafiz. Prof. Koushal Smotra in her address congratulated the literary committee for organizing the debate. Prof. Sindhu Kapoor presented the formal vote of thanks.

### **Induction program for 1<sup>st</sup> Year B.Ed students of IGNOU**

An induction program for 1<sup>st</sup> year B.Ed students of January 2013 session was organized by the IGNOU study centre (1204P) in the Govt. College of Education, canal road, Jammu. Principal of the college Prof. Dr. Kaushal Smotra inaugurated the programme and interacted with the students. Prof. C.L Shivgotra, the Programme Incharge discussed in length about the course structure and motivated the students for attending this PCP with full enthusiasm, discipline and positive attitude. More over a detailed program about the counseling sessions beginning from 11<sup>th</sup> May, 2013 and onwards was also given to the students. They were asked to come in routine in the counseling sessions and get all possible academic guidance by the Academic Counselors. Those who attended the induction program are Prof. Zubair, Prof. Mahesh Sharma, other faculty member of the college along with the student participants.

### **International Day of Non Violence**

Government College of Education, Jammu observed International Day of Non Violence On this occasion the students made colourful posters & wrote slogans highlighting the importance of the day. The chief guest ,the Principal of the college , Prof. Kaushal Smotra threw light on the life of Mahatma

Ghandhi and also encouraged the students on this day. Prof. Ashu Jolly, the Programme officer expressed vote of thanks.

### **Awareness about Blood Donation**

The awareness drive was organized by Red Cross Cell of the college in the presence of the convener and member of the cell. Prof. Sindhu Kapoor & Prof. Shashi Prabha delivered lecture and inspired students on the importance of blood donation in our life. Various students of the college also spoke on the occasion.

### **Basant Panchami Celebrations**

Govt. College of Education, Jammu celebrated Basant Panchami with great zeal and enthusiasm. The programme began with the lighting of the lamp followed by Saraswati Vandana. The Principal of the College Prof.(Dr.) Kaushal Smotra threw light on the importance of this day and stressed upon the fact that religious and moral values inculcated through such functions paves way for the holistic development of the individual. Students of the college also expressed their views on this occasion.

### **College Celebrated NSS day**

Govt. College of education celebrated NSS day on 24th Sept. Prof. Ashu Jolly programme officer briefed about the importance of this day. The chief guest Prof.( Dr.) Kaushal Smotra threw light on the role of NSS volunteers and encouraged the students to come forward for the "SELFLESS SERVICE" and to follow the motive of NSS that "NOT ME BUT YOU". Students presented cultural items and spread the flying colours with their emerging talent. The programme was concluded with a vote of thanks by Prof. Rubeena Yasmeen. The whole programme was anchored by Miss Harmeet Kaur.

### **Interactive Session on the development of communicative skills**

Department of English in collaboration with the literary committee organized an interactive session on the development of communicative skills among students. Various student speakers dwelt at length about the importance of English as a link language. The event was organized in the Govt. College of Education, canal road, Jammu. The Head of the department Prof. Shashi Prabha along with the convener literary committee Prof. Sindhu Kapoor encouraged the students, The other staff members from different faculties were also present.

### **Celebration of Eid-ul-Azha**

A programme was organized in Govt. College of Education, to celebrate Eid-ul-Azha. The program was inaugurated by the Principal of the College Prof. (Dr.) Kaushal Smotra. Dr. Smotra in her speech expressed the relevance of the festival and added that Eid al-Azha is a significant annual Islamic observance for Muslim communities across the globe. It is also known as the Feast of Sacrifice or Festival of Sacrifice as it commemorates Ibrahim's (Abraham) willingness to sacrifice his son to God. Cultural items were also presented on this occasion. The program was attended by College faculty members and non-teaching staff along with students of both B.Ed and M.Ed courses. Prof.

Rubina Yasmeen delivered the vote of thanks and the program was coordinated by NSS program officer Prof. Ashu Jolly.

### **Community Related/Extention Activities**

- Slogan writing competition held in the college on 27<sup>th</sup> September 2012 in Collaboration with Blood Bank of Govt. Medical College (GMC), Jammu. In this event Jasmeet Singh was awarded Ist Prize.
- In the Inter State Declamation Context: North Zone held at GCW, Gandhi Nagar on 29<sup>th</sup> September, 2012 for Silver Rolling Trophy institute of his Excellency the Governor of J&K State. The N.N. Vohra. Our student team led by Mohinder Singh participated in the event and sport on one of the themes. “Student’s counselling – Road to success”
- A one day workshop-cum-exhibition on ‘Low Cost Teaching Aids’ was organized in the college in 2012.
- A Guest lecture in the college was organized for the benefit of M.Ed students in 2012. Prof. Rajiv Rattan Sharma, Professor in PG Department of Education, University of Jammu was the Resource person in the activity.
- Besides, the year marked the events like celebration of Independence Day, Republic Day, National Blood Donation Day and the Red Cross Society activities.
- An extension lecture on Teacher Education was delivered in April, 2009.
- An Urdu Mushiard was organized on 6<sup>th</sup> April, 2009 in the college Multipurpose Hall.
- Campus Placement Drive was don on 26<sup>th</sup> May, 2009 by Edu. Con.
- Jasmeet Singh & Mohinder Singh bagged on 3<sup>rd</sup> Position in Province Level Quiz Competition organized at Town Hall, Kathua on the topic “Right to Information Act, in 2009.
- A programme on Vision & Mission of the NSS was organized on 29-03-2009 in the college Premises for educating the students about this unit and its role.
- A General awareness cam was organized by the NSS unit of the college on 27<sup>th</sup> May 2009 at Govt. Higher Secondary School, Gajansoo as an outreach activity.

Through observance of Republic day, Independence day, celebration of festival like Diwali, Gurupurav ,Eid, X-max conducting environmental awareness programme, energy conservation awareness programme, observance of AIDS day etc.the institution strives to develop social and citizenship values and skills among its students.

The institution is also benefited from the community. The community participation is assured in institutional development, institution-community networking, institution-school networking etc.

<b>DATE &amp; YEAR</b>	<b>COMMITTEE</b>	<b>EVENT</b>	<b>AWARD</b>
<b>02.10.2012</b>		<b>‘Display your talent’ competition held by JU</b>	<b>Mohinder Singh and Jasmeet Singh Bali (session 2012-13) secured 3<sup>rd</sup> position.</b>
<b>08.10.2012</b>		<b>Blood Donation Day celebrated in JU</b>	<b>Bharti (session 12-13) secured 1<sup>st</sup> position.</b>
<b>10.01.2013</b>		<b>Exhibition cum work-shop ‘Low Cost Teaching Aid’ Judgs Dept of Edu. JU- Dr Lokesh Verma Dr Mubarak Singh Dr Darshana Sharma</b>	
<b>24.01.2013</b>		<b>Cultural program on the eve of 64<sup>th</sup> Republic Day</b>	
<b>14.02.2013</b>	<b>Red Cross Cell</b>	<b>Importance of Red Cross in Society</b>	
<b>09.03.2013</b>	<b>NSS unit &amp; women Devlopment Cell</b>	<b>International Women’s Day- Lecture by Advocate Arsh Jot Johal on Domestic Violence Act</b>	
<b>18.04.2013</b>		<b>Heritage Meet of Ex-Principal’s in college premise</b>	
<b>06.09.2013</b>		<b>Teacher’s Day- Principals and Faculty members addressed the ‘Implication and traits of good teacher’.</b>	

<b>DATE YEAR</b>	<b>&amp; COMMITTEE</b>	<b>EVENT</b>	<b>AWARD</b>
<b>10.09.2013</b>		<b>Naag Panchami celebrated in college- Langer Arranged for all students, staff members of the college.</b>	
<b>25.09.2013</b>	<b>NSS unit</b>	<b>NSS Day- celebration</b>	
<b>01.10.2013</b>	<b>Red Cross Cell</b>	<b>National Voluntary Blood Donation Day</b>	
<b>04.10.2013</b>	<b>Event in collaboration with Red Cross Cell</b>	<b>International day of Non-violence and awareness drive for Importance of Blood donation in society.</b>	
<b>22.10.2013</b>	<b>Women Development Cell</b>	<b>Karwachauth celebrated by organizing exhibition of 'Rangoli' making and 'Mehendi' competition.</b>	
<b>26. 10.2013</b>		<b>U.N. Day Celebration- lecture by Prof. Ajit Singh (retired Principal) Release of College Magazine</b>	
<b>29.10.2013</b>	<b>Deptt. Of Psychology in collaboration with Women Development Cell</b>	<b>World Mental Health Day and Mental Health awareness month on the theme 'Older Adult Mental Health' celebrated by poster making by students and Visit to Old Age Home in Jammu.</b>	

<b>02.11.2013</b>	<b>NSS unit</b>	<b>Diwali Celebration</b>	
<b>13.11.2013</b>		<b>Virana Aivalli Memorial running trophy</b>	
<b>25.11.2013</b>	<b>Dept of Psychology</b>	<b>Lecture on –‘Emotional Intelligence’ by Mr. V.K. Singh (Additional Director Gen. of Police).</b>	
<b>28.11.2013</b>	<b>Environment Committee</b>	<b>Environment Day- celebrated by poster making competition on ‘Save the environment’</b>	
<b>13.01.2014</b>	<b>NSS Unit</b>	<b>Lohri Celebration- lecture and good wishes by dignitaries</b>	
<b>15.01.2014</b>	<b>Career Guidance, Counseling and Placement Cell</b>	<b>Lecture by Aksa Rao Deptt. Of English of the college on ‘Communication Skill’</b>	
<b>17.2.2014-18.2.2014</b>	<b>Career Guidance, Counseling and Placement Cell</b>	<b>Placement Drive in Education sector by ‘UDAAN’ placement consultancy service.</b>	
<b>17.01.2013</b>	<b>NSS Unit</b>	<b>Celebration of Guruparav through various cultural programs by students. V.K.Singh (Additional Director General of Police, Jammu) Chief guest Shiv Dev Singh Chib (Range Officer, Jammu Deptt. Of Forestry) guest of honor</b>	
<b>13.01.2014</b>	<b>Picnic Committee</b>	<b>College Picnic in ‘Mansar Lake’</b>	

<b>17.2.2014- 18.2.2014</b>	<b>Career Guidance, Counseling and Placement Cell</b>	<b>Placement Drive in Education sector by ‘UDAAN’ placement consultancy service.</b>	<b>27 students of college selected(session 2013-14) 5 Ex-Student ( session 2012-13</b>
<b>21.02.2014</b>		<b>Work shop cum Exhibition on ‘Low Cost, No Cost Teaching Aid’ judges Dr M.L. Parwana (ex Principal) Dr Dr Kiran Bakshi (Ex Principal).</b>	<b>GCOE bagged 3<sup>rd</sup> prize.</b>
<b>05.03.2014</b>	<b>Cultural Committee</b>	<b>Freshers Welcome</b>	
<b>10.03.2014</b>	<b>NSS Unit in collaboration with Women Cell</b>	<b>Celebrated through cultural program and lectures by dignitaries- Secretary Officers Association Wives-Arunima Singh, IPS Dy SP Naseem Akhter and Babita Sharma Advocate Arsh Jot Johal.</b>	
<b>25.3.2014</b>	<b>Career Guidance, Counseling and Placement Cell</b>	<b>Meeting with class representative and students of all section of B.Ed section. Discussed issues related to Educational and vocational opportunities Post B.Ed program</b>	<b>25.3.2014</b>



<b>DATE YEAR</b>	<b>&amp; COMMITTEE</b>	<b>EVENT</b>	<b>AWARD</b>
		Principal staff and non teaching meeting	
		Interactive session with M.Ed students(session 2014-2015)	
		Plantation Drive	
		Visit by resource persons from University for Internal Assessment Evaluation	
24.09.2014	NSS Unit	NSS Foundation Day	
		Orientation and Interaction with B.Ed students of Session 2014-2015.	
27.09.2014		Principal IQAC meet-to review the progress of RAR Compilation .	
27.09.2014	NSS unit	B.Ed students participation International Voluntary 'Blood donation day' 27.09.2014, participants Priyanka Koul, Rasmeet kour, Shifali Antal	
30.09. 2014	Scholarship Committee	Interaction with students by Principal of College regarding Scholarship. Principal of the college Prof (dr) Ajeet Angral addressed the students, senior faculty member Prof(Dr) Md. Zubair further addressed regarding the details of the procedure and concluded with vote of thanks.	

<b>1.10.2014</b>	<b>NSS unit</b>	<b>To observe Gandhi Jayanti, project making competition was held in college conducted by NSS unit of the college , participated by students. Judged by the Principal of the college Prof( Dr) Ajeet Angral, senior faculty members Dr. Raj singh Narainia, Prof, Anju Bala and Prof Baljinder Kour.</b>	<b>Section ‘B’ bagged 1st prize.</b>
<b>4.10.2014</b>	<b>NSS unit</b>	<b>To observe Gandhi Jayanti cultural program was organized by NSS unit of the college, students participated in various cultural activities. Principal of the college Prof( Dr) Ajeet Angral addressed the students and talked about the values and principles of Mahatma Gandhi. Program was followed by prize distribution ceremony for project making competition held in college among college students on 1.10.2014. Vote of thanks was delivered by NSS coordinator Prof Ashu Jolly.</b>	
<b>8.10.2014</b>	<b>NSS unit</b>	<b>‘Cleanliness drive (swachhta abhiyan) observed in college conducted by the NSS unit, and under supervision of Prof( Dr) Ajeet Angral and senior faculty member Prof Baljinder Kour. Students, faculty members and non-teaching of the college participated in the program.</b>	
<b>8.10.2014</b>	<b>Library deptt.</b>	<b>Distribution of the library card to the students under the supervision of the Principal of the college, faculty members and library staff.</b>	

11.10.2014	Women Development Cell	<p>The women development cell of the college observed karwachauth festival in the college through cultural program by academic staff and students and holding rangoli making and mehendi art competition by the students. In the occasion Prof (Dr) Jyoti Parihar , the convenor of the cell began with the welcome address followed by lighting of the lamp by Prof (Dr) Ajeet Angral, Principal of the college who further addressed the students shared his views regarding the essence of the day and also congratulated the winning students and distributed prizes to them. He also appreciated the endeavor of the committee for the remarkable program. Finally Prof (Dr) Rajinder Kour, member of the committee gave away the vote of thanks.</p>	
21.10.2014	NSS unit	<p>The NSS unit of Govt. College of Education organized one day ‘ Diwali Mela’ to observe Diwali festival through variety of event bonanza to spread the message of happiness, prosperity and bliss, Principal of the college Prof (Dr) Ajeet Angral, inaugurated the event by cutting the ribbon and lighting the lamp. Special guest of the occasion was Principal, DIET, Jammu, Shri Mohinder Kumar who too lighted the lamp to make a good beginning of the program. The major attraction of the program was exhibition counters of diwali cards, diya, gift boxes, variety of games and food counters for staff and students. The Principal of the college congratulated the students and NSS unit coordinator Prof Ashu Jolly for their effort and remarkable program.</p>	

5.11.2014	NSS Unit	Gurpurav was celebrated in the college. Importance of the day was highlighted through cultural program by students. Langar was organized in the college. Principal of the college Prof(Dr) Ajeet Angral addressed the students and appreciated whole NSS Unit for the successful organization of the event.	
7.11.2014	NSS Unit	Swachta Abhiyan	
14.11.2014	NSS Unit	Children's Day celebration, quotations written by Principal of the college Prof(Dr) Ajeet Angral and addressed the students the values held by the day love and care for children. Strudents and faculty members too expressed views and wrote quotations	
15.11.2014- 21.11.2014	RED RIBBON CLUB	'KNOW AIDS FOR NO AIDS' Week long Awareness program for HIV/AIDS. Coordinator Prof (Dr) Piyali Arora.	
24.11.2014	NSS unit	SVEEP seminar and Oath ceremony. Chief Guest Mr Ajit Kumar Sahu, DC Jammu	
1.12.2014	RED RIBBON CLUB	Rally by students organized by J & K AIDS prevention and Control Society. Award ceremony, felicitation of volunteers.	
10.12.2014	NSS Unit	Human Rights day,1day seminar was held in the College.	
10.12.2014	RED RIBBON CLUB	Closing ceremony'KNOW AIDS FOR NO AIDS' Awareness program for HIV/AIDS. Prize and certificate distribution.	

We utilize the local resources and local expertise of people from community Schools. Teacher expertise is utilized during internship period to provide on the spot training.

Experts from community are invited to the college to provide training in arts and SUPW. Students are securing placements through the collaboration with different institutions.

The institution would like to take up future plans and major activities for providing community orientation to students.

## **LINKAGES AND COLLABORATIONS**

Our college has collaboration with national level organizations, with which the institution has established linkages and the institution has benefited from such linkages. Some of our linkages are given below:

- Continuing Education Centre, Jammu university
- College Teacher Association (CTA) Jammu
- All India Association for Educational Research (AIAER)
- J&K State Aids Control Society.
- IGNOU, New Delhi
- World Wild Life Fund For Nature
- University of Kashmir, Srinagar

The schools in the locality extend full cooperation for pre-practice teaching sessions. Our students get training in conducting awareness programmes for school children and children belonging to special education schools. They get good exposure to serve the marginalised through different extension services. The schools situated in the vicinity (10 kms around) facilitate teaching practice for B.Ed students and internship of M.Ed students.

The linkage with other teacher education institutions opens the avenue for providing consultancy service for research work, statistical analysis of the data, project works etc. The faculty of the college helps other colleges with respect to conduction of final teaching practice by acting as external observer in Bed programmes and preparation of the self study materials for the students.

The linkage with various schools in and outside J&K helps in the placement of the students. Our outgoing students are absorbed in teaching posts at secondary and higher secondary levels in schools following State and CBSE syllabus.

## **Institute-school-community networking**

Our institution maintains a healthy relationship with the school sector. Some of our staff are invited to schools as resource persons. Student teachers give free tuition for poor students in some of the local schools. The school teachers extend their help by supervising the teacher trainees at their schools. The school teachers and other school authorities collaborate with faculty to design, implement and evaluate the practice teaching.

Before practice teaching, the Principal and the teacher educators of the college visit the schools and explain the procedures of the practice teaching. The divisions of the topics, evaluation schemes, continuous evaluation of students, preparation of lesson plans, instructional materials, etc. are discussed

with the school teachers before commencement of teaching practices. The institution has developed inter-school networking with practice-teaching schools as;

- With local community through extension service like literacy drive, awareness campaigns about health and hygiene, AIDS, environment conservation activities like plantation drives etc.
- By inviting alumni association to the college for seeking their suggestions for the development of the college.

### **Collaboration of Faculty with school/college/university**

Our staff has good contact with the faculty at school, college and university in our area. The teacher educators in different colleges of education under Jammu University have an association, College Teachers Association (CTA). The association create the venue for the teachers to meet and discuss the issues and challenges and a plausible and preferable changes in the transaction of curriculum. There exists such collaboration even in curriculum designing and conducting theory and practical examinations at university levels.

- . The faculty is actively engaged in practice-teaching schools and with teachers and other school personnels through the following activities.
- In preparing time-table for practice teaching group through the active participation of the supervisor (group incharge) with the school staff.
- In preparing lesson plans and teaching aids in cooperation with the school staff/teachers in accordance with their need/demand for syllabus coverage in each class and subject.
- In the conduct of internship programme comprising of eleven practical items to be performed by teacher-trainees, the supervisor, school staff and the pupil-teacher work together for its completion.
- In evaluating the performance of teacher-trainees in delivery of lesson use of teaching aids and performance of internship items the supervisor, school staff and the principal/headmaster of the school work together in cooperation.
- For collaborations with other colleges and university faculty the following measures are adopted.
- By inviting other colleges and university faculty members for participation in seminars and workshops conducted by the college.
- By inviting other colleges and university faculty members on the occasions of celebration of various functions in the college like release of news letter, annual functions and NSS activities camp.
- By inviting experts from the university and other college to deliver guest lecturer on techniques of teaching and different approaches of lesson planning.

### **BEST PRACTICES**

Most of the teachers of this institution have published books, RESEARCH papers in reputed international and national journals, books, and research

projects.

The faculty is enthusiastically applying for the UGC sponsored projects. The institution provides consultancy services to educational institutions, research scholars and teacher educators in the areas of research, statistical analysis of data and preparing project proposals.

The institution encourages the students and faculty to undertake action research. During the practice teaching session, every teacher trainee undertakes a detailed study of children with special needs. They give special care, guidance and counselling in consultation with the supervising teacher and submit the report to the college.

The college organizes various academic meets in the college. The teachers actively participate at international and national seminars/conferences and present papers. Some of the faculty members are resource persons at the seminars.

Our students provide free tuition for poor students in the neighbouring schools and the slum dwellers which is an extension activity of the college.

For collaborations with other colleges and university faculty the following measures are adopted:

- By inviting other colleges and university faculty members for participation in seminars and workshops conducted by the college.
- By inviting other colleges and university faculty members on the occasions of celebration of various functions in the college like release of news letter, annual functions and NSS activities camp.
- By inviting experts from the university and other college to deliver guest lecturer on techniques of teaching and different approaches of lesson planning.
- The faculty is actively engaged in practice-teaching schools and with teachers and other school personnels through the following activities;.
- In preparing time-table for practice teaching group through the active participation of the supervisor (group incharge) with the school staff.
- In preparing lesson plans and teaching aids in cooperation with the school staff/teachers in accordance with their need/demand for syllabus coverage in each class and subject.
- In the conduct of internship programme comprising of eleven practical items to be performed by teacher-trainees, the supervisor, school staff and the pupil-teacher work together for its completion.
- In evaluating the performance of teacher-trainees in delivery of lesson use of teaching aids and performance of internship items the supervisor, school staff and the principal/headmaster of the school work together in cooperation.

### **Observations, suggestion and Recommendations of the Previous Peer Team**

Since there was only B.Ed course till last session, there is hardly any scope for serious research activity. There are lot of opportunities where the college can prepare case studies like in guidance and counseling etc. One of the teacher of

the college is a recognized guide of the panel on the panel of the University of Jammu. The main research activity for the teacher is to guide the students in their project work at B.Ed. level. Some of the teachers are actively engaged in writing books, research articles, papers and publish them in the reputed national journals. One of the papers on Learning styles of advantaged and disadvantaged students has also been published in International Psychological Abstract.

The college is actively engaged in extension activities. It is responsive to community needs, such as community development programs, social work, organization of blood donation camps etc. Besides these activities, the awareness program like Health & Hygiene awareness, Aids awareness, Environmental awareness etc. are also the on going activities of the college. The college has adopted a nearby village where the NSS ioiunteers do social work. This is a regular feature. The college does not get any financial aid to support these activities and therefore the activties are conducted through *students' contribution. The college encourages those teachers and students* who take active part in extension activities. The rewards and merit certificates are given for such active participation.

The evaluative observations/ suggestions made in the first report on research, consultancy and extension have been followed to further improve and enhance the quality of these activities.

The positive comments of the peer team were highly appreciative and encouraging. After the accreditation we focused more on research and publications. Our teachers have published papers and articles in different journals, books and seminar proceedings.

The college intends to publish a peer reviewed educational Journal. Our teachers also guide the M.Ed students of IGNOU, promote action research and publish/edit books through regional, National as well as International publishers and have won recognition and awards.



## **Criterion – IV Infrastructure and Learning Resources**

- Physical facilities for learning
- Maintenance of Infrastructure
- Library as a learning Resource
- IACT as a Learning Resources
- Other facilities
- Best Practices
- Quality sustenance and enhancement measures

## **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

### **Physical facilities for learning**

Though started with limited infrastructure facilities in 1954, the college has built up a state of the art infrastructure. The college has physical facilities to support teaching learning process. Besides excellence in academic pursuits, the college is committed to ensure all round development of the stakeholders. The NCTE Act/Norms are not applicable to J&K State, however, all NCTE norms have been indirectly followed by the institution through its governing bodies i.e. the State Govt/University of Jammu/UGC/NAAC etc in the following manner;

- By transacting the syllabus prepared by the University of Jammu taking into consideration the national requirements.
- By adhering to the work load norms for teachers laid down by UGC and other curricular requirement for recognition by the UGC under 2f and 12b.
- Through the process of assessment and accreditation by NAAC.

The college has a total built up area of 22 kanals spread over three blocks. The institution has well furnished and spacious physical infrastructure including Classrooms, Staff rooms, Library, Computer Lab, Language Lab, Technology Lab, Psychology Lab, Science Lab, Counselling room, Physical education room, First Aid Room, Conference Hall, Store, Canteen, Hostel, Toilets, Parking slots, Administrative Office and Principal's room. The development and maintenance of infrastructure and learning resources is funded by the UGC and the state govt.

All classrooms are spacious and well-ventilated. Each classroom has enough seating capacity. A Notice Board is placed outside each class to announce their programmes and activities.

Various laboratories have been established to help the students in their academic pursuits. The college has a fully furnished science lab, psychology lab, computer lab and educational technology lab. The different laboratories are functioning under the supervision of a teacher in charge. The college has 37 computers and there are 17 computers in the computer lab.

The college provides free internet access to all the students and faculty. Broadband Internet Connection is available in all these places. It encourages students to use multimedia to construct and convey knowledge through web browsing, downloading, and uploading.

### **The Details of facilities Available in the Institution is as under:-**

- a) The college is housed in a spacious building which comprises of three blocks. There are 5 class-rooms on the 1<sup>st</sup> floor of teaching block one class room on the ground floor, one spacious multipurpose hall on the 1<sup>st</sup> floor of the administrative block.
- b) One big hall for housing library and reading room.
- c) The rooms for housing science lab with store room. Psychological laboratory, computer laboratory First aid health centre, NSS, language laboratory guidance and counseling cell home science educational

technology cell etc are available. The canteen and wash rooms for boys and girls are available.

- d) Administrative block comprises of Principal's room, two rooms for accommodating accounts and administrative sections, IGNOU study centre ,staff room and conference hall fitted with Edusat.
- e) The college is spread over 22 kanals land in a lush green pollution free surroundings with playgrounds for organizing different games, and sports events.
- f) The physical infrastructure of the college is sufficient to meet the needs of students for theory and practical components of B.Ed programme and also for carrying other circular and co-curricular activities.
- g) The physical infrastructure for M.Ed course comprises of one class room and M.Ed library which meets the needs of 18 studnets. Hostel is housed in rooms on the first floor of the M.Ed block.

**The master plan of the institution is attached as appendix.**

### **Augmentation of Infrastructure**

The college has augmented the infrastructure to keep pace with the academic growth and other requirements. New infrastructure is added when there is a need related with academic growth. The college tries best to give maximum facilities to the students and staff. The college has a built up area spread over 3 blocks.

### **Rooms and facilities in different blocks**

Room/Infrastructure	Facilities
<b>Principal's Room</b>	Computer, Internet, Phone, Fax,LCD Printer, Inverter, Sufficient tables and chairs,
Almirahs for	keeping office records, trophies and shields,attach toilet.
.	
<b>Office</b>	Computer, Internet, Phone , Printer, Inverter, Sufficient almirahs, tables andChairs, Toilet etc
<b>Conference Hall</b>	Conference Tables,Fans, Lighting System,EDU-SAT, ACs, Chairs, LCD, Computer, Sound System, etc
<b>Staff Rooms</b>	Internet, printer, Refrigerator, Rest Room, Separate Toilets For Ladies And Gents, Fan , AC,Sofa sets,Chairs,Center Tables Almirahs, etc.
<b>Class Room( 6)</b>	Sufficient Desk,Fans ,Tube Lights,Dise

and Benches

<b>Laboratories</b>	Almost all lab equipments needed for a lab, seating facilities, etc
<b>IAC T Lab</b>	Computer, Broadband Internet connection, ACs, Fans, Toilet, Tables Chairs and Shelves etc
<b>Library</b>	Adequate books and journals, computers, Copier, Inverter, Generator, Fans Shelf's Reading Tables and Chairs, Encyclopedias and yearbooks, Periodical Racks, CD Rack etc
<b>Multiple Purpose Hall</b>	Stage, Mike, Amplifier, Inverter, adequate light and fans, sufficient chairs
<b>Sports Room</b>	Shuttle Bat, Volleyball, Handball, Gym Articles, Cricket Bat, Balls, Stumps, Pad, etc
<b>Canteen</b>	Tea, Cold drinks, snack seating arrangements and washing facility, etc
<b>Parking Area</b>	Two and four Wheeler Parking slots
<b>Store</b>	Necessary stationary and other daily use items for students and faculty
<b>Kitchen</b>	For all the facilities for community living camps Crockery, and Cutlery, gas connection, water connection
<b>Career Counselling cell</b>	Almirahs, Tables, Chairs, fans etc
<b>First Aid Room</b>	First aid equipments and medicines.

The details of the equipments/hardware and the amount spent for the purchase of major items during the last five years are given ahead in budget allocation and utilization of funds.

#### **Facilities for Co Curricular Activities**

The college lays utmost importance on co-curricular activities. The college has a number of clubs and associations, about which information is given in detail for the benefit of the students. Efficient faculty members supervise the activities of these clubs and associations. Each club organizes various programmes related to their respective fields. Campus utsav, cultural competitions, etc conducted in the college give an opportunity for the students to prove their cultural abilities and skills. The infrastructural facilities available for co-curricular and extra curricular activities are given below;

- Multi Purpose Hall
- Computer Lab

- Psychology Lab
- Science Lab
- Education Technology Lab
- Library
- Outdoor and Indoor Game Facilities
- Display Boards
- LCD Projectors and OHP

### **Sports Facilities**

Facilities for indoor games like Chess, caroms are available. Volley ball court, hand ball court, shuttle badminton court, etc. are also available. We have applied for UGC Grant for a Multi Purpose Gym consists of Tread Mill, Exercise Cycle, Yoga Centre, etc. In addition to these facilities available, the institution makes use of the play ground .

### **Sharing of Physical Infrastructure**

Physical infrastructure of the college is shared with other institutions for educational, cultural and social activities. Our language lab and computer lab are shared with our school students.

The Multipurpose hall and conference room is shared for educational and cultural activities by practicing schools and for conducting programmes by DIET.

Our college is the venue for all assembly and parliamentary elections and registration of voters. Our staff also participates in the conduction of elections under the control of Election commission of India.

The college lecture rooms are used in the evening and on the holidays, for coaching classes of Kashmir University & IGNOU.

Our Library is optimally used by the researchers of various universities especially IGNOU, Kashmir University and RSS Rashtriya Sanskriti Sansthan, Jammu (Deemed University) under Ministry of HRD, Govt. of India; students of NET, SET, Coaching Classes, M. Ed. Students of other colleges etc. Consultancy Services of College are very useful to the Research Scholars, M.Ed. and M.Phil Students of Various Universities.

B.Ed., M.Ed. students of our institution share the physical infrastructure facilities in terms of Reference Library, Reading Room, Computer Lab, Language Lab, Technology Lab, Psychology Lab, Science Lab, First Aid Room, Auditorium, Cafeteria and Store. M.Ed. have separate Library facilities.

### **Use of Infrastructure/Resources by other institution/individuals**

- Provided Accommodation (Multipurpose Hall) for conduct of District Level Painting Competition for 9<sup>th</sup> & 10<sup>th</sup> Classes held on 08-05-2014 organized by DistrIACT Institution of Education & Research (DIET), Jammu.
- Provided **Library Resources** for Ph.D and M.Ed scholars of the following institutions
- Shri Venkateshwara University, Meerut (U.P)
- Lovely faculty of education and Humanities Lovely Professional University, Punjab

- Rashtriya Sanskriti Sansthan, Jammu (Deemed University) under Ministry of HRD, Govt. of India
- Faculty of DIET, Jammu, J&K State
- P.G. Department of Education, University of Jammu, Jammu.
- Conduction of B.Ed. Programme of University of Kashmir, Srinagar

## **HEALTH AND HYGIENE FACILITIES**

As our college is situated in the heart of Jammu Municipality where as many as 3 Govt. Hospitals, 3 Private Hospitals, and several Clinics and labs are in close vicinity, the institutes does not have a health center the college takes special care of the physical and mental hygiene of students through yoga, guidance and counseling, etc. If a necessity occurs, we make use of these facilities. The Government Hospital is just 900 meters away from the college. The college has first aid and rest room facilities.

The staff is trained in first aid and first aid kit is updated regularly. Besides College has opted health and physical education as one of the elective course for the B.Ed programme.

Following is the detail of the facilities available with the institution to ensure health and hygiene of the staff and students.

- A spacious staff room with attached washrooms both for men and women staff members separately are available which are kept clean by sweeper who is on regular appointment.
- A separate wash room is available in the administrative block.
- Principal's chamber has an attached washroom which is properly maintained.
- There are separate set of wash-room for male and female students.
- There is no health centre in the college which is manned by a trained pharmacist who provides first-aid treatment to students and staff including hostel inmates.
- The canteen facilities are available which caters to the needs of the staff and students.

### **Canteen**

As the number of students is small, a full-fledged canteen facility is not feasible in college, but the college has a small canteen where tea, coffee etc. are provided. Facility for small snacks is also available in the canteen. The college on special occasions makes use of the full fledged kitchen for students, participating in Community Living Camps. It is also useful during seminars and other programmes when food has to be served. Water cooler is installed in the corridor on the ground floor for students of the college near M.Ed library.

### **Hostel Facility**

The college provides hostel for boys with special emphasis on cleanliness, comfort and convenience. The hostel is situated in the campus. The men's hostel is run by the college. The hostel have mess facilities for students.

- The institution has a campus hostel comprising of seven rooms sufficient to provide accommodation for its male

students. Women are admitted in the women hostels of other colleges/in the university hostel.

- The recreational facilities including games and sports and health and hygiene are available in the institution .
- For the recreation of hostelers indoor games chess, carrom board and ludo are available. Table-tennis, volley ball and badminton provide opportunities of outdoor recreation. T.V facility is provided for watching educational and other recreational programs.

#### **Hostel Rules:**

- The caution money and the hostel amenities fund shall be paid at the time of admission to hostel.
- The seat rent, water & electric charges shall be paid in advance.
- Every student shall have to stay in the room allotted to him. No change shall be made without the prior permission of the convener of the hostel, committee.
- The students shall not cause any damage to the building and furniture provided to them. If any damage is caused they shall be liable to bear the cost of the repair or replacement.
- The hostel mess is run by the students's representative under the supervision of the Convener
- The mess dues for each month shall be settled by every student before tenth of next month. The mess charges will be announced by the 5<sup>th</sup> of the next month. The defaulters will not be allowed to take food in the mess.
- No student will remain out of the hostel after 7 P.M. without the prior permission of the Convener/Principal
- No student should leave the hostel [station] without the prior permission of the Principal.
- The students shall have to abide by the rules and regulations of the hostel. Violation of any rule will expose the student for disciplinary measures.
- Consumption of Alcohol, disturbing tranquility at the campus, returning after scheduled timings and remaining absent without permission shall be looked upon as serious offences and the students may be asked to leave the hostel besides other disciplinary action.

### **MAINTENANCE OF INFRASTRUCTURE**

#### **Budget Allocation and Utilization of Fund**

The infrastructure is well maintained. We use the funds in the best possible manner for strengthening and maintaining the physical and instructional infrastructure, such as buildings, IACT facilities, Laboratories, Library Learning Resource Centre, etc. The Purchase Committee of the college purchases equipment according to the budget by calling tenders/quotations. The library books and related items are purchased after discussions with the library committee. In order to have best utilization of funds, the college has an internal audit mechanism.

The Technical personnel are engaged on remunerative basis for the maintenance of computers and other machines. Annual Maintenance Contracts have been signed for the maintenance of costly equipments. Regular maintenance of library books is done.

Binding of books is done on yearly basis by calling quotations. The college staff does regular internal checking and normal maintenance. Other repairing work such as repairs of computer, furniture, fixtures, plumbing, electrical fittings, etc. are taken care of by contractors associated with the particular item.

The college uses its funds in the best possible manner. The budget allocation by the government and utilization of funds in the last five years (2009-2015) are given below.

<b>S.No</b>	<b>Items</b>	<b>Budget Allocation</b>	<b>Budget Utilization</b>	<b>Unspent Balance</b>
		Rs	Rs	Rs
1	Building	10.28(2010-2011) 0.5(2013-2014)	10.28 (2010-11) 0.49 (2012-13)	nil 1000
2	Laboratories	nil	nil	nil
3	Furniture	0.10(2014-15)	nil	nil
4	Equipment	*	*	*
5.	Computers	*	*	*
6.	Software	*	*	*

\* However, collage has purchased computers worth Rs 13,42,412 in 2009- 12 ,equipment for smart class wearth Rs 397,176 in 2009-12 ,Gen set worth Rs 146,415in 2010-11, Refriegeerator worth Rs 27807 in 2010-11 and fax machine worh Rs 8739 in 2010-11 out of the grant received through UGC in 11<sup>th</sup> plan 2009-12. Watercooler ,Ac and CC tv have been purchased out of the M and S grant of the govt allocated during 2013-14

### **Utilization of Infrastructure**

The physical and instructional infrastructure such as buildings, IACT facilities, laboratories, library and other allied infrastructure of the college are well maintained and strengthened from time to time by providing available necessary finances and human resources. It is also ensured that they are accessible and utilized by the staff and students on regular basis.

The infrastructure of the college is optimally used for conducting all curricular, co curricular and other activities. Library, Computer Lab, Technology Lab, Psychology Lab, etc. are optimally used by the students by making necessary arrangements in the timetable.

Staff and students of the college optimally use the broadband internet without any payment. The Multipurpose hall is used for organizing seminars. All the cultural programmes, festival celebrations, inter college competitions; debates etc. are conducted in the hall. Digital Copier in the library and Office are used for taking printouts, Photostat and Scanning. Staff and students are availing the facilities at a nominal rate.

Library and INFLIBNET N-LIST connections are very helpful to the students and faculty. The play ground is used in the evenings and also during the physical education practical periods. The institution ensures and plans the optimal use of the infrastructure in the following manner.



- By presenting time-table for all academic activities in theory and practice of teaching so that there is no overlapping in teaching work use of different learning resources so that teaching and laboratory activities go on smoothly.
- By preparing yearly plan of curricular and co-curricular activities in the form of college calendar which indicates the tentative days/dates for the conduct of the activities including the conduct of internal assessment tests, micro and macro practice of teaching phases, display your talent programmes and conduct of seminars, debates, cultural programme, celebration of important days and arranging for guest lecturer at appropriate time.

The plans prepared as detailed above the college infrastructure is put to optimal use on the appropriate occasions and time.

### **Environmental Issues Associated with Infrastructure**

Our college takes ample care and concentration of the environmental issues associated with the infrastructure of the college. The campus is clean and green. We have a beautiful garden and lawn inside the campus. Our supporting staff always keeps the campus very clean. The college organizes campus cleanup programmes frequently. This creates awareness among the students about the importance of cleanliness in the campus. All students participate in the programme.

The college has an eco friendly waste management system to ensure the healthy environment. Water cooler and water purifier are ensuring safe drinking water. Vermicompost are made in the college. It assures fertilizer of plants and also helpful in waste management.

The institution considers environmental issues associated with the infrastructure in the following manner;

- By providing facilities of sufficient light and fresh air into the class room.
- By regularly cleaning the class rooms and other physical infrastructure used by the student and staff.
- By providing clean drinking water facilities to the students and staff.
- By providing the facilities of electric power supply for fans and tube lights to enhance the air and light supply.
- By taking cleanliness and plantation drives, within the campus by NSS volunteers.

### **LIBRARY AS LEARNING RESOURCE**

The library and Computer Centre of the college is situated on the ground floor. It has adequate holdings in terms of books, journals, other learning materials and facilities for technology aided learning which enable students to acquire information, knowledge and skills required for their study. The library offers its services to about 450 users comprising teacher trainees and teaching and non-teaching faculty of this college. The library has a key role in supporting the academic activities of the institution by establishing, maintaining and promoting library and information services. It supports the teaching and

research programme of the college by maximizing access to information. We have a well ventilated, well lighted and spacious library with good seating arrangements.

The library functions under the supervision of a qualified Librarian and four members of the supporting staff. For the convenience of the readers, Xerox facility including printing has also been provided in the library premises. It is very useful for the students for printing and photocopying.

Generator ensures uninterrupted supply of electricity. We have separate reading rooms and Teacher's section. Notice board is placed outside the library and also inside the reading room to facilitate display of important information.

The library support the research and educational endeavors of students, research scholars and faculty of the college by collecting, organizing, preserving and disseminating information and instructional programmes in all formats and enable online access to e-resources using modern information & communication technologies.

The college is accessing the National Library and Information Services Infrastructure for Scholarly Content (N-LIST) programme launched by the Information and Library Network Centre (INFLIBNET) Ahmadabad. The N-LIST covers all the disciplines viz. Pure Sciences, Social Sciences and Humanities including Linguistic and Languages. It includes e-journals, e-books and databases. The details of the library resources are given below;

<b>Items</b>	<b>Numbers</b>
Books	23,749
Print Journals/Periodicals	05
Theses	169
Encyclopaedia	85 sets
Magazines	12
Newspaper	10
Online Resources including	75,000 e-resources and 3,000e-Journals Journal and Books N-list

### **IDENTITY CARD**

Each trainee shall have to furnish his/her passport size photograph to the librarian to have an identity card made in his/her name. This card shall be treated as a valid document of the bonafides of the trainee.

The library provides unlimited free access to staff and students. The Library has been providing Xerox facility for the past several years owing to the increasing photocopy and printing requirements at the higher education level. As the nature of the work is largely academic, the photocopying charges are fixed at a nominal rate which is just enough to support the operational costs. Each book is issued for 14 days. Books in Reference section and Journals are issued for overnight.

The library borrower's card identity Cards are issued after an orientation class conducted subject wise immediately after the admission. The students belonging to the economically backward classes can avail of more books for longer durations via book bank facility

### **RULES & REGULATIONS**

- The students can borrow 4 book at a time.

- Books are issued to students for not more than 14 days. A fine of Rs. 5/- shall be levied for each working day's delay, including holidays, in returning the books. The books of more demand (the prior requisition for which can be made in the demand register) shall be issued only for three days. Any borrower, who fails to return the book within 3 day's, shall be charged a fine of Rs. 5/- per day for delay.
- The latest periodicals and journals in the library are not issued to student during the working hours of the college. The back numbers may, however, be got issued and a student can retain them for not more than 2 days failing which he / she shall have to pay a fine of Rs. 5/- per day.
- Books damaged or mutilated or lost have to be paid for double the cost and if such a book is a part of a set or series or volumes, the cost of the entire set shall have to be paid. The staff members shall have to pay the actual cost plus postage and packages charges only.
- The member should point out the damage that may have already been done to the book at the time of issue, otherwise he shall be responsible for the damage.
- Membership is open to the students of the college and the members of the staff only.
- The working hours of the library shall, be ordinarily the one hour above the working hours of the college.
- Staff members cannot draw more than five books at a time and cannot retain them for more than a month. This may not however, apply to books on the subject they teach.
- No outsider can enter in any section of the library without permission.
- Any student found guilty of damaging, stealing, scrapping, tearing, marking, misusing the books got issued from the library shall be penalised according to the findings and recommendations of the enquiry board constituted for the disposal of such case.
- As a precautionary measure, for the safety of library material and the convenience of readers, no body can smoke, take refreshment and entertain his or her guests in any section of the library.

**Issuance of books to the students (Year wise)**

<b>Years (Session)</b>	<b>Total Students (B.Ed) enrolled</b>	<b>Total Books issued</b>
2009-2010	397	2998
2010-2011	400	3653
2011-2012	386	3714
2012-2013	390	2695
2013-2014	397	2337

Members of the Alumni Association, Practicing School Teachers, Researchers of various Universities and beneficiaries of different coaching and consultancy services are allowed to use the library for reference with the permission of the Principal.

## **Library Services and Facilities**

### **Journals and Periodicals:**

Periodicals are the primary sources of information and awareness and more up to date than books. We subscribe to 5 periodicals directly through the publishers and others are obtained as gifts from the publishers themselves. We regularly subscribe Newspapers, News-letters , Educational Journals and Periodicals.

News Papers and College Magazines are arranged in the Reading Room. Current volumes of periodicals are displayed in front of the inclined type periodical rack and its back volumes are kept under the cupboards. The newspapers of about six months are kept in the reading room and after 6 months these are kept in the library store.

Periodicals are acquired by subscriptions placed with the publishers of the titles. Normally periodicals are subscribed annually. Subscriptions are renewed every year. Sometimes some of the titles are dropped and some titles are added.

### **College subscribes to the following journals:**

- Indian Education Journal (NCERT)
- Indian Journal of Scientific Research
- Indian Education Review Journal
- College News q quarterly journal of Higher Education
- A Quarterly development Journal.

### **Breakup of Total Book/ Encyclopedias available in college library**

1. Books in B.Ed Library	=	23,749
2. Books in M.Ed Library	=	2261
3. Books in Book Bank	=	3111
<b>Total</b>	<b>=</b>	<b>29121</b>
<b>No of Encyclopedias</b>	<b>=</b>	<b>1120</b>

### **INFLIBNET N-List Programme:**

The college has recently joined the project “National Library and Information Services Infrastructure for Scholarly Content”. N- LIST is jointly executed by UGC-INFONET Digital Library Consortium, INFLIBNET Centre and the INDEST-AIACTE Consortium. It provides access to e-resources to students, researchers and faculty of the college through servers installed at the INFLIBNET Centre. We can access more than 3000 e-journals, 51000 e-books and a bibliographic database called MathSciNet containing more than two million reviews of research articles in Mathematics.

The college library has both general reference books and specific reference books. The library maintains a good Reference Collection. It includes valuable reference sources like Encyclopaedia, Multilingual DIACtionaries, Thesauruses, Yearbooks, Theses, etc.

### **User Orientation Programme**

User orientation programme is conducted for students of both B.Ed. and M.Ed in the beginning of their course. Students are made aware of the general arrangement and rules of the library, different sections, classification system, library services, circulation system, important reference books, journals, etc. Instruction is also given about the care and concern for the library materials, importance of reading, development of reading habits, etc.

### **Reprographic Facilities**

The library provides reprographic facilities like photocopy, a photocopier is available in the library. An amount of one rupee per page is charged on production of intends.

### **Resource Sharing**

Research Scholars from different universities and M.Ed. Students from different PG Colleges are using the library for reference. Former students who are doing their higher studies in other colleges are also allowed to refer the library materials with the permission of the Principal. The students and teachers of nearby colleges DIET and schools also make use of the library facilities on request only for reference.

### **List of New Additions**

A list of new additions is regularly compiled and displayed on the notice board. This is helpful in bringing such books to the notice of their potential users and very useful to the staff and students to know about the new arrivals.

### **Clipping File**

The library maintains a clipping file of education and research oriented in newspapers, journals and also maintains a copy of downloaded article from Internet.

### **Library Advisory Committee**

The institution has a mechanism to systematically review the various library resources for adequate access, relevance etc. For this, the Library Advisory Committee of College meets twice a year. It helps the library committee in carrying out the administration of the library more effectively. The committee comprise of the Senior faculty member as convener, four members of the teaching staff and one student representative. The committee is empowered to review the various library resources. It recommends all matters related to the organization and services of the college library.

The library advisory committee has instituted a **Best library user award** for the best student user. The major responsibilities of the library committee are:

- Selection and ordering of Books, Periodicals, Journals and Magazines, etc.
- Framing and modifying the general rules and regulations for the proper functioning of the library.
- To evaluate the proper maintenance of the library and to keep the library well equipped.
- To make availability of the library services to the maximum and optimum use by the staff and teacher trainees.
- To help the librarian to introduce innovative services to the library.

During Last Five Years, the Grants Received And Utilized For Purchase of Library Resources Is as under:

**TABLE SHOWING YEAR WISE GRANT RECEIVED FOR LIBRARY (2010-2015)**

<b>Year session</b>	<b>Amount received (Rs)</b>	<b>Amount consumed (Rs)</b>	<b>Unspent Balance (Rs)</b>	<b>Amount for B.Ed Lib</b>	<b>Amount for M.Ed Lib.</b>
2010-11	670000.00	669729.06	271.00	256489.00	413240.00
2010-11	228000.00	227906.00	94.00	157906.00	70,000.00

2012-13	200000.00	199946.00	54.00	130507.00	69439.00
2013-14	250000.00	248994.00	1006.00	200,000.00	48,994.00
2014-15	1,50,000.00	149585.00	415.00	90,000.00	59985.00

### **Working Days**

The library functions from 9:00 am 4.00 pm on working days except on Sunday and public holiday. The library is open around all working days in an year and 7 hours per day without interval. Students are using the library during their library period, free periods and intervals.

Separate library periods are allotted for B.Ed. and M.Ed. students for optimum utilization of the library. We have separate library for M.Ed. Most of the faculty and students visit the library every day.

### **New Arrivals**

The new books are displayed in the library on a special rack and cover pages are displayed in the library

### **Book Bank Facility**

Book Bank facility in the college is run for the economically backward students. Four books related to the syllabus are issued to the students for the whole year and taken back after the final semester exam. The book bank facility created in the library is used by students for their academic growth in the following manner;

- Book bank section is created in the library for the needy students by purchasing books for book bank out of the funds received from the Govt.
- Book bank section is also enriched by donating books received as specimen copies from publishers.

Books from book bank are issued to poor/needy students for the full academic session returnable before clearance for appearing in the final examination.

The following are the facilities provided to visually and physically challenged persons.

- The library has been housed at the ground floor which ensure easy access the physically challenged students.
- The additional lighting arrangement has been made for visually impaired students.

## **IACT AS LEARNING RESOURCE**

### **IACT Facilities of the Institution**

We have adequate computer facilities and other learning resources with easy access, processing, and dissemination of knowledge. IACT has made the teaching and learning process easier and efficient for the faculty and students of the college. The college has a well established computer lab with 17 computers, Internet, Printers, Laptops, Interactive Boards, White Boards and Green Boards. UPS is available in the Computer Lab.

Student Teachers and Teacher Educators use multimedia such as text, graphics, videos to support the learning activities. Teaching learning process using LCD Projectors, Interactive Boards are brought into use in the regular classroom teaching where learning is easier and comprehensive. The

Interactive white board enhances the effectiveness of classroom instruction and learning. M.Ed Students use computers and other technologies throughout their coursework. The major IACT facilities available in the college are given below;

- Desktop computer
- Laptop computer
- Interactive boards
- Digital copier
- LCD Projector
- OHP
- Video Camera
- Digital Camera
- Printer
- Laser Pointer
- Scanner

The institution provides following Information And Communication Technology (IACT) facilities for the benefit of students and the staff;

- For making power point presentation of the demonstration lessons by the staff at the final practice of teaching phase.
- For presenting the lessons by students at the Micro and Macro phases of practice of teaching through the transparencies by using OHP.
- For making power point presentation of lesson by the students at the final practice of teaching phase.
- For watching educational programmes on the T.V and Edu-Sat
- For setting question papers and developing lessons

The infrastructure is optionally used by the institution for following purpose, in the best interest of students, other institutions and the community.

- For teaching learning process through curriculum transaction
- For organizing co-curricular activities like debates symposia and workshops for the students and faculty development.
- For the conduct of micro-macro practice of teaching and organizing demonstration lessons by the faculty members.
- For conduct of internal assessment tests of students.
- By sharing the infrastructure with the University of Jammu and other examining bodies like J&K PSC, UPSC, banking recruitment bodies, etc for the conduct of examinations.
- By sharing the infrastructure with IGNOU in the interest of students to provide service through IGNOU study centre functioning in this institution.

### **Curriculum for Imparting Computer Skills**

It has been a major concern of University to integrate the information and communication technology into B.Ed and M.Ed curriculum. In the B.Ed & M.Ed curriculum educational technology and IACT are included as compulsory paper and electives. The course is aimed at equipping the students with computer skills, analytical skills and soft skills which are the primary

requirement for employment opportunities.

Computer training, in both theory and practical classes is given to all the students. Time allocation is made in the time table itself.

### **Computer Training Curriculum**

The curriculum of the computer training programme includes Basic Concepts of Information Technology, File Management, Word Processing (Microsoft Word), Spread Sheet (Microsoft Excel), Presentation (Microsoft PowerPoint), Information and Communication (Internet and e-mail), Social Networking and LCD Projectors. For the M.Ed students, in addition to the above, the college gives special training to Interactive Whiteboard, Data entry, etc.

As part of the **B. Ed and M. Ed curriculum**, the students are given theory and practical lessons in computer fundamentals — hardware and software, functional units, storage devices, **computer assisted instruction**, interactive learning, e-learning, virtual classrooms, etc. As part of the **IACT training** M.Ed students do practicum with respect to preparation of lessons based on computer assisted instruction, power point preparation etc. These training classes are imparted with a view to equip the student teachers to attain basic skills and cognitive orientations in IT. It also aims at developing an analytical perspective towards the emerging trends and practices in IT for effective curriculum transaction.

### **IACT in Curriculum Transaction**

IACT is a part of M.Ed. and B.Ed. Curriculum. It is used as a tool for doing assignments, data collection, documentation and conducting research. Teachers extensively use IACT for preparing learning resources and updating the teaching notes.

We use the IACT Technologies such as computer, laptop, internet, websites, LCD Projectors, Interactive White Boards, digital camera, application softwares. We strive to develop a new generation of teachers who are capable of employing a variety of technology in all phases of academic, administrative and research programmes.

### **Technology in Practice Teaching**

An integral part of our curriculum is the practice teaching/internship of four weeks duration which provides the students with firsthand experience of the actual classroom situation. Students are sent to schools for their teaching practice in the second half of the session.

Student Teachers are trained to use computers, LCD Projectors, OHP and internet for developing lesson plans and its effective transaction. The power point presentations and computer based teaching aids etc are used by students in pre practice, practice teaching and post practice teaching sessions. They make use of the multimedia in schools and presentations are made. Lap tops are also used by student teachers for classroom presentation.

## **OTHER FACILITIES**

### **Instructional Infrastructure**

The college has adequate number of classrooms, laboratories, library and computer facility and other learning resources. All the classrooms are equipped with adequate furniture. Computers are used to enable teachers to improve curriculum and enhance learning.



The college has interactive white board in smart class, which makes classroom presentations easy by integrating a wide range of information into a lesson, such as pictures from the internet, a graph from a spreadsheet or text from a Microsoft Word file, etc. The visualiser displays anything that is placed under it in a magnified manner.

Public address system is also available in the college. College has sufficient computers for making power point presentation slides. The students use computers in computer lab. Free Internet Access is allowed to all students and faculty of the college.

### **Audio Visual Facilities and their Utilization**

Various audio visual facilities are provided in this college. The college has facilities like 57 Desktop Computers, 2 Laptop Computer, an Interactive whiteboard, 4 LCD Projectors, 2 TV sets , 3 OHPs, 6 White boards, a Video Cameras, a Digital Camera, CCTV, Visualizer, VCD Player, LED T.V. etc. Students are encouraged to use these audio visual facilities in their teaching learning process.

### **Computer Laboratory**

The college has a computer lab with 17 computers, a laptop, scanner, Printer, LCD, White Board. The teacher trainees are free to use the internet facility for their studies and reference works

. In addition to these, the student teachers are free to make use of the laboratory for preparing power point presentations, project works, computer aided learning packages and software related to education. The seating capacity of Computer lab is 17 and UPS is available in the Computer Lab.

### **Language Laboratory**

The college language laboratory has a number of audio and video cassettes, to train the student teachers in communication skills and spoken English.

### **Psychology Laboratory**

The psychology lab is specially equipped with apparatus of simple experiments related to educational psychology. All the latest tests including Intelligence tests, both verbal and nonverbal, Aptitude tests, Creativity tests, Personality inventories, Attitude tests and Interest inventories are available. The psychology laboratory is extensively used by the M.Ed for research purposes. For doing practicums B.Ed students make use of psychology lab. They are also familiarized with different tests.

### **Educational Technology Cell**

The technology lab is equipped with a tabletop Computer, Digital Camera, Visualizer, LCD Projector, OHP, Slide Projector, Green Board, interactive white board etc In the present educational scenario the role of educational technology is emphasized for quality enhancement at all levels, more so, at the teacher training institutions. For this purpose, educational technology cell has been created which is equipped with the following gadgets

- Computer with printer
- UPS
- OHP
- Camera
- Slide Projector
- Transparencies

- Interactive White board

### **Science Laboratory**

The college has laboratory for science in the campus.. It includes relevant teaching aids like charts, models, pictures and appropriate furniture like work tables, slabs, blackboard, electricity and water supply.

### **Multi Purpose Hall**

The college has a multipurpose hall which caters to the demands of the college for Educational Activity. It is a venue for the common programmes of the college like Conferences, Quiz Competitions, Debates, Workshops, Campus Utsav, PTA Meetings, Alumni Meetings, etc.

### **Conference Hall**

It can accommodate all the staff of the college at a time. It is equipped with latest technology like Computers, Projectors, Ac's, Public Address System to facilitate effective presentations. This is also used for seminars, conferences, staff meetings various committee meetings, PTA meets, alumni meets, etc.

### **Staffroom**

Our staffrooms are well ventilated and have facilities like tables, chairs, shelf, Ac's fan, light, cupboards, and washing facilities. Staffrooms are spacious enough to accommodate the faculty comfortably. Staffroom is provided with a fridge and cooking gas, MEd. Faculty has separate room for taking optional classes and discussing dissertation work.

### **Vehicle Parking**

Parking facilities are provided in the campus. Two wheeler and car parking facility is available within the campus

### **Electricity and Lighting**

Our campus is blessed with natural light and fresh air. It is provided with well planned lighting arrangements. Uninterrupted power supply is ensured by use of generator. Conference hall, library and College office has the facility of Inverter.

In addition to this the computer lab, office and IQAC are supported with Online UPS. In the college campus 220KV Transformer is available for the power supply. All the class rooms, office, staffrooms, laboratories, library, multipurpose hall etc. are fully electrified with fan, tubes and power plugs.

### **Transport**

The college does not have a transport facility of its own as most of the students are residing in the nearby places. The college is situated near to highway, so many Public Transport and Private buses are available from here. Almost all staff members have their own vehicle.

### **BEST PRACTICES**

The college is always supportive to update the existing facilities for teaching

learning process. Construction of new RUSA block is one of the examples of the enthusiasm of the management. Finance is not considered as a constraint for the betterment of the infrastructure.

The college has broadband unlimited internet connection, so Internet access is made available free of cost.

Library holds dissertations, Magazines, books, e-journals and old precious and useful books.

ByJoining the INFLIBNET N-LIST Programm college has enabled the students and faculty to access so many e-journals and e-books online.

Most of the administrative transactions such as student's RR's, scholarships, pay roll are computerized .

Enhancing the use of library by instituting the **Best library user award**.

Adequate toilet and washing facilities are provided to staff and students.

Generator provision allows uninterrupted power supply.

The College has a B.Ed library with 23749 books. It provides good reference material like resource books, encyclopaedia, scholarly journals, periodicals etc. The Library subscribes to 5 educational journals and periodicals.

The College has a separate M.Ed library with reading room facilities.

Teachers and Students are always taking classes using LCD Projectors. Interactive white boards are available in technology lab and in one classroom.

Various committees like College development Council, Steering Committee, and IQAC ensures constant augmentation, maintenance and optimum use of the infrastructure to keep pace with the academic growth of the institution

The enhancement of facilities and maintenance of equipment is ensured in the following manner;

- By adding to the facilities through annual purchases.
- By taking up repair and renovation services of the above facilities.

The College intends to improve the existing facilities for sports and games of various types. The Students are motivated to participate in various inter collegiate games and sports competitions. The students have participated in sports and games at the State and National level.

### **Observations, suggestions and recommendations of the previous peer team**

One of the blocks of the college building is meant for administration purposes. This administrative block accommodates *Principal's chamber, the establishment section, accounts section, IGNOU study center, a well furnished Conference hall and physical education department, occupying one room each.*

On the first floor of this block, there is an assembly hall with a seating capacity of about 150 students. College needs a bigger hall keeping the increased intake of students in view 2nd Block, the teaching block, has ground floor and first floor. On the und floor there are 9 rooms and one big hail for library. And the first floor has 5 class rooms having a capacity of 80 seats.

3rd Block has also ground floor and first floor. 1st floor has 2 class rooms with a seating arrangement for 80 students. One room is allotted to canteen on this floor. The first floor of the building with six rooms has been changed into

Boys Hostel. Presently 11 boys are accommodated in the hostel. The hostel is neat and clean and the boys manage the mess themselves. A private building outside the college premises has been rented to be used as girls hostel. The peer team appreciates the constraints under which the college works but feels that there is a need for more accommodation both for boys as well as for girls. All the classrooms have sufficient furniture fitted with magnetic boards, fans and tube lights etc. There are sufficient physical facilities for the administrative as well as teaching purposes. The availability of sufficient and good infrastructure keeps pace with the academic growth of the institution. The academic growth is evident from the academic performance of the students during the past three academic sessions. The average subject-wise results are above 80%. The college ensures the optimal utilization of the infra-structural facilities by opening these facilities to other agencies. The campus is beautiful and pollution free. The maintenance of the campus is properly done. The library is well equipped. The total stock of books is about 22,696. There is a small reading room in the library and the library has recently acquired a computer. Data is being fed in to the computer and it would take some time to make use of the computer for the benefit of students and teachers in the library.

There is need to inbuilt the use of psychological tests in the curriculum particularly in the practical aspects.

The labs include Language Lab and Science Lab. The Psychology lab and Educational Technology lab are under the process and are likely to be ready by the end of this academic session. The college is fully equipped as far as the sports are concerned. The physical and infra-structural facilities are available for games like cricket foot ball, volley ball, table tennis, health fitness etc. The college gives incentives to out standing sports persons.

After the last NAAC visit, the college has taken efforts to improve the infrastructure. Some of them are: smart class, conference hall, library, installing more computers, LCD and other IACT facilities, installing the cctv, volley ball and badminton courts, college store etc.

For purpose of augmenting/increasing the infrastructure to keep pace with the growing need the following steps have been taken up by the institution;

- A building plan for construction of 2<sup>nd</sup> floor on the academic block has been submitted to the UGC.
- Plan for construction of additional accommodation in three block, toilets and spacious canteen has been submitted to the state government as well.

The following infrastructure facilities are available for organizing co-curricular/extra curricular, activities games and sports activities;

- A multipurpose hall used for organizing display your talent programme, cultural activities, and literary activities like debates, symposium and seminars
- The spacious ground for organizing social and annual day functions and the like events is available. The volley-ball court, badminton court and table-tennis are the games for which the facilities are available.

The following are innovative practices related to the use of IACT which contributed to quality enhancement

- By the use of IACT by faculty members during demonstrations of lessons during macro phase of practice teaching.
- By the use of IACT by faculty members during demonstrations of lessons during the Micro-phase of practice teaching.
- By use of IACT by students during final practice of teaching phase and during practice teaching phases in schools.

Now the college has sports room, gym, Volleyball court and Badminton courts. We intend to start aerobics training and yoga practice for the students. The college has taken initiative to build a RUSA Block with the classrooms and other adequate facilities.

## **Criteria – V Student support and Progression**

- Student Progression
- Student Support
- Student Activities
- Best Practices
- Quality substance and enhancement measures

## CRITERION V: STUDENT SUPPORT AND PROGRESSION

### STUDENT PROFILE AND PROGRESSION

The present strength of B.Ed students is 397. Out of 397 students 169 are boys and 228 are girls. All the B.Ed students are from the J&k State. The M.Ed course was started in the year 2005 and the sanctioned strength is 16 and of the 16 M.Ed students, one is boy and the rest 15 are girls. The course wise and gender wise number of students during the last five years is given below:

#### **Number of B.Ed and M.Ed students during the last five years**

<b>Year</b>	<b>B.Ed</b>			<b>M.Ed</b>		
	<b>M</b>	<b>F</b>	<b>T</b>	<b>M</b>	<b>F</b>	<b>T</b>
2009-10	193	204	397	4	11	15
2010-11	241	159	400	2	14	16
2011-12	200	190	390	3	15	18
2012-13	208	182	390	1	15	16
2013-14	169	227	396	3	13	16

The academic year begins by self introduction of the faculty and students. A formal inaugural ceremony is arranged. At the beginning of the academic year the institution conducts an orientation programme to orient the newly selected students for the programme. This programme leads to maintain a cordial relationship among the students and with the institution. The following are the programmes for students' preparedness for the course:

**Welcome at the time of admission/joining** by the Principal

**Counselling at the time of admission**

The principal and the staff provide orientation/counselling to the parents and students at the time of admission.

**One week orientation programme**

This programme focuses on developing awareness about the institution, vision, mission, goals and objectives, value of teaching profession, statutes and code of ethics for teachers, various courses offered, evaluation process, facilities in the institution, library rules and regulations, etc. In case of in-service category of students the preparedness for the programme is evident from the following facts:

- From the eagerness with which they join the institution after their deputation is sanctioned by the Director School education.
- From the inner motivation for becoming eligible for promotion to master grade.

In case of freshers the students preparedness is evident from the following fact:

- From the eagerness with which they get to know the advertisement from the news papers.
- From the inner motivation with which they compete at the entrance examination conducted by the J&K Board of BOPEE and get selected.
- From the promptness with which they report for seeking admission.

The institution ensures that they receive appropriate academic and professional advice from the commencement of programme to its completion through the following activities;

- Through orientation lectures by the faculty members before the start of theory class work.
- Through syllabus transaction in theory papers/subjects in accordance with the time-table.
- Through Micro-practice teaching in different skills of teaching (Reinforcement, illustration, stimulus variation, explanation and questioning) under simulated conditions.
- Thorough Macro-practice teaching phase by Delivering 22 lessons in two teaching subjects.
- Through celebration of national functions and important days.
- Through organizing social and cultural activities impacting all round development of students.
- By organizing picnics and field trips and social services under NSS programmes

The performance of the students during session is evaluated through test papers, internal examinations and various co-curricular activities. The academic and other activities of the college are evaluated by collecting feedback from the students at the end of sessions through an evaluation proforma with respect to evaluation of teachers, evaluation of the course, curriculum, institution, etc. The feedback received is taken positively for further improvement.

The lush green campus environment motivates the teacher trainees to improve their performance. The tutorial system, co-scholastic activities through various clubs, extension services, SUPW, enhanced library facilities, participation in university and inter-university level competitions, IT oriented programmes, celebration of days of importance, awareness programmes, etc. ensure the performance improvement of students. The performance of the institution is reflected in the results at the university examinations. Recently Credit and Semester system has been introduced in the M.Ed course. The campus environment promote motivation satisfaction and performance improvement of students in the following ways:-

- The campus environment is pollution free and looks beautiful with eye catching lush green lawns and shady trees.
- The environment of the campus remains charged with academic activities, all round.
- The learning resources, like library, science and computer laboratories IACT are fully equipped with teaching gadgets and the qualified faculty.

The facilities of NSS , merit scholarship and health centre in the institution are the source of motivation, satisfaction, and performance improvement.



**B.Ed Examination Results for the last 5 years**

Academic year	No. of students appeared	Pass %	I	II	III
2009-10	242/388	60.88	8	182	20
2010-11	220/386	58.9	1	108	40
2011-12	363/386	60.88	6	175	40
2012-13	388/390	72.68	11	207	64
2013-14	Result awaited				

**M.Ed Examination Results for the last 5 years**

Academic Year	Appeared	Pass %	Division I	II	III	Distinction
2009-10	13/15	86.6	12	1	-	-
2010-11	13/16	81.2	11	1	-	-
2011-12	15/17	88.2	13	2	-	-
2012-13	13/15	86.6	7	6	-	-
2013-14	12/14	85.7	6	5	-	1

**Drop out rate of students**

Drop out problem is not a serious issue for the institution. The drop out rate is negligible. Only those who get employment or students who have health problems leave the institution before completing the course. The gender-wise drop out rate of students during the last five years is given below:

**Dropout rate of B.Ed students during the last five years**

Academic years	No of students			Drop out	Dropout rate	
	Boys	Girls	Total	Appeared/Total	Total	% age
2009-10	193	204	397	388 / 397	9	2.26%
2010-11	241	159	400	386 / 400	4	3.50%
2011-12	200	190	390	386 / 390	4	1.02%
2012-13	208	182	390	386 / 390	4	1.02%
2013-14	169	227	396	390 / 396	6	1.53%

In M.Ed course just 6 students of M.Ed out of 90 students during 2009-14 were the drops out. The possible reasons for the drop out are:

- Solemnizing marriage during the session
- Pregnancy delivery cases
- Getting some government job
- Beyond the control domestic/individual circumstances including illness

The possible reasons described above are of compelling nature and beyond the institutional control. The only mechanism to help control dropout is by way of condonment of the shortage of attendances under rules.

The faculty motivates the students to go for further studies in keeping the spirit of continuous and lifelong education of teachers. The institution provides assistance to students in their academic pursuits. Facilities for computer education, preparation and use of Power Point presentation use of interactive white board pave the way for their development.

The well equipped laboratories like computer lab, language lab, technology lab and psychology lab, etc are highly beneficial to the students in their future accomplishments. Special training using the language lab also is provided for

the development of communication skill. The following services are provided to the students to compete for jobs and progress to higher education.

- The career corner setup in the library provides job opportunities information and qualification requirements for academic and professional or technical to the students.
- The guidance and counseling cell provides educational, vocational and personal guidance to students to prepare them for the various competitive examinations and provide information about admission process to higher education institutions. IGNOU study centre located in the college provide lot of help and information about various courses like B.Ed & M.Ed.

### **Placement Services**

The institution offers help to get placement in various schools and colleges in India which are in frequent touch with the institution and send letters to recruit teachers. We arrange campus recruitment programmes at our college also. Many teacher trainees get selection through these interviews

#### **Spetacular Placement: (2009-10)**

- 30 students of our college have **qualified KAS** Preliminary Examination of J&K State
- students were selected for the post of **Lecturer**, School Education Department J&K State.
- 13 students were selected for the post of **Teachers** in various distrIACtS of Jammu, J&K State.

Details of placements of students in the last two years.

**KAS (Kashmir Administrative Service)** Mains Examination conducted by J&K State Public Service Commission (2012-13)

- Rakesh Singh Charak B.Ed. Inservice Candidate
- Abhijeet Joshi B.Ed Fresher Candidates

#### **Jammu & Kashmir Bank Ltd (2012-13)**

- Ms Shivani Sharma as Relationship Executive (RE) in J&K Bank
- Ms Safurd Wani as (RE) in J&K Bank

**Udaan Placement (2013-14):** 27 students of 2013-14

5 students of session 2012-13

A total of 32 students got selection/placement through placement drive arranged in the college.

The difficulties faced by the institution and placement cell are given below:-

- a) The institution has no role in the recruitment forces to Government job and also jobs in the private sector.

The institution can help the students in educational and vocational placement/progress

The institution is a Govt. run institution and conducts practice teaching in Govt. schools after obtaining permission from the Director School Education Department.

The recruitment in Govt. school is made by the SSSRB subordinate service selection recruitment board constituted by the state Govt. This explains the constraint of this institution for placement arrangement with practice teaching schools. The following resources are provided to the placement cell;

- The placement cell is functioning under the charge a faculty member, thereby human resources provided.

- The accommodation and furniture for its functioning is also made available, thereby physical resources provided.

The financial implications involved in providing guidance and other information are also met out.

### **STUDENT SUPPORT**

The planning of the teaching learning, curricular and extra curricular (Academic calendar, communication across the institution, and feedback) and evaluation is done in the following manner;

- By preparing time table for the conduct of teaching learning activities and practice of teaching programme as per syllabus requirement before the start of class work.
- By preparing academic/college calendar for the conduct of co-curricular activities, like celebration of national functions and important days etc.
- By organizing social services and cultural activities through NSS programme for extra curricular activities.
- The communication across the institution is ensured through notices on the notice Board in the staff meeting and the meetings with the CRs.
- The feedback received through the above process (a, b, c, and d) is evaluated by the faculty to review the future plans.

The institution provides valuable student support services. They are

#### **Well equipped Library**

Library and information center of College of Education satisfies the teaching, learning and research need of the college. The library collection includes 23749 books , 05 journals and periodicals, 75,000 e-resources, 3,000 e-journal through N-LIST programme, 10 state and national newspapers.

Our reference collection consists of 1200 books including 85 educational encyclopaedias. The college is a member of INFLIBNET-N-LIST programme under information and library network centre (an autonomous inter university centre of UGC).

#### **Computer Lab**

The college has a well equipped computer lab to provide computer education to all students. It is effective in providing computer aided instruction and practical sessions. The students are familiar with, power point presentation using LCD etc.

#### **Laboratories**

Various laboratories have been established to help the students in their academic pursuits. The different laboratories in the institution include Language laboratory, Technology laboratory, Psychology laboratory and Science Laboratory.

#### **Anti ragging and Ethics committee**

An ethics committee functions as per government orders to check the misuse of information technology at college. An anti ragging committee has been constituted in the college to check cases of ragging.

#### **Student scholarship**

A total of 67(Sc = 32 and OBC = 35) students got the advantage of these scholarships in year 2014. The students are provided with help to avail

stipends and grants from government. Money is transferred to the students own account. The college provides financial aid as students support services in addition to the government scholarships and grant for SC/ST, financially backward etc

During 2013-2014 the govt Child development project office jammu has sanctioned PM scholarship amounting Rs 8,19,065 in favour of students of this college

### **Other Student support Services**

The institution has student welfare service also. Scholarship financial support to poor needy students, canteen, water cooler, computer classes and free internet access, various laboratories, guidance and counseling centre, women development cell, grievance redressal cell, are the welfare schemes and facilities in the institution which enhance the quality of education.

### **Mentoring Services**

The teacher role as mentor is emphasized. The institution provides mentoring services to students. Students with educational and personal problems approach teachers. There exists a tutorial system in which the students are divided into various groups and each group is guided by a teacher. Each teacher has a tutorial record of their students.

The teacher renders their assistance to students through special attention to the academic, personal, financial and such other matters of the students. The mentoring arrangements have been made in the following manner;

- The total student population of the college is divided into 20-22 practice teaching groups under the supervision of a guide.
- The guide of each group is a mentor of the group and provides, guidance in various problems related to academic, particularly in practice of teaching aspects of B.Ed course.
- The mentor helps each student in preparing lesson plans at the Micro and macro phases of practice teaching
- The mentor also gives training and practice to students under his charge in the conduct of all the eleven items of internships programmes given in the syllabus.
- The mentor also provides guidance to the student teacher under his charge in respect of educational and vocational choices/placement.

The following are the provision in the institution which support and enhance the effectiveness of the faculty in teaching and mentorship of students;

- The effectiveness in teaching is ensured through. Punctuality and regularity by adhering to the time table/college calendar and other norms.
- The effectiveness in mentoring is ensured through guidance and correction in the lesson plans by the group guides prepared by the student teachers and guidance provided to them in organizing internship in the practicing schools.

### **College Website**

The institution has its own website from 2005 onwards which is regularly updated. The website was renewed in 2013. The information given through website are : vision and mission, goals and objectives, profile of the college, details of admission procedure, fee structure, teaching and non teaching staff, rules and regulations, library scholarships different committees including anti-ragging committee, co-scholastic activities, students support

service, associations, academic calendar, college magazines, details regarding practical works, seminars etc. The website of the institution also contains information about the following;

- The courses run by the institution
- The admission process and the eligibility criteria.
- The various phases of teaching learning process (theory/Micro and macro practice teaching)
- Internal and external evaluation process.
- The detail of faculty members with their qualification and experiences.

The above information is updated before the start of each session.

### **Remedial teaching programme**

The institution provides remedial programme for academically low achievers. Teachers of the college engage classes before and after college hours. Communicative English classes are given to the needy students after testing their communication skills. For low achievers in academic the institution provides the following measures;

- Individual attention is paid to such cases.
- Special classes are arranged for the identified cases/low achievers at the internal assessment tests and the assignments.
- Such cases are also referred to guidance and counseling cell for proper guidance.

### **Teaching strategies for advanced and slow learners**

The institution adopts specific teaching strategies to cater to the need of the advanced and slow learners. For the advanced student's creative activities like projects, seminars, assignment, co-operative learning strategies etc are given. And for the slow learners special coaching classes and assistance are given by mentoring and remedial teaching programmes.

### **Carrier Guidance and Counseling Centre**

A guidance and counseling centre functions in the college under the supervision of a competent senior teacher. The cell provides personal, vocational and other guidance services. The students can freely approach this centre for Guidance or counseling regarding various aspects of their life. Various guidance and counseling services available to the students are as follows:-

- The guidance and counseling cell provides educational, vocational and personal guidance by providing information in the respective areas/fields.
- The career corner set up in the library provides information about all kind of professional/vocational opportunities and the requirements thereof for entering into the job.

### **Women's Development Cell**

A Women Development cell established in the college specially for solving the problems of female students. Since majority of the students are girls, it is found to be very beneficial for the institution. It has become a hub of activities. Awareness Campaign was launched amongst the students to make them aware of the cell. In order to sensitize women student about gender, legal health,

social, cultural, economics and political issues a systematized grouping of the students is done and interactive and brain storming sessions are held on day to day basis by eminent speakers drawn from different sectors viz. Medical and Health, Judiciary and Executive, Civil Defence, Red Cross Society to quote a few. Dynamism in women students are infused by holding communication skills classes for the overall development of their personality.

The other major student support services are Health Center, Sports facilities, reprographic facilities parking shed, etc.

#### **Grievance Redressal Cell**

The institution has a well functioning Grievance Redressal Cell. Any complaint/ grievance/suggestion regarding students, teachers, facilities, and strategies can be informed through the Grievance box, placed in the college. The grievance box is opened a monthly and the committee discuss the major issues in the meeting and the problems if any are settled at the earliest. Lesser number of grievances has been reported during recent years.

The institution has adopted the following means for grievance redressal of students;

- Through suggestion/complaint box.
- Through meetings with class representatives.
- Through the information conveyed by the staff secretary.
- Through individual interaction of students with the principal.

#### **Evaluation of Students' Competencies**

The performance of the students is evaluated through test papers, terminal examinations, percentage of attendance and various co-curricular activities. The students are given thorough training in the methodology of teaching through discussion lessons, demonstration classes, criticism lessons, innovative, simulated and micro teaching lessons before leaving for practice teaching.

During practice teaching period, the teachers observe the classes of student teachers and give necessary feed back to the students. Evaluation by the heads of the teaching practice schools and by teachers of concerned subjects is insisted. For this purpose, a specially prepared student teachers diary is given to the teacher trainees. The teacher trainees have to report their self reflection after taking each class in the student diary. There is a provision for recording the observations of the supervising teacher (school), teacher educator, head of the school, Principal of the college, etc in the diary.

The trainees submit the diary to the principal on the completion of the practice teaching. The diary is a valuable source of information regarding the performance and progress of the trainees. The student's competency to begin practice teaching is ensured in the following manner;

- Through the demonstration of Micro-teaching skills by the expert teachers on the faculty of the institution.
- Through the micro practice teaching in three skills under simulated conditions.
- Through the feedback received from the teachers and peer group
- Through the demonstration of macro lesson in teaching subject by the experts on the faculty.

## STUDENT ACTIVITIES

As a College of Education, this institution, takes the responsibility of moulding the minds of students. The institution organizes various activities under different associations for the well being of the students. The cultural and literary competitions and sports meet is conducted every year.

### Activities Conducted in 2010

- **Extension Lectures on Stress Management:** A lecture on stress management was organized in the college in collaboration with Govt. Medical College & Associated Hospital, Jammu on 9<sup>th</sup> January 2010. Dr. Manu Arora, a renowned Psychiatrist was the resource person.
- **Seminar:** A seminar entitled “challenges to Teacher Education in Modern Scenario” was organized in the college on 23-01-2010 in which renowned educationist of Jammu presented their papers on the theme. Prop Lokesh Verma, HOD Education, University of Jammu was Chief Guest in the Seminar.
- **Release of College News letter:** The news letters of the college was officially released in presence of a galaxy of teachers and students.
- **Annual Function (2010):** To bid farewell to the outgoing students and highlighting the annual achievement of the staff and students, the annual function was organized on 6<sup>th</sup> March, 2010. The function was attended by a galaxy of educationist from all over Jammu and a cultural programme was presented by the students.
- **Inauguration of Career Counselling and Placement Cell:** This activity was conducted on 30<sup>th</sup> March, 2010 when the cell/unit was inaugurated by the Director College of. Dr. N.D Wani in presence of a host of Guest faculty and the students.
- **Resource Lecture on RCEM Approach:** A lecture on RCEM approach of Practice of Teaching was delivered on 11<sup>th</sup> April 2010 by Dr. N.R. Sharma, Dean Students Welfare, Central University of Jammu, Jammu.
- In addition to this, all the activities detailed in the Annual Calendar for B.Ed & M.ed programmes were also organized by the institution.

### College Activities in 2011

- **Parent Teachers Meet** Organized on 19-01-2011 at College Campus where all the concerned parents were requested to join and share their views for the betterment of the institution.
- **College visit by Hon’ble Minister of Education:** A surprise visit to the college was undertaken by Minister for education Peerzada Mohammad Syed on 7<sup>th</sup> January, 2011. The Principal apprised the minister about problems being faced by the college in smooth functioning especially the lack of proper accommodation. Minister was also informed about various activities (curricular & co-curricular) besides other achievement of the institution. Minister expressed satisfaction over the working of the institution.

- **Interactive Session on the Topic, “Enhancing Quality in Teacher education”** was organized on 12<sup>th</sup> January 2010 by the IQAC Cell of the college. The session was chaired by Dr. Renu Nanda, P.G. Department of Education, University of Jammu. Jammu. The participations included the dignitaries from various training college of Jammu. View points for promoting quality in teacher education were sought from various participants. The session was attended by prominent educationist like Prof. O.P Sharma, Prof. Sanjay Tickoo, Prof C.L. Shivgotra, Prof. Ritu Mangotra, Prof. Adhok Pandita (Convener IQAC) and the session concluded with the remarks of the Principal, Dr. M.L. Parwana.
- **Extension Lecture on Yoga and Personality Development:** Was organized by the IQAC Cell of the college on 15<sup>th</sup> January, 2011 in the College Campus. Prof. Ashok Pandita delivered an extensive lecture on the topic and he also demonstrated different Yoga and Pranayam Exercise to help the faculty members and students to grow into the wholesome personalities. Dr. M.L. Parwana, Principal of the college also spoke on the occasion.

#### **Activities conducted 2012 -13**

- **Workshop Youth expression and leadership programme 25&26th Oct 2013**
  - SPMR College of Commerce Akanksha Rajput Neha Jamwal
  - Bharat Bushan Remarks: Inter College Participation of students
- **Ist Annual Rolling Trophy to commemorate National education day (symposium). Education as a vehicle towards National Development 26-Oct-2013**
- **Govt MAM College Pankaj Sharma Remarks: Inter College Participation**
- **3.Intra-college Debate** Only stringent legal provisions can ensure the safety of women in a country 30-Oct-2013 Govt. College of Education
  - Akanksha Rajput
  - Neha Jamwal
  - Pankaj Sharma
  - Himani Sharma
  - Sheetal Sudan
  - Bharat Bhushan
  - Geet
  - Dutima Kesav
  - Gohar Hafez Remarks:-
  - 1st – Akanshka Pandit
  - 2nd – Neha & Pankaj
  - 3rd – Himani
  - Special : Gohar Hafez  
Sharma
  - Consolation – Sheetal
- **Inter college Debate 12th Vierana Aivali Memorial Debate Only stringent legal provisions can ensure**



**the safety of women 12th November 2013**

- Rajender singh Auditorium Jammu University.
- Akanksha Rajput
- Neha Jamwal
- Remarks:- 2nd Akanksha Rajput
- Inter state Silver Rolling Trophy (Declaration context **Clamour about rights what about thier duties Dec-2013**)
- Govt. College of women Gandhi Nagar, Jammu
- Akanksha Rajput
- Remarks: 2nd Akanksha Rajput
- Inter college symposium **Participation of youth in democracy 18-Jan-2014**
- **Govt. Prade college**
- Neha Jamwal
- Himani Sharma
- Remarks: Inter college participation
- Inter college symposium **poster making & slogan writing Save Fuel Yani Save Money 28-Jan-2014**
- RM College of Education
- Neha Jamwal
- Sheetal Sudan
- Asha Sohil
- Divya Malhotra
- Punica Basin
- Dhutima Kesar Remarks: Sheetal Sudan (consolation)
- Inter college symposium **“Rights of Girl Child” 30 Jan – 2014**
- GCW Parade
- Neha Jamwal
- Remarks: 3rd prize Neha Jamwal
- **Inter College Debate** by Tribune Pro-active Media purposes Mal administration and contributes to good government 15th Feb-2014
- Rajinder Singh
- Auditorium
- Jammu University Akanksha Rajput
- Neha Jamwal Remarks: Inter-college participation
- **10 Lecture on UN Day 24th October 2013**
- Govt. college of Education
- **Activities of Red Cross Cell**
- Activity Topic Date & Venue Participants

- 1. **Celebration of national volunteer Blood Donation day**  
Blood donation a gift of life 1-October-2013
- Govt. Medical College
- Deepshika
- Sheela
- Neha Jamwal
- Sheetal
- Remarks: Inter college Participation
  - **Aids awareness symposium** “Know Aids for no Aids” Govt. College of Education Himani Sharma
- Dyntima
- Neha Jamwal
- Sumeeti Sharma
- Sheeta Sudan
- Pankaj
- Bharat Bhushan Remarks:
  - 1st – Himani
  - 2nd – Dyuntiam
  - 3rd – Sheetal
- Neha Jamwal
- 3. AIDS awareness drive “**Know aids for no aids**” Govt. college of Education Participants went to all the classes Remarks: Participation awarded the students inside the premises of college about AIDS.
- **Disaster Management Programme** organized on 18<sup>th</sup> September 2014 at COE, in the Multipurpose Hall of the College.

The college conducts the annual sports meet with a variety of events. They participate in State/National competitions. Inter house competitions are conducted on sports meet to prove the students’ physical abilities and skills. Every year the students of this college participate in the Inter Training College Sports Meet. The students have won Individual Championship for men and women meet.

S. No.	Event/Programme	Organising Body/Volume	Time/Date	Number of students Participated Persons
1	Display Your Talent Context 2013-14	University of Jammu	Oct-13	23-09-13 Rangoli = One 08-10-13 Poetry = One 24-10-13 Sketching =Two 25-10-13 Painting = Two
2	Alumni Meet	Govt. College of Education,	24-12-13	Alumni = 70 Students of

		Jammu		College = 40
3.	Jano Ajna Desh Jashne Virasete J&K	Social Organisation in collaboration with GGM Science College Jammu	21-01-14	Folk Dance = 15 students Folk Song = one Dogra Food Preparation = two Fancy Dress Display = Four
4.	College Picnic	GC of Education Jammu	13-02-14 (Mansoon)	M.Ed & B.Ed students
5.	Talent Hunt Show	G.C. Of Education Jammu	05-13-14 (college)	150 students
6.	National Level Techno Cultural Festival University of Chandigarh	Chandigarh University	21-22 Feb 14	Folk Vocal Solo = One (Awarded II Position)

Mohinder Singh and Jasmeet Singh Bali got 3<sup>rd</sup> position in Province Level RTI Quiz Competition held at Town Hall, Kathua. Bharti Devi got first position in Rangoli Competition in Display your talent organized by University of Jammu, Jammu.

Neha Jamwal of GOVT. COLLEGE OF EDUCATION, CANAL ROAD, JAMMU bagged third prize at INTER COLLEGE SYMPOSIUM on the theme "RIGHTS OF THE GIRL CHILD" held on 30<sup>th</sup> January 2014 at Govt. College for Women, Parade and organized by the DEPARTMENT OF HIGHER EDUCATION, J&K in collaboration with JAMMU AND KASHMIR STATE SOCIAL WELFARE BOARD.

### **Alumni Association**

An Alumni Association functions formally in the college. It provides opportunities for the former students to keep in touch with the institution. A life membership fee is collected from the members. The members render valuable services to the institution as resource persons in conducting various curricular and co-curricular programmes.

The Alumni Association renders valuable contribution to the growth and development of the institution. The Alumni contribute to the academic development of the institution. Every year the college arranges a 'sharing of experiences session' by alumni to orient the future teachers regarding the role and functions of teachers, social leadership, and to uphold the vision, mission, goals and objectives of the institution.

The Alumni Association contributes towards human resource development, and all forms of support services of the institution. The annual alumni meet. It is a special event in the college, when the members from different batches are honoured and specially invited to join the developmental history of the institution.

Details of the **top 10 Alumni** occupying prominent positions:-

<b>S. No.</b>	<b>Name</b>
1.	Dr. Lokash Verma
2.	Dr S.P. Suri
3.	Dr. P.C. Abrol
4.	Dr. Kaushal Smotra
5.	Dr. B.D. Damral
6.	Dr P.S. Pathania
7.	Sh Arun Gupta
8.	Prof. H.R. Shan
9.	Mrs B.K. Sawhney
10.	Prof. K.B. Sethi

### **EXTRA- CURRICULAR ACTIVITIES**

The institution arranges scholastic and co-scholastic programmes under various clubs. Before the commencement of the academic year staff members sit together and chalk out the plan of action and this is included in the college calendar. Each club prepares a plan of action at the beginning of the academic year. A teacher in charge is nominated for the efficient functioning of the club. The important curricular activities in the college are:

The clubs organise awareness programmes, seminars, exhibitions, poster exhibitions, etc.

They also organize environmental sanitation programmes, and various eco-friendly activities.

Important days are observed/celebrated in the college.

The institution encourages students to participate in extra-curricular activities by providing incentives of the following nature;

- By treating them on duty for participation days both in campus and off-campus activities.
- By providing facilities of Retest in internal assessment tests, if missed while on participation in these activities.
- By awarding the certificate of participation in such activities which help them their future pursuits.

### **Socially Useful Productive Work (SUPW) and Community Experience**

The SUPW is an important programme to promote work culture and dignity of labour among the students. It includes various services as given below.

- Hospital Visits
- Continuing Education and Extension Programme
- Awareness programmes
- Free tuition for poor students
- Campus cleaning and Beautification drives
- Social survey
- Energy conservation programmes
- Preparation of teaching aids
- Visiting special schools

### **Sports and Games**

Activities of sports and games are conducted under the supervision of the Director of Physical Education. Competitions are held every year and

certificates and trophies are given for winners of various items. Individual championships for male and female, sports and games competitions are held on some special occasions/celebrations like campus utsav, etc and certificates and prizes are given for this.

The college offers an elective paper on 'Health and Physical Education'. Our students actively participate in the inter collegiate Sports Meet and different tournaments organised by the university and other institution.

- During the session 2013-14 the student of the college namely Mr. B.B. Singh is participated in the **Inter-Collegiate Tournament of Boxing** organized by the University of Jammu, Jammu
- The college **Table Tennis Team** also participated in the Inter-Colligate Tournament of Table – Tennis organized by the University of Jammu. The team has won the two matches in the Tournament, the team comprised five members.
- The college **Volley Ball Team** has also participated in the Governor's Inter-Colligate Silver Rolling, Volley Ball Trophy 2013-14 organized by the Govt. Degree College Udhampur. The team was won two matches and qualified for the Quarter-Final the over all performance of the team was good.
- Two students of the college namely Sahil Sanjan and Ahatsham Hussain also participated in the selection trail for Jammu University **Volley Ball (men)** team for the **Inter-University Tournament** of Volley Ball for the session 2013-14
- The student of the college Mr. M.S Charak also attend the selections Trials for **Jammu University Athletics (M&W)** team for the forth coming inter-university Tournament of 2013-14.
- Following students of our college have participated in the 1<sup>st</sup> State Level Inter-Collegiate Volleyball Championship (for Men & Women) for the Annual Silver Rolling Trophy 2014 held on 21<sup>st</sup> February to 23<sup>rd</sup> February 2014 at GDC Udhampur:
  - Kanwaljeet Singh
  - Dev Raj
  - Mohd. Arshad
  - Tariq Imtyaz
  - Ajay Kumar
  - Sahil Sanjan
  - Rakesh Sharma
  - A Hussain

### **Publication by students**

The institution involves and encourages students to publish materials related to their academic and other activities in the collage magazine and newsletter. The college/institution is bringing out news letter, and college magazine teacher annually in which students and faculty members contribute. The students are encouraged in these publications as they find these the appropriate platform for expression of their views and perceptions about the institution and its functioning.

### **Value Education**

All the students are expected to attend the weekly value/moral education classes. At the time of practice teaching, all students have to take

three lessons on value/moral education. Family education programmes, seminars etc are arranged for the students. Resource persons from various walks of life are invited for this purpose.

#### **Parent Teacher Association (PTA)**

As the duration of the course is one year, we have a new parent teacher association every year. The association includes all faculty members and parents' of all students. It supports and suggests the various developmental programmes of the college.

#### **Feedback mechanisms**

The institution collects feedback from the students through an evaluation proforma suggested by the NAAC. The institution also collects feedback from the Alumni, PTA and principles of the practice teaching schools and according to the feed back necessary modifications are made in the teaching strategy, technology used, facilities provided etc.

The progress of the students is informed to the parents, to ensure their participation in the development of the students.

The institution seeks and uses data and feed back from the teacher trainees to improve the teacher preparation programme and growth and development of the institution.

The feed back collected from students on teaches, course, institution, etc is discussed in the staff meeting and IQAC meetings and the necessary steps are taken to improve the programme.

The institution has a council of duly elected class representatives. The council works for the welfare of the students and to develop cooperation and coordination between the students, staff and the administration and to maintain discipline by addressing the student problems.

The institution functions democratically through committees on which all class representative are the members. In all decision taking process the student representatives (CRs) are involved.

The institution has in place the Mechanism of seeking data and information from its previous students and employees for its growth and development in the following manner,

- The information and data is obtained from the Alumni at the alumni meetings held with them and though feedback proforma by mailing it to them.
- The feedback from ex-students is obtained by mailing the proforma to them is a useful indicator for adopting their suggestion for further improvements.
- The information and feedback is also obtained from previous students when they visit college for collecting their certificates/documents.

#### **Best Practices**

The college gives one week orientation programme to the students about the institution vision, missions, goals and objectives, value of teaching profession, status and code of ethics for teachers, various courses offered, evaluation process, facilities in the institution, utilization of library rules and regulations, etc.

We conduct stage programmes for conveying message against harassment of

women, evils of dowry system, evils of drugs/alcohol, and awareness programme about HIV/AIDS, communicative English classes, civic and social responsibilities etc

The institution provides career guidance to the students to enable them to enter a job especially in teaching Guidance is also given to appear for competitive examination like NET, SLET, KAS etc.

The career counselling and placement services and career guidance classes given by the staff to the school students and other in various institutions, are innovative practices. The services for the students support and progress in the institution are listed below:

- Well equipped library to students
- Well equipped computer lab
- Well furnished class room for learning
- Provision for settling students grievances
- Guidance and counseling centers for students
- Effective placement services
- Coaching classes for competitive examinations
- Remedial teaching for backward students
- Anti-ragging and ethics committee
- Student welfare practices
- Scholarship and incentives for students
- Variety of co-curricular activities and clubs
- Support of associations like students council, PTA, Alumni Association
- Effective evaluation programme

### **OBSERVATIONS SUGGESTIONS AND RECOMENDATION OF PREVIOUS PEER TEAM**

The college publishes an annual magazine The Teacher, regularly. The Principal of the college Dr. Shamima Bano also regularly contributes to magazine. The college provides merit scholarships. During the last 2 years 23 and 42 students respectively have received the merit cum means scholarships from the Govt. The college does not have any career counseling of the students or placement cell. The academic and personal counseling is done by the teachers of the college. They are provided information about the availability of jobs.

The policies and criteria of admissions are made clear to the students through the counseling cell of the college. Through this counseling cell all the information and guidance is transmitted to the prospective students.

Students are advised to put in their complaints/grievances in the complaint box placed at different places in the college. The first aid room is functional and a pharmacist is available during the college hours. Equipments available there were found functional. Students are also taken on educational tours. Alumni have narrated interested and fruitful experiences during such tours in their times.

The college makes the recreational/leisure time facilities available to the students. These facilities include indoor games, audio-video facilities, cultural programs, debates, educational activities. The interaction between the teachers and the students is quite effective.

The institution after the last accreditation gives special attention to inculcate the spirit of values among the teacher trainees. The theoretical and practical knowledge gained by them is a real source of inspiration for their future. It is a blessing to the young generation to get well equipped teachers as role models. The extension service and other activities of the institution are real evidences for value oriented activities of the students.

The value education classes are also given to school students during practice teaching.

At present the institution gives more priority to the student support system by providing scholarships, dissemination of information and special arrangement for the well being of the students.

The activities of Alumni association, co-operation of parents teacher association, student welfare services, participatory activities, coaching classes, laboratories, etc enable the institution to function more efficiently than before. The projects undertaken by teacher give opportunities to students and teachers to work on a common platform.

The projects of students enhance the creative abilities of the students and are helpful for effective problem solving.

The teacher trainees enrich their knowledge and competencies through the experience at this college. The exposure they are getting through the club activities help them to take up leadership role effectively.



## **Criteria – VI Governance & Leadership**

- Institutional Vision and Leadership
- Organisational arrangement
- Strategy Development and Deployment
- Human Resource Management
- Financial Management and Resource Mobilization
- Best Practices
- Quality Sustenance and Enhancement Measures

## **CRITERION VI: GOVERNANCE AND LEADERSHIP**

### **Institutional vision and leadership**

The college strives to develop itself into a world class centre of Teacher Education with a difference. The programmes offered in the college values such as quality consciousness, eco-friendliness, sustainable development love for fellowmen, promote faith in God.

### **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 STATE GOVERNMENT.

### **MISSION**

- To prepare competent teachers for producing productive students.
- To strengthen moral and ethical values.
- To strive for improving human capital.
- To take up academic/professional programmes like Seminars, Workshops, Conference for faculty development
- To make optimum use of IACT for the development of teaching skills.
- To continually improve all relevant processes through monitoring agencies.
- To focus on the development of capabilities specific and global

Clear statement of the vision and mission which reflects the teacher education goals and objectives are communicated at all levels to assure the contribution of every stakeholder for institutional development. College website prospectus, college calendar, college magazine, etc. are means of communication of our vision, mission, goals and objectives.

The vision and mission of the institution have been framed and placed at the main entrance of the college, library and in the conference hall. After the admission the student teachers are explained the vision, mission, goals and objectives as part of the orientation programme.

The institution's Mission and vision are implemented by the faculty through the curricular and co-curricular activities. In addition to this the institution organizes classes by other experts in the field.

The college has achieved its goals through, dedicated principal, committed faculty, administrative and support staff, and motivated student teachers.

### **The institution's goals and objectives**

The institution has clearly stated goals and objectives.

#### **Goals**

- To develop unique teachers who excel in global scenario

- To develop quality consciousness among teachers.
- To become an international educational destination.
- To reorient teacher education to the needs of modern age.
- To promote educational research and extension.

### **Objectives**

- To equip the teachers to develop and practice innovative methods in teaching and evaluation.
- To equip the teachers with the skills and information to create an eco-friendly atmosphere in educational institutions.
- To develop human values among teachers like love for fellowmen, tolerance, unity, etc.

The mission of the college includes the institutions goals and objectives in terms of addressing the needs of the society. Our mission is to develop intellectually competent, morally upright, psychologically integrated and socially committed teachers for service in the emerging world scenario of education.

### **Needs of the society**

Serving the community through extension activities is a social responsibility. The purpose of our extension activities is to provide increasing opportunities to all people for a better life. The students of the college are vigilant in donating blood for the needy in emergency situations.

The college, in collaboration with the AIDS Control Society, and Government Medical College, conducted a Mega Blood Donation Camp in the college campus in 4th December 2013. The camp began with a session by the Medical college team on the need and importance of donating blood. The staff and students including the girls donated blood during the camp.

We have conducted educational upliftment programmes for Self Help groups for women, a colony of casual laborers; Cultural activities and other programmes for the educationally backward students of slum area near our college, free tuition for the students of the nearby village, counseling, health programmes etc. are given by the students and faculty through NSS scheme.

The students under the leadership of a nominated staff provide food and clothing to the inhabitants of a rehabilitation centre for mentally retarded persons. Apart from providing food and clothing, our students conduct variety of entertainment programmes as well. Visit to charitable institutions provide the students an understanding of the sad fate of their less fortunate brethren.

Cleaning of public places was undertaken by the students under the guidance of the teachers. Our institution undertakes public sanitation activities each year.

As a college of Teacher Education, the institution is responsible for moulding the minds of students. Various curricular and co-curricular activities are conducted under various clubs and committees. The functioning of various clubs provides maximum opportunities to students to become more able and responsible citizens. It helps in shaping the talents of the students, moulding their character and imbibing in them a sense of civic responsibility.

The teaching learning process caters to the individual differences of students. Educationally disadvantaged students get personal attention. Remedial teaching for disadvantaged students is a regular practice here. Gifted students are identified at the very beginning of the course and are provided suitable

additional work, projects, responsibilities etc., to cater to their needs. A **‘Best student’ award** is constituted by the college for the best outgoing student of each year. Slow learners get more attention like repeated teaching, personal corrections, additional coaching, remedial programmes etc.

In order to keep pace with recent developments in the school subjects, the faculty convene and participate in various workshops to discuss the details. We make use of a variety of teaching methods, strategies and techniques like models of teaching, micro teaching, modular approach, programmed instruction etc. We provide computer classes both theory and practical to all students whether B.Ed or M.Ed.

As a Government aided institution, the Government provides scholarships to students. Besides this the institution provides special financial assistance through poor students’ fund. The institution extends full support to the instruction of the physically challenged students for whom seats are reserved by the Government as set policy.

Our institution is always eager in cultivating and promoting desirable values in the builders of tomorrow’s world. We conduct regular weekly value education classes in the college. The placement cell functioning in the college assists students in finding career opportunities both inside and outside J&k.

A guidance and Counselling centre functions in the college. Students can freely approach this centre for guidance or Counselling regarding various aspects of their life.

Any complaint/ Grievance of the students can be registered at the Grievance Redressal cell functioning in the college directly or can be put in the grievance box kept at an easily accessible place. The complaints are dealt with immediately and necessary measures are taken at the earliest, by the committee in charge of this cell.

In the wake of ragging atrocities an institutional level committee for curbing ragging was established in the college. The women’s development cell actively functioning in the college enables the women students to freely approach the centre for counseling.

### **Needs of the school sector**

The college has a healthy link with schools. The institution has strong links with almost all schools in the District. Members of our faculty deliver lectures in different schools and for members of different organizations. They act as resource persons for conscientising members of PTA, teachers, women and children. They are also visiting professors in the nearby educational institutions.

The college is disabled friendly and the students under the leadership of teachers visit many special schools, home for mentally challenged, orphanage etc

The college also provides a venue for conducting social, cultural and educational programmes of other schools/colleges.

Our college conference hall/Seminar Hall, class room, Library, Language lab, Vehicle parking area, playground etc are shared with other agencies/ schools whenever required.

### **Institution's traditions and values**

Our education programme aims at National development, fostering global competencies among students, inculcating value system, promoting use of technology and a continuous quest for Excellence. Apart from the training imparted to student teachers, the college considers personality development of trainees as important.

Efforts are made to develop the personality of students through training in the cognitive, affective and psycho-motor domains.

Inculcation of desirable values among teacher trainees is highly essential to develop committed teachers. The teacher trainees need to be equipped with appropriate value inculcation strategies. If we succeed in inculcating values among teachers they will bring up a value oriented generation. We provide value education to all our student teachers. The major objectives of value education practice in the institution are;

- To develop better values and higher standards of personal behavior.
- Formation of the character of the students.
- To produce teachers of a moral stature.
- To enable students to make teaching value based.

In addition to the general goals, the college aims at making life of the teacher trainees exemplary. Teachers inculcate in the students social, moral and democratic values.

Values like truth, co-operation, mutual understanding, quality consciousness, eco friendliness etc. are transmitted through the value education classes arranged in the college and in practice schools.

Our institution develops human values among student teachers such as love for fellowmen, tolerance, unity, values in family life etc. through classes taken by the staff.

In addition to the teachers of the college, experts from different walks of life are invited to deliver talks about various subjects.

### **Role and Involvement of the Management**

The Institution has been managed by the Govt. of J&K State headed by Minister of Higher Education, administered by Commissioner Secretary Higher Education and represented by Principal. The teaching and non-teaching staff of the college also assists the Principal for the smooth functioning.

For effective and efficient Teaching Learning, the Principal of the Institution is very much involved as a leader and is committed to get the objectives of the Institution realized. In order to obtain the set goals, various committees are functioning in the college.

Ever since its inception the college has been steadily growing and now our college has secured a state of eminence chiefly because of the commitment and leadership role of the management. The spirit we possessed, the way we proceeded, the inspiration we radiated during all these years were acquired from the vision of the management, which is fully conscious of its duties and responsibilities.

The functioning of the various committees helps in the smooth and efficient functioning of the college. For managing different activities we have constituted various committees in the college. They are the Steering Committee, Internal Quality Assurance Cell (IQAC), Quality Assurance Cell (QAC), Planning Committee, Advisory Committee for Library, Research

Committee for submitting project proposals, Committee for Academic Calendar, Guidance and Counselling Cell, Women development Cell, Grievance Redressal Cell for staff and students, Anti-ragging Committee and Ethics Committee.

Quality of teachers is vital for the success of any educational endeavour for human development. The standards of learning by the learners in our schools and colleges are strongly influenced by the teachers' capacity to understand and practice.

Student evaluation of teachers helps a lot for professional improvement of teachers. On the basis of the students' feedback discussions are made at the staff meeting and the essential and urgent things are implemented.

### **Addressing the barriers in achieving the vision /mission and goals**

Various techniques and methods are adopted for identifying the barriers in achieving the vision and mission. The members of the faculty and administrative staff have frequent meetings to discuss various matters of importance.

Discussions are made on topics related to the all-round development of the members of the faculty, students, teachers and the institution as a whole,. Small group meetings of this kind often form a platform to raise and analyse both the positive and negative aspects of the functioning of the institution.

Our institution has links with other departments/schools/ organizations/colleges. The faculty collaborates with the faculty of other institutions and University Departments.

The feedback we receive from these institutions also helps us to identify the short comings in achieving the vision, mission, goals and objectives.

### **The management's encouragement and support**

The management encourages and supports involvement of the staff in ensuring the efficiency and working of the institution. The college organized development programmes for staff in the form of workshops, conferences and seminars, to ensure Human Resource Development and Total Quality Management. Teachers are also encouraged to attend such events.

We encourage our teachers to take up research, do higher studies and thereby improve their professional abilities. The college provides all facilities to the staff to attend Orientation/Refresher programmes/Seminars/ conferences/workshops to update their knowledge as:

**FACULTY PARTICIPATION IN CONFERENCES AND SEMINARS AT NATIONAL & INTERNATIONAL LEVELS HAS BEEN TABULATED AS GIVEN BELOW**

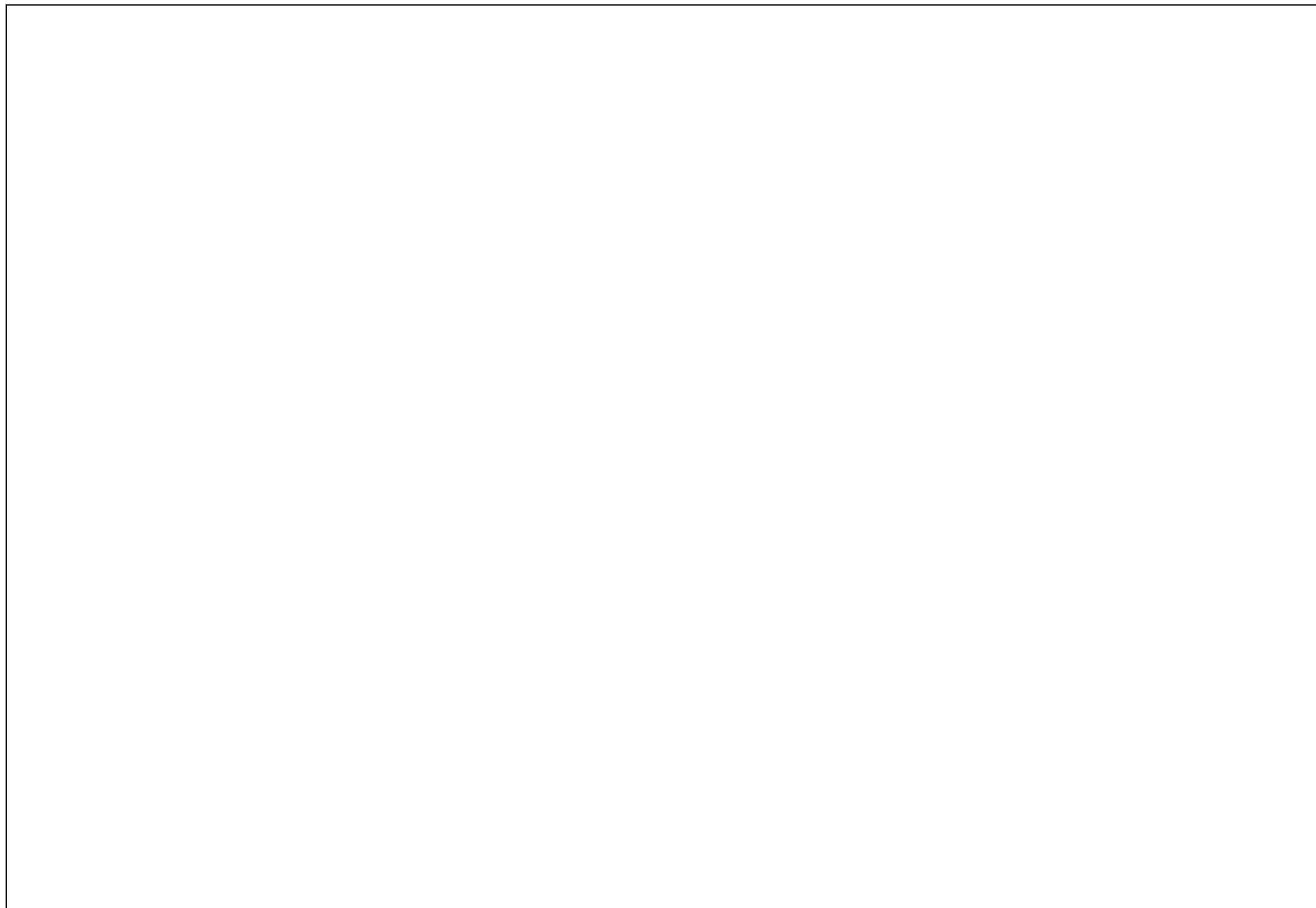
S. No.	Name of the faculty	Events	Date	Place	Topic
1	Prof. C.L. Shivgotra	1.National Seminar on Innovations in Teacher Education	17 <sup>th</sup> March, 2012	KCS College of Education, Jammu	1. Emerging Trends in Teacher Education of 21 <sup>st</sup> Century Teacher's Role
2.	Dr. Rupinder Kour	1. Intl'n conference of Global Warming  2. National conference on Transforming Teacher Education: Issues, Practices & future strategies 3. National Seminar on Gandhian Philosophy in the contemporary world: A Modern Perspective	24-26 <sup>th</sup> Feb 12 23 <sup>th</sup> - 24 <sup>th</sup> March 2012  25 <sup>th</sup> March, 2012	GDC (Boys) Udhampur MIER College of Education, Jammu. Govt. MAM College, Jamu.	1. Climate Change and bio diversity. 2. Innovations and research in teacher education 3. Non-violence, peace and politics
3.	Dr. Zubair Kales	Please refer Research criteria in detail.			

4.	Dr. Neelam Dhar	1. National seminar on Quality Assurance in Higher Education 2. International Conference on Global Warming	1. 7 <sup>th</sup> Jan 2012 2. 24-26 <sup>th</sup> Feb 2012	1. Adarsh College of Education 2. G.D.C. (Boys) Udhampur	1. Quality Assurance in Higher Education 2. Global Warming viz a viz Human Population: An Overview
5.	Prof Radhika Mahajan	1. International Conference on Global Warming	24-26 <sup>th</sup> Feb, 2012	G.D.C (Boys) Udhampur	1. Impact of Environment on Nomadic Gujjars
6.	Prof. Rajinder Kour	National Seminar On Role of Teachers Inculcation of values	2 <sup>nd</sup> Feb 2012	B.N. College of Education, Jammu	Education for human values
		National conference on Green Earth	2 <sup>nd</sup> Feb 2012	GCW Parade Ground, Jammu	Solid Waste Management
		International conference on Global Warming	11 <sup>th</sup> Feb 2012	G.D.C (Boys) Udhampur	Climate change: impact on Biodiversity
		National Seminar on innovations in Teacher Education	24-26 Feb 2012	K.C.S. College of Education Jammu	Mentoring: A Key to Over All Development
		National Conference on Transforming Teacher Education Issues, Practices and Future Strategies	17 March, 2012	MIER College of Education, Jammu	Quality Assurance in Teacher Education
		National Seminar Credit Based Evaluation System in Higher Education Issues and Challenges	28 <sup>th</sup> March 2012	Department of Education, University of Jammu	Continuous and Comprehensive evaluation issues and practices



5.	Dr. Aksa Rao	International Conference	24-26 <sup>th</sup> Feb, 2012	GDC (Boys) Udhampur	Human Environment Interaction with relation to global warning.
		National Seminar	18 <sup>th</sup> Feb 2012	G.G.M. Science College, Jammu	Impact of Globalization vis-a-viz entrepreneurship opportunities for women in J&K
6.	Prof. Jyoti Parihar	Please refer Research criteria in detail.			
7.	Prof. Ashu Jolly	Quality Assurance in Higher Education	7 <sup>th</sup> Jan 12	Adarsh College of Education	Strategies to Improve Higher Education
		National Seminar on Role of Teachers: Inculcation of values	2 <sup>nd</sup> feb 12	BN College of Education, Jammu	Value Based Education
		National Conference on Green Earth	11 <sup>th</sup> Feb 12	G.C.W Parade Ground, Jammu	Management of Human Resources
		National Seminar on Innovations in Teacher Education	17 <sup>th</sup> March 12	K.C.S. College of Education in Jammu	Inclusive Practices
		National conference on Transforming Teacher Education Issues, Practices and Future strategies	23-24 <sup>th</sup> March 12		Practices and Techniques to Improve quality of teacher education.
8	Dr. Piyali Arora	National seminar on quality Assurance in Higher Education	7 <sup>th</sup> Jan 12	Adarsh College of Education, Tagore, Jammu	How successful is total quality management in higher education in india
		National Seminar Credit Based Evaluation system in Higher Education Issues and Challenges	28 <sup>th</sup> March 12	Deptt. Of Education, University of Jammu	Reforms in examination system in India

9.	Prof.Rubina Yasmeen	National Seminar on Role of Teachers inculcation of values	2 <sup>nd</sup> feb 12	B.N. College of Education, Jammu	Education for Human Values
		National conference on green earth	11 <sup>th</sup> Feb 12	G.C.W Parade ground, Jammu	Environmental Education
		National seminar on gender based equality and human rights.	18 <sup>th</sup> feb 12	G.G.M. Science College Jammu	Gender Equity and Human Rights
		National seminar on innovations in teacher education	17 <sup>th</sup> March 12	KCS College of Education Jammu	Inclusive Practices
		National conference on transforming	23-24 March 12	MIER College of Education teacher education issues, Practices and Future Strategies	Practices and Techniques to improve quality of teacher education
		National Seminar Credit Based			
		Evaluation system in Higher Education Issues and Challenges	28 <sup>th</sup> March 12	Deptt. Of Education University of Jammu	Reforms in examination system in India
10	Mrs. Anuradha seth (librarian)	National Seminar on Innovative Challenge in Information services	01-02 March, 12	Department of Library and Information Science, University of Jammu	“Emerging Technologies and Changing Dimensions of libraries with respect of Teaching Learning Process using IACT”. A case study of College of Education,



The staff is inspired to take up higher studies and thereby improve their professional abilities. Publications in journals are encouraged.

We provide staff rooms that are well ventilated and have all basic amenities like Almirahs with lockers, drinking water facilities, computers & Internet connection etc. Besides this, the college provides medical funds to needy employees in emergency situations.

The faculty is actively involved in decision making processes. The faculty members are members of various important committees. Thus they are actively involved in the decision making process of the institution to sustain and enhance quality of Teacher Education imparted by the institution.

We follow a system of participative management so that the staff can express their opinions and suggestions freely.

The college designs a year plan and workplan for the whole academic year and implements them effectively.

All the faculty members and administrative staff meet together under the leadership of the Principal. The Principal in consultation with the staff members assign specific duties to each members of the faculty.

All the employees uphold the vision and mission of the institution and work with commitment for the cause of Teacher Education.

### **The leadership role of the head of the institution in governance and management**

The efficiency of any programme depends on the effective leadership of the Head of the Institution. The quest for excellence is highlighted in the vision and mission of the institution. The head of the institution takes leadership in attaining the goals and objectives.

The Principal co-ordinates the functioning of the college. Principal with the co-operation of the staff implements the programmes and works as a link between management, university, government and the college. Frequent meetings of the M.Ed, B.Ed, faculty and the administrative staff are convened and on the basis of the discussions decisions are made. Monitoring and evaluation is also done. Feedback from students and parents are collected and analysed and conveyed to the staff.

Democratic and co-operative leadership style is followed. The grievances are addressed. Satisfaction of every stakeholder is given importance. Well being and welfare of students and staff are emphasized. Innovative practices are discussed and introduced with the support of the staff and students.

Different committees are formed and their functioning is maintained properly. Increase in pass percentage, students' achievement in sports and cultural activities, the professional development of the staff and the overall satisfaction of the students and staff and infrastructural development are instances of effective governance.

### **ORGANIZATIONAL ARRANGEMENTS**

The different committees are constituted by the institution for management of different institutional activities. Some of them are the following.

**1.General Advisory Committee**    1. Prof. Anju Bala    **Convener**    2. Prof Raj Sing    Member    3. Prof Anil Verma    Member    4. Mr Mahesh Sharma

(Director Physical Education) Member    5. Ms Rachna Member    6. Accountant Member

**2. Admission Committee** 1. Prof. Anju Bala (**Convener**)    2. Prof Sindhu Kapoor Member    3. Prof B.L. Thakur Member    4. Dr. Mohd. Zubair Kales Member    5. Prof Satish Member    6. Dr. Jyoti Parihar

**3. Tour and Picnic Committee** 1. Dr. Raj Singh (Convener)    2. Prof Baljinder Kour Member    3. Dr Rupinder Kour Member    4. Prof. Sunita Devi Member    5. Mr. Mahesh Sharma Member    6. Ms. Rachna Member    7. Accountant Member

**4. Discipline Committee** 1. Dr. Raj Singh **Convener**    2. Prof. Sindhu Kapoor Member    3. Prof. Satish Sharma Member    4. Dr. Rupinder Kour Member    5. Dr. Jyoti Parihar Member    6. Prof. Radhika Mahajan Member    7. Dr. Radhika Mahajan Member    8. Prof. Deep Bangotra Member    9. Mr. Mahesh Sharma Member

**5. Time Table Committee (B.Ed)** 1. Dr. Neelam Dhar **Convener**    2. Dr. Jyoti Parihar Member (M.Ed) 1. Dr. Raj Singh Convener

**6. Literary Committee** 1. Prof. Sndhu Kapoor **Convener**    2. Prof. Satish Sharma Member    3. Prof. Shashi Prabha Member    4. Dr. Aksa Rao Member    5. Dr. Taahira Shah Member    6. Prof. Maansi Sharma Member

**7. Cultural Committee Convener** 1. Dr Raj Singh    2. Prof. Baljinder Kour Member    3. Dr. Rupinder Kour Member    4. Dr. Neelam Dhar Member    5. Prof. Ashu Jolly Member    6. Prof. Sunita Devi Member

**8. Examination/Academic Committee** 1. Prof. Anju Bala **Convener**    2. Dr. Raj Singh Member    3. Dr. Mohd. Zubair Kales Member    4. Prof. B.L. Thakur Member    5. Dr. Anil Kumar Verma Member

**9. Internal Assessment Committee (B.Ed)** 1. Dr. Jyoti Parihar **Convener**    2. Prof. Radhika Mahajan Member    3. Prof. Deep Bangotra Member    M.Ed 1. Dr. Rajinder Kour Convener

**10. Grievances Redressal Cell/Sexual Harassment Cell**

1. Dr. Rupinder Kour **Convener**    2. Prof. Shashi Prabha Member    3. Prof. Radhika Mahajan Member    4. Prof. Rajinder Kour Member    5. Prof. Rubina Yasmeen Member

**11. Canteen Committee** 1. Prof. Baljinder Kour **Convener**    2. Dr. Aksa Rao Member    3. Prof. Ashu Jolly Member    4. Mr. Mahesh Sharma Member

**12. IQAC/UGC Committee** 1. Dr. Anil Verma **Convener**    2. Prof. Sindhu Member    3. Dr. Mohd. Zubair Kales Member    4. Dr. Jyoti Parihar Member    5. Dr. Piyali Arora Member    6. Prof. Maansi Sharma Member    7. Prof. Deep Bangotra Member    8. Prof. Ashu Jolly Member    9. Prof.

Rubina Yasmeen Member

**13. Scholarship Committee** 1. Dr. Mohd. Zubair Kales **Convener** 2. Dr. Taahira Shah Member 3. Prof. Rubina Yasmeen Member 4. Prof. Sunita Devi Member

**14. Result Verification Committee for (B.Ed)** 1. Prof. B.L. Thakur **Convener** 2. Dr. Jyoti Parihar Member 3. Prof. Radhima Mahajan Member For M.Ed Convener 1. Dr. Raj Singh Member 2. Prof. Rajinder Kour Member

**15. Income Tax Committee** 1. Prof. Anju Bala **Convener** 2. Prof. Sindhu Kapoor Member 3. Prof. B.L. Thakur Member 4. Dr. Mohd. Zubair Kales Member

**16. Sports Committee** 1. Mr. Mahesh Sharma **Convener** 2. Prof. Baljinder Kour Member 3. Prof. Satish Sharma Member 4. Prof. Ashu Jolly Member

**17. Career Guidance Counselling and Placement Cell** 1. Dr. Neelam Dhar **Convener** 2. Dr. Rajinder Kour Member 3. Dr. Piyali Arora Member 4. Prof. Rubina Yasmeen Member

**18. Publication/Printing Committee** 1. Dr. Raj Singh Narania **Convener** 2. Dr. Mohd. Zubair Member 3. Dr. Anil Kumar verma Member 4. Prof. Deep Bangotra Member

**19. Red Cross Cell** 1. Prof. Sindhu Kapoor **Convener** 2. Prof. Shashi Prabha Member

**20. ECO-Club** 1. Dr. Jyoti Parihar **Convener** 2. Prof. Hamanmeet Kour Member

**21. Women Development Cell** 1. Dr. Jyoti Parihar **Convener** 2. Dr. Rajinder Kour Member 3. Prof. Rubina Yasmeen Member 4. Prof. Harmanmeet Kour Member

**22. Publicity Cell** 1. Prof. Deep Bangotra Convener 2. Prof. Maansi Sharma Member

**23. Alumni Association Cell** 1. Dr. Raj Singh **Covener** 2. Prof. B.L. Thakur Member 3. Dr. Neelam Dhar Member

**24. Hostel Committee** 1. Dr. Mohd. Zubair Kales **Convener** 2. Prof. Ashu Jolly Member 3. Mr. Mahesh Sharma Member

**25. NSS Programme Officer** 1. Prof. Ashu Jolly

**26 NSS Advisory Committee** 1. Dr. Raj Singh **Convener** 2. Prof. B.L. Thakur Member 3. Dr. Mohd. Zubair Member

**27. Research Committee** 1. Dr. Anil Kumar Verma **Convener** 2. Dr. Jyoti Parihar Member 3. Dr. Piyali Arora Member 4. Dr. Raj Singh Narania (Incharge M.Ed) Member 5. Prof. Sindhu Kapoor (Incharge Literary) Member

**28. Landscape & Beautification Committee** 1. Mr. Mahesh Sharma **Convener** 2. Dr. Jyoti Parihar (Botany) Member 3. Prof. Harmeet Kour (EVS) Member 4. Dr. Aksa Rao (NSS Programme Officer) Member

**29. Anti Ragging Cell** 1. Prof. Satish Sharma **Convener** 2. Prof. B.L. Thakur Member 3. Prof. Ashu Jolly Member 4. Prof. Shashi Prabha Member

**30. Library Committee** 1. Prof. Sindhu Kapoor **Convener** 2. Prof. Satish Sharma Member 3. Prof. B.L. Thakur Member 4. Dr. Mohd. Zubair Kales Member 5. Dr. Jyoti Parihar Member

**31. College Development/Purchase/Store Supervision Committee** 1. Prof. Anju Bala **Convener** 2. Dr. Raj Singh Narania Member 3. Prof. B.L. Thakur Member 4. Dr. Mohd. Zubair Kales Member 5. Dr. Anil Verma Member 6. Accountant Member 7. S.O. Member

**32. Library Advisory Committee** 1. Prof Anju Bala **Convener** 2. Prof. C.L. Shivgotra Member 3. Dr. Anil K. Verma Member

#### **A List of Committees for RUSA**

#### **ACADEMIC COUNCIL**

1.Prof. Anju Bala **Convener** 2.Prof. C.L. ShivgotraMember 3.Dr. Rupinder Kour Member 4.Prof. (Dr) Anil Verma Member5.Dr. Piyali Arora Member 6.Prof. Deep Kumar Bangotra Member

#### **BOARD OF STUDIES/RESEARCH COUNCIL**

1. Prof. Raj Singh Narania **Convener** 2. Prof. Baljinder Kour Member 3. Dr. Neelam Dhar Member 4. Dr. Jyoti Parihar Member 5. Dr. Rajinder Kour Member 6. Prof. Ashu Jolly Member

#### **FINANCIAL COMMITTEE**

1. Dr. Zubair Kales**Convener** 2Prof Sindu Kapoor 3. Prof. Satish Sharma Member 4. Prof. B.L. Thakur Member 5. Prof Radhika Mahajan Member 6. Mrs. Sarla Koul (Accountant) Member 7. Mr. Rajinder Singh Jamwal (Sr. Assistant)Member.

#### **Planning Board of the College:**

- |  |          |
|--|----------|
| i. Prof (Dr.) Ajeet Angral (Principal) - | Chairman |
| ii. Prof Anju Bala -                     | Member   |
| iii. Dr. Raj Singh Narainia -            | Member   |
| iv. Dr. Rupinder Kour -                  | Member   |
| v. Dr. Zubair Kales -                    | Member   |

vi.	Dr. A.K. Verma	-	Member
vii.	Dr. Jyoti Parihar	-	Member
viii.	Smt. Sarla Kumari (Account Assistant)	-	Member
ix.	Sh. Tara Singh (Assistant Librarian)	-	Member

#### **College Ethics Committee:**

i.	Prof (Dr.) Ajeet Angral (Principal)-	Chairman
ii.	Dr. Raj Singh Narainia	- Member
iii.	Dr. Neelam Dhar	- Member
iv.	Dr. A.K. Verma	- Member
v.	Prof. B L Thakur	- Member
vi.	Miss Rachna SO	- Member

#### **SC/ST Monitoring Cell:**

i.	Prof C L.Shivgotra	- Convener
ii.	Dr. Zubair Kales	- Member
iii.	Dr. Aksa Rao	- Member
iv.	Dr. Tahira Shah	- Member
v.	Prof. Deep Kumar	- Member
vi.	Nita Kumari	- Member

#### **Steering Committee:**

i.	Prof Anju Bala	- Convener
ii	Dr. Raj Singh Narainia	- Member
iii.	Prof C L.Shivgotra	- Member
iv.	Dr Rupinder Kaur	- Member

**Details of the meetings held, the decisions made etc. are furnished in the minutes books of the various committees.**

#### **The organizational structure**

Academic and Administrative planning in the institution move hand in hand. The office and all other departments of the institution are governed on the principles of participation and transparency.

All academic matters are discussed in the staff council and decisions are taken collectively. The college works through a system of co-ordination. Administrative decisions are taken and implemented by the Principal after communication with the teachers and the administrative staff.



Organizational structures of academic and administrative bodies is shown below:

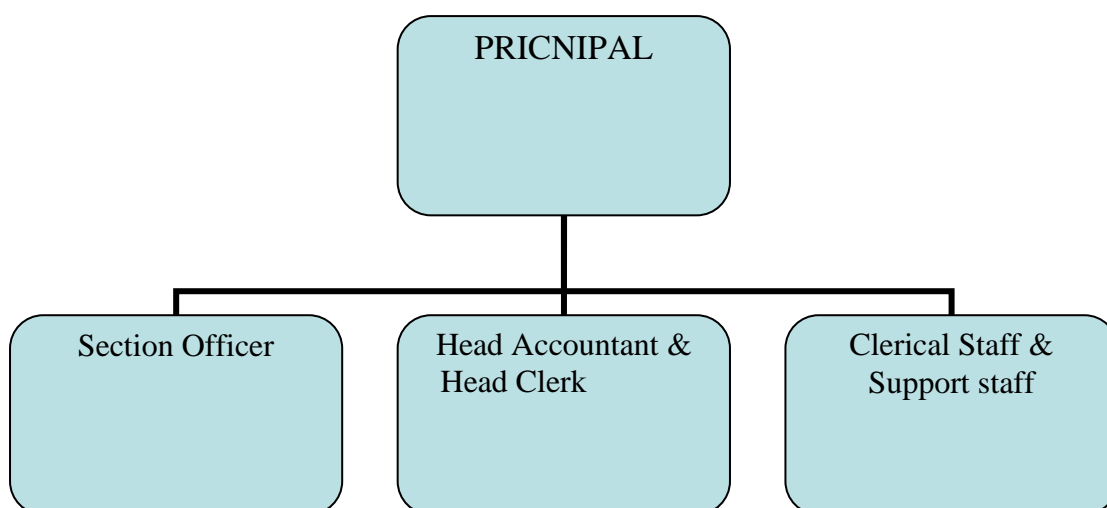


Fig: Administrative Organization

### NETWORK / LINKAGES

A healthy relationship is maintained with the schools, District Educational Office, DIET, Universities etc. The institution has strong links with the school sector. Practice teaching is conducted in Govt. schools. The college organizes Interschool Science Quiz competition for the students in practice teaching schools.

Our college has collaboration with national level organizations, with which the institution has established linkages and the institution has benefited from such linkages. Some of our linkages are given below:

- World Wild life fund for nature.
- Continuing Education Centre, Jammu University
- College Teacher Association (CTA) Jammu
- All India Association for Educational Research (AIAER)
- J&K State Aids Control Society.
- IGNOU. New Delhi
- University of Kashmir, Srinagar

The schools in the locality extend full cooperation for pre-practice teaching sessions. Our students get training in conducting awareness programmes for school children and children belonging to special education schools. They get good exposure to serve the marginalised through different extension services. The schools situated in the vicinity (10 kms around) facilitate teaching practice for B.Ed students and internship of M.Ed students.

The linkage with other teacher education institutions opens the avenue for providing consultancy service for research work, statistical analysis of the data, project works etc.

The faculty of the college helps other colleges with respect to conduction of final teaching practice by acting as external observer in B.Ed programmes and preparation of the self study materials for the students.

The linkage with various schools in and outside J&K helps in the placement of the students. Our outgoing students are absorbed in teaching posts at secondary and higher secondary levels in schools following State and CBSE syllabus.

### **Feedback in decision-making**

The institution uses the various data and information obtained from the feed back in decision making and performance improvement. Feedback from students are analysed and on the basis of this, decisions are taken or modified. Feedback from parents, alumni, heads of the practice teaching schools, school teachers, etc are also analysed and changes are made. The introduction of student teachers diary for practice teaching is a decision on the basis of this feedback.

The institution takes initiatives in promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty. Sharing of information, new knowledge and experiences relevant to their respective fields of study among other members of the faculty is a usual practice here.

On special occasions we organize special lunch parties to all members of the staff as a token of love and co-operation. The institution utilizes all the available resources for experimentation and innovation, which lend a hand in achieving and sustaining excellence in teacher development.

## **STRATEGY DEVELOPMENT AND DEPLOYMENT**

### **Selection, collection and integration of data on academic/administrative aspects**

The Management Information System (MIS) is established in the college. In the principal's room, office, and library all data is stored and is used effectively. Data of students and staff are available. The office and the library are partially computerized. The institution has facilities to collect, align, select, integrate and communicate data and information on academic and administrative aspects of the institution.

The quality of education is largely tied up with quality and supply of teachers in the system. We produce highly motivated, conscientious and efficient teachers for all levels of our educational system. All the sanctioned posts are filled and whenever there is a vacancy, steps are taken to fill it through the Govt. Hr. Education Dept.

The institution is conscious of its quality provisions and has a well-established functional internal quality management system. The major internal quality management systems at the college are;

- Preparation & submission of self appraisal of the staff
- Appraisal by the principal

The institution has policy for training and retraining of the staff and to encourage specialized professional training. The Head of the institution identifies the faculty development needs and career progression of the staff and encourages the faculty members for doing research, extension, to publish in journals and for professional growth.

In an evolving knowledge society, constant updating of the theory and practice

of teacher education is a pre-requisite to improve the quality of the teaching learning process, to sustain the quality of the output and to keep pace with the rapid changes in the educational and social scenario. Whenever the curriculum is revised, the teachers are deputed to attend orientation programmes/seminars to update and upgrade their knowledge.

Financial needs of the college are met through various sources. Ours is a Government college and the staff receives salary from the state Government. In addition to this we receive contingency grant, maintenance grant and Library grant from the State Government. We receive grants from the UGC as well. The UGC allocates grants for purchasing computers, Books and journals, Laboratory equipments, equipments for psychology lab, for English lab, extension activities, for remedial teaching etc.

### **Developing academic plan**

The quality of any academic programme depends on the proper and effective way of planning. A work plan is made at the beginning of the academic year. The faculty and administrative staff are involved in the planning process. The planning includes, curricular and co-curricular planning. On the basis of this, annual calendar is prepared, printed and given to all staff and students.

The co-curricular activities are planned according to the expectations of the society, community and the nation at large. The programmes of the year are conducted in accordance with the plan of actions. All the members of the staff perform the specific duties assigned to them in full earnestness.

We fix the date of practice teaching after consultation with the Heads of the practice teaching schools. After the discussion in the staff meeting, the Principal meets the headmaster of the schools and fix the dates for demonstration and criticism classes.

The principal personally visits every practice teaching school and meets the heads and discuss about practice teaching days and decides the number of trainees to be allotted to each school.

### **Objectives for institutional development**

Clearly stated vision and mission, which reflect the teacher education goals and objectives, are deployed at all levels to assure individual employee's contribution towards institutional development. The college website, college magazine, college calendar, college prospectus, news letter etc. are means of communication of our goals and objectives.

The college has achieved its proposed goals through, dedicated Principal, committed faculty, administrative staff and motivated student teachers.

Monitoring and revising the vision, mission and implementation of plans

Our institution has linkage with other sections / departments/schools/colleges and organizations. The faculty collaborates with the faculty of other institutions and the University departments. The feedbacks we receive from these institutions help us to evaluate and revise the vision and mission.

### **The institutional plan for new technology**

The college is equipped with an Educational Technology lab and language lab to improve the communication skills of its students. Whenever a new technology is available, we collect details about it, its effectiveness and the uses are studied. The companies are asked to display it before the staff and if

found useful the principal submits the proposal and gets sanction for purchasing it.

After purchase the teachers are given training in their use and the new technology is used optimally. In acquisition and effective use of new technology the institution is highly interested.

The computer lab is well equipped with 17 computers and offer internet browsing. In the classroom teaching teachers and students use all these facilities. Free Internet service is provided in the, computer lab, faculty room, administrative room etc. Student teachers are trained in the basics of computer education as well as to use computer software such as power point as instructional aid.

We use the computers to store data related to all students. We have 5 computers in the college office and the daily work relating to the college is done with the computers. We have LCD, OHP, printers, scanners, internet facility, slide projector, photocopiers, language laboratory, psychology laboratory education technology laboratory etc.

## **HUMAN RESOURCE MANAGEMENT**

### **Faculty development and career progression**

The institution has a policy for training of the staff and to encourage specialized professional training. Teachers are encouraged to attend UGC sponsored Refresher courses and orientation courses conducted by the Academic staff colleges to ensure Human Resource Development and Total quality management.

When there are revisions in the B.Ed. & M.Ed curriculum, teachers are directed to attend Refresher courses ,orientation programmes/ seminars to update and upgrade their knowledge.(please ref. Criterion III & IV for Details).

The staff is also encouraged to improve qualification and attend courses conducted by government and other agencies like State Government, Welfare Department,UGC etc to cope with new development. Following staff member have availed FIP in this regard:

### **Dr Sindhu Kapoor**

**FIP – In compliance with Govt. Order No 212/HE of 2008 dated 14-10-2008 and endorsement No Edu-Coll/PF-670/History dated 14-10-2008 proceeded on 71P from 24-10-2008 for 2 years.**

Submitted in Feb. 11, 2014, Viva Voce on 27th Aug. and notification on 18-09-2014 Vide notification No 11/2014 – No Eval Prof I/14/9312-9462 dated 18-09-2014

### **The mechanisms for performance assessment**

The college has adequate mechanism for performance assessment of faculty and staff. The institution has an effective mechanism to use student feedback for quality enhancement. The students' feedback on teachers, course, institutions, etc is collected at the end of each academic year.

Once in a year each faculty prepares and submits the self-appraisal report. The institution uses the evaluations to improve teaching, research and service of the faculty and other staff. The institution is constantly motivating teachers to take up research in Education.

The college has an inbuilt mechanism to check the work efficiency of the Non teaching staff. Work allocation is done at the beginning of the academic year. All the official communications are countersigned by the principal. Frequent meetings are convened by the principal to make an appraisal of the work done in the office by the members of the Non-teaching staff.

#### **The welfare measures for the staff and faculty**

The programmes and strategies adopted by the institution satisfy the needs of the faculty. The college has welfare programmes such as provision of loan facilities to both teaching and non-teaching staff, when there is an emergency.

#### **Staff development programme (skill up-gradation and training of the teaching and non-teaching staff)**

Teachers are involved in a variety of quality based activities directed towards the improvement of teaching and learning process. For academic excellence as well as professional enrichment, the institution conducts seminars and workshops.

In an evolving knowledge society, constant updating of theory and practice of teacher education is a pre-requisite to improve the quality of the teaching learning process, to sustain the quality of the output and to keep pace with the rapid changes in the educational and social scenario. When there are revisions in the B.Ed. & M.Ed curriculum teachers are directed to attend orientation programmes and seminars to update and upgrade their knowledge.

Members of the Non-teaching staff are provided training in the operation of computers for official purposes. Opportunities are given to the administrative staff to participate in seminars on Income tax, Internet, scholarships, salary bill preparation etc.

#### **The plans of the institution to recruit and retain diverse faculty and other staff**

**The recruitment, wages, salary, transfer, promotions etc. are under control of govt. under UGC norms and college has no role in this regard.**

#### **The policies, resources and practices of the institution that support and ensure the professional development of the faculty**

The institution takes special interest in the personal/professional career development of the faculty. The institution encourages teachers to attend seminars/workshops. To attend National/International seminars the institution provides T.A /D.A from the amount received from the UGC. Leave and work arrangement is also made.

The faculty members are actively involved in various professional and community engagement programmes. Some of the faculty is resource persons in other Professional Colleges.

Free research consultancy is given by the faculty. Some of our faculty members are guides for dissertation at M.Phil level in various Universities. Our faculty is competent to undertake consultancy service in the following areas:

- • Models of teaching

- • Guidance and counseling
- • Education and Mathematical teaching
- • Science education
- • Teacher education
- • Educational Technology

Our institution has linkage with a number of international, national and regional agencies of academic and professional interest.

### **The physical facilities provided to faculty**

We provide staff rooms that are well ventilated and having all basic amenities like lockers, cupboards, water cooler, refrigerator, computers with Internet connections, printers etc. The facilities provided to the staff include parking facility for vehicles, telephone facility, loan facility, canteen, first-aid, library, drinking water facility, etc.

The college has other infrastructure like Library, Language Lab, Psychology Lab, Computer Lab, Technology lab, Career placement cell and Guidance and Counselling centre. The institution has a spacious, conference room, guidance room, multipurpose hall, sports room, etc.

### **The major mechanisms for faculty and other stakeholders to seek information and for make complaints**

Faculty and other stake holders can seek information through various means such as college website, college calendar, college magazine, News letter, leading newspapers, circulars/notices issued from the college office etc.

The grievance redressal cell functioning in the college takes necessary action for redressing the grievances noted by the students and faculty.

### **The workload policies and practices**

The college is running two regular courses B.Ed and M.Ed with the available faculty. The workload of the college is divided equally keeping in view the specialization of the faculty for B.Ed and M.Ed. The vision and mission statement of the college are implemented and its implementation plans are regularly monitored by the Principal and the IQAC of the college from time to time. The feedback from student representative and alumina of the college are also taken and considered if relevant and the suggestive measures are also taken,

However action plans to achieve objectives are revised and modified on regular bases during the staff meetings. The other activities of the college such as NSS ,IQAC ,Extension Activities and Research work for M.Ed. student are also being performed by the faculty of the college. Moreover norms of university on work load are also followed (**Copy of time table enclosed**),

Time table is chalked out at the beginning of each session after detailed discussion in the staff meeting. The institution promotes research culture among the faculty. Out of the 26 members in the B.Ed faculty, four possess Ph.D and eight are doing Ph.D. Six out of the seven members of the M.Ed. faculty possess Ph.D. and the faculty members also evaluate the dissertations for M.Phil course of the IGNOU.

The college has special provision for mentoring. The institution provides academic assistance through tutorial programme and remedial teaching. Educationally disadvantaged students get personal attention. Gifted students

are identified at the very beginning of the course and are provided suitable additional work, projects, responsibilities etc. to cater to their needs. Slow learners get more attention like repeated teaching, personal corrections, additional coaching, remedial programmes, etc.

Teachers are engaged in community development programmes. Our faculty members deliver lectures in different institutions and for members of different organizations. They act as resource persons for training the students, preparing for UGC examinations. They give training to students appearing for various competitive exams. Some of them act as visiting professors. Some others are research guides and guides for M.Phil thesis.

#### **The institutional mechanism to reward and motivate staff members**

The Head of the institution is always eager to appreciate the work done by the members of the teaching and Non-teaching staff. The words of appreciation itself are the great factors of motivation which in turn will yields more fruits in future,

The Principal also give confidential report to the Higher Education Department regarding the work efficiency of the faculty. We conduct special meetings to congratulate the faculty when they publish papers and books, when they acquire Ph.D or other degree, etc.

### **FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION**

#### **Financial support from the government**

The institution receives financial support from the Government. The grants received from the Government are mainly contingency grant, Maintenance grant and Library grant. The grants received in the last three years are shown below;

<b>Year</b>	<b>Amount(Rs.)</b>
2011-12	3, 54,64,000/-
2012-13	3, 08,98,000/-
2013-14	4, 57,17,745/-

No, resources are mobilized through donations. J&k government and UGC are the major agencies which gives financial assistance.. The students' fee collected as per the government rules is also a source of income.The annual budget sanctioned by the govt to the college is generally adequate to cover the day to day expenses and the deficit, if any, is communicated to the govt. for its realization. The budgetary resources after annual utilization are audited through Internal audit (Departmental) and the External audit through AG Office.

#### **Best practices**

The various committees are functioning in the college. Principal of the College ensures that responsibilities of each staff members are defined and properly communicated to the staff members in the staff meetings, Moreover, further policies are discussed and framed according to the need and requirement of the Institution. The Principal allocates the duties and responsibilities to the faculty members through written order or notices and also ensure the

implication of the same

Head of the Institution plays important role in governance and management of the college administration, allocation and utilization of financial and human resources. The Principal ensures the proper functioning of the college with the help of faculty members of the college through their regular meetings by allocation of duties and regular supervisions.

The Principal also ensures the smooth and effective functioning of the college with the help of training different committees in the institution .The Principal also makes efforts to fulfill requirements of the teaching and non-Teaching staff of the college.

To ensure valid information is available for the head of the Institution, to review the activities of the Institution the Principal holds meetings with various faculty members and student representative of the college to get first hand information about overall functioning of the college, for this purpose, the suggestion and complain boxes are also installed at different places.

Besides this, regular feedback collected from the student, with respect to teaching, learning, general facilities and the teachers also ensure valid and reliable information.

The Institution identifies the barriers in achieving the vision, mission and Goals by making several arrangements

Suggestion / complain boxes are placed at different places for the students to express their suggestions and problems.

Feed backs are taken from alumni in order to evaluate the teaching Learning process. IQAC of the college in its meetings tries to regulate the norms laid down by college keeping in vision, mission and goals of the college.

The grievances cell of the college in its meeting tries to solve the problems/ complains of the students through democratic procedure

For the smooth functioning of the institution various committees are constituted/ framed by the head of the institution, such as NSS unit, time table committee, Alumni meet organizing committee, Cultural committee, IQAC, Grievances Redressal committee, Scholarship committee, Admission committee. College Development Committee, assessment and discipline committee, the documents for details of meetings held and the decisions regarding them are available in the college.

The vision and mission statement of the college are Implemented and its implementation plans are regularly monitored by the Principal and the IQAC of the college from time to time.

The feedback from student representative and alumina of the college are also taken and considered if relevant and the suggestive measures are also taken. However action plans to achieve objectives are revised and modified on regular bases during the staff meetings

For the implementation of the effectiveness and efficiency of the institutional processes the Head of the institution shows a supportive hand behind it. For this IACT is fully working, internet connectivity in there to make the students and teachers well versed with the latest development in the field of Teacher Education especially to prepare them at the global level.

Principal being head has to govern and manage the Institution and its different aspects like curriculum, managing human resources, allocation and utilization of financial resources keeping in view the development and preparation of students.



The faculty development needs are identified by way of feedback received from the students on Teaching Learning and on the bases of annual appraisal report of the faculty. The needs are also assessed keeping in view the requirements of the course curriculum. The welfare measures which motivate the faculty and bring in an element of job satisfaction are: -

- Financial support for attending national / international seminars.
- First aid medical facility.
- Grievances redressal mechanism through an open-door policy.

The faculty members are free to meet the Principal on any issue related to academic and personal Grievances. The Grievances Cell is also opened for the redressal of student's problems. The staff Secretary is also elected by the staff of the college, who address and project the problems of the staff to the higher authority through Principal of the college.

The accounts of the college are audited regularly from time to time from the two agencies Internal (Finance Department) and external through A.G Office Jammu. **(Report for last two years attached)**

### **Observations, suggestions and recommendations of the previous peer team**

The Principal is the head of the institution. Apart from the principal there is an advisory committee. There are other committees also to assist the principal in the organization and management of the institution. All the committees are headed by a convener. There is a division of labour among the various committees framed for different purposes.

The college with the help of these committees has developed an inbuilt mechanism to check the work efficiency of the non-teaching staff. The work is regularly monitored by these committees.

There is a special committee which prepares the Academic Calendar of the college. As and when the government feels it necessary, some professional development programs are developed for the non-teaching staff. The college does not independently organize any professional development programme for non-teaching staff. Various programs are organized by the college through the committees for the efficient running of the college.

There is an internal audit mechanism to monitor the expenditures and make the system efficient. This also looks into allocation and expenditure of funds. Regular audit is done. Audited accounts for the year 2002-03 were available. For the year 2003-04, the audit is yet to be done. From this year 2004-05 the Govt. has set the fee to the tune of 7000/- per annum. The college has a regular share in the collection. The principal feels that more funds would be available for further development of the college. The college makes purchases by inviting the govt. tenders through the purchase committee.

The college is geared to promote the civic responsibilities among the students through seminars, extension lectures, NSS works etc. The all round development of the personality of learners is a concern of the institution. To develop a sound personality of the students, they are asked to participate in seminars, symposia, sports and NSS work etc. The college takes all necessary steps to promote the general skills among the students. They organize debates, seminars, mushairas, discussions etc.

The Principal of the college with the support of the faculty members in general encourages and Support the involvement of the staff for improving the Institutional process by organizing qualitative development programmes like, work-shop, Symposium, discussions on preparation of lesson plans, teaching aids etc. For improving THE quality ,the college organizes orientation activities.

Faculty members are also encouraged to participate in educational seminars; conference meets orientation and refresher courses outside the Institution.

The institution under Governance and leadership follow the following practices;

- Regular meeting between principal and staff
- Regular meetings with the members of different committees
- Regular meetings with student's representatives.
- Meetings with the Alumni Members.
- Meeting with the Principals and Headmasters of the Govt. Schools during practice teaching

## **Criterion – VII Innovative Practices**

- Internal Quality Assurance System
- Inclusive Practices
- Stakeholders Relationship
- Core values of NAAC reflection in the various function of the institution.
- Post NAAC Initiatives

## **CRITERION VII: INNOVATIVE PRACTICES**

### **INTERNAL QUALITY ASSURANCE SYSTEM**

The college's IQAC was established on 17th January 2005. Competency and performance based education is the goal of our institution. It is a new approach to teaching, having at its core, the ideas of accountability and competencies. The accomplishment of the learning objective can be observed and measured in the form of specified learner behaviours.

The IQAC is constituted in the college with a view to sustain quality of teacher education programme through co-operative efforts, involvement, and effective implementation of the programmes with the help of all the stakeholders.

Internal Quality Assurance Cell (IQAC), is committed for the multi-dimensional development with respect to quality of teacher education programme. The IQAC is comprised of the following members:

Dr. Ajeet Angral	Principal/Chairman
Dr. A.K. Verma (Science Dept.)	Co-ordinator
Dr. Zubair Kales (M.Ed Faculty)	Member
Dr. Sindhu Kapoor ( Head , History Dept.)	Member
Dr. Jyoti Parihar (B.Ed Faculty)	Member
Dr. Piyali Arora (M.Ed faculty)	Member
Prof. Ashu Jolly (Education Technology)	Member
Prof. Mansi Sharma (Education Dept.)	Member
Prof. Deep Bagnotra (Head Computer Dept.)	Member
Prof. Rubeena Yasmeen (Educational Technology)	Member

#### **The major functions of the IQAC are as follows:**

- To maintain quality and setting benchmarks/parameters for the various academic and administrative activities of the institution.
- To disseminate information on various quality parameters of higher education
- Continuous monitoring and comprehensive evaluation of the teacher education programme to maintain quality
- To prepare and submit the annual quality assurance report to NAAC based on the quality parameters

The IQAC meetings are held to discuss the quality enhancement programmes of the college. The IQAC suggests measures for the improvement of research, publication, teaching-learning process, infrastructure, student support services such as counselling, placement, extension and community services, faculty improvement programmes, etc.

The IQAC guided/initiated programmes for the Multi-Dimensional Quality Development are; Debates, seminars and conferences, for teaching and non-teaching staff, publications - books, magazines, and newsletters, extension and

community services activities, student support programmes — well equipped computer Lab with free internet services, library service financial aid and scholarships to students, the alumni meet , activities and support from the Parent-Teacher Association, performance in sports activities, activities of the guidance and counselling unit, placement services provided to students, clubs, value education, and other healthy practices.

The IQAC meetings are held to discuss the quality enhancement programmes of the college. The IQAC suggests measures for the improvement of research, publication, teaching-learning process, infrastructure, student support services such as counselling, placement, extension and community services, faculty improvement programmes, etc.

Prior to the commencement of the course, the members of the faculty sit together for two or three session's days and make the plans for all the scholastic activities. On the basis of the decision taken an academic calendar is prepared, printed and this calendar is followed strictly. There are meetings of the faculty to monitor and evaluate the progress of the plan.

### **Mechanism to evaluate the goals and objectives**

The major goals of the institution are

- To develop quality consciousness among teachers
- To create a strong affinity towards the national values
- To reorient teacher education to the needs of modern age
- To promote educational research and extension

A multi-dimensional mechanism operates in the college to evaluate the realization of the stated goals and objectives. Prior to the commencement of the course, the members of the faculty sit together for two or three session's days and make the plans for all the scholastic activities. On the basis of the decision taken an academic calendar is prepared, printed and this calendar is followed strictly. There are meetings of the faculty to monitor and evaluate the progress of the plan.

The college convenes the meeting of the staff, students and parents and gathers feedback and suggestions and tries to implement them, Feedback is also collected from the alumni of the college through the annual general body meeting of the Alumni.

The students' feedbacks on teachers, course, institution etc., are collected at the end of each year and the necessary corrections are made in the following years. The students' internship at schools is evaluated by using an evaluation proforma prepared by the institution.

The feedback from the teachers and the heads of the practice teaching schools is analyzed and necessary modifications implemented. Students' development and attainment is tested and evaluated through internal assessment examinations, assignments, seminars and projects.

The Micro-teaching, teaching practices, criticism classes, internship, etc. are some of the programmes for ensuring the competencies of the teacher trainees.

### **Academic Quality Assurance**

The institution ensures the quality of its academic programme by providing the needed resources; human resources, infrastructural and technical facilities. As a Student Support Service, a student welfare department functions in the college to cater to the needs of the students' academics related needs.

To ensure the academic quality, the college encourages the faculty to participate in quality improvement programmes such as seminars, conferences, orientation programmes, refresher courses, International, National and State level seminars/conferences. Every year the college provides coaching classes for students preparing for NET, SET, and other competitive examinations.

### **Improvements in the library services**

Libraries are the store houses of knowledge. The college has a library advisory committee to monitor the efficient functioning of the library and the library is updated according to the needs of the times. The infra structure and learning resources of the Library are upgraded and xerox facility provided. The improvement in the library services are;

- Book Bank facility
- Best Library user Award
- INFLIBNET N-LIST Connection
- Additions of Books, reference Books and Encyclopedias.
- Photocopier for students and staff.
- National and Local News Paper
- Magazine section for students
- Increased number of journals and books.

### **Technology up gradation**

The college has taken special efforts to provide the necessary technical support to its academic programmes. Computer education is part of the B.Ed and M.Ed syllabus. The college Library is fully loaded. The computer lab is refurnished and new computers are arranged for the staff and the students. Free internet service is provided to all students including B. Ed, M. Ed.

We have a modern technology lab and computer lab with laptop, computers. LCD Projectors, Visualiser, Interactive Whiteboards, Television, Tape Recorder, Slide Cum Film Projector, Over Head Projectors, VCR, CD-Player, Amplifier, Loud speaker, Head phone with Mike, Microphone, Floppies, CDs, Still Camera, Digital Camera, etc. Free Internet service is given to teachers and students. Internet facilities are provided in computer lab.

Internet connection is extended to all staff, library, principal's room, and college office. Interactive white boards and LCD projector were added to the technological dimension of our institution in 2012.

The college has a well equipped computer lab, language lab, psychology lab and technology lab.

This year we have improved the facilities by providing water cooler, water purifiers, AC's, Fans, Heat Convector, Laptops, CCTV's & Furniture

### **Financial assistance**

To motivate the students and also to provide financial support to the needy students the college offers various scholarships and financial aids. We help the students to apply for various scholarships.

### **Mode of transaction of curriculum**

We encourage IT enabled curriculum transaction and computer assisted instruction. The faculty train students for on-line submission of assignments, and projects.

In addition to this the teachers of this institution are very particular in using the various curriculum transaction modes such as, Lecture cum discussion, demonstration, , problem-solving sessions, seminars, debates, assignments, brain storming sessions, community and field visits, survey, etc

### **Research Committe**

A Research Committe for teachers and researchers is started for the faculty development under IQAC. The institution directs all teachers to participate in various conferences, seminars, workshops, etc. related to education for their professional development and to apply for UGC sponsored major and minor projects and seek financial assistance for conducting seminars and conferences. This keeps them updated in their own areas and helps them to enrich their classes.

### **Support from Alumni and the Parent-Teacher Association**

The former students help the institution as resource persons and by acting as judges in various cultural competitions organized by the college for the all round development of the teacher trainees..

The PTA supports all programmes in the college. They are ready to extend all the support for maintaining quality and excellence. They participate in all important activities of the college. These associations support the various developmental programmes of the college.

### **Administration and Financial Management**

To ensure quality in administration, a systematic arrangement is made in work allotment. The college prepares the annual budget and it is discussed and rectified by the committee.

In the college office there is Head Assistant, cashier and Accountant to look after the financial matters. All accounts are kept by them. Separate cash books, ledgers, etc are maintained. Internal audits are conducted by a body authorized by the principal and external audit is conducted annually by a chartered accountant and the report is submitted.

Frequent governmental, A.G's and UGC audits are conducted. The accounts of the special grants are audited separately.

IACT is effectively used in financial management. Students RRs,scholarships, Salary of the teaching and non-teaching staff.

The administrative staff attends different courses/training programmes on course in computer hardware and applications. The college office has 4 computers, 3 printers, one photocopier, etc which are solely used for the office work. An internet connection is also provided in the college office.

The principal, students, faculty, parents, alumni, administrative staff, etc form the various constituents of the institution. The institution shares its good practices with its constituents by arranging programmes for sharing their experiences/views. They are also involved in decision making. The programmes in the college are intimated to all the constituents in advance and their co-operation is solicited. The various community linked programmes are

conducted with the active participation of the students and members of the teaching and non-teaching staff.

### **INCLUSIVE PRACTICES**

The institution sensitizes its teachers to issues of inclusion by encouraging them to participate in seminars, workshops, and conferences related with inclusion at both state and national levels. The faculty of the institution acts as resource persons in inclusive education. We regularly subscribe books and magazines related to special education.

Inclusive education is part of the B.Ed and M.Ed programmes. The college offers an elective course in special education at B.Ed and M.Ed levels. This is part of the syllabi of the respective programmes. In addition to this the institution organises visits to Special schools in the locality by its staff and students.

The physically challenged and visually challenged students are admitted. Ramps are built in the ground floor of the main building to help the physically challenged students. The number of the physically challenged students of the current academic year is given below:

Year	B.Ed	M.Ed
2014-15	4	NIL

As a College of Education, this institution, takes the responsibility of shaping the future teachers. The B.Ed curriculum of University has provisions for the healthy all round development of future teachers. The curriculum includes SUPW (Socially useful productive work) which provides an opportunity to the students to reach out to the society in which they live.

The college offers programmes such as free tuitions for poor pupils, hospital visits, special school visits, social survey, observance of important days of the year, continuing education programmes, etc. Our students participate in such programmes which provide ample opportunities for learning outside the classroom.

Linked to these curricular programmes, we have co-curricular activities to foster the non cognitive area of our students. Various co-scholastic programmes are conducted under the auspices of various clubs functioning in the college.

The college also has an extension wing. As ours is a teacher education institution, our extension activities are mainly connected with Continuing Education Centres.

The college also has a women's development cell which organises discussions, seminars, self- awareness programmes focusing on the issues and needs of the present generation.

The students also get a chance to come together on occasions of sports competitions and sports day. These events foster healthy relations among our students.

The college offers value education classes. The classes by experts enrich and provide the necessary guidance to the student teachers.

### **Children from diverse backgrounds**

The college equips its students with the necessary experience in dealing with children from diverse backgrounds and exceptionalities by giving them first hand experience of classroom teaching.



The college has four of physically challenged students on its roll. Visually challenged students if any are also provided with facilities to record the classes of teachers.

### **Women's Development Cell**

The college has a women's cell which organises debates, discussions, seminars, self-awareness programmes, etc. focusing on gender issues and other burning issues of the present times. The cell serves as a venue for enlightening the student teachers on gender issues.

The college also has a grievance redressal cell and a cell for guidance and counselling for staff and students to tackle problems related to gender issues.

### **STAKEHOLDER RELATIONSHIPS**

The various stakeholders of the college are kept abreast with the information related to academic and administrative performance during the Parents-Teacher, meetings of the IQAC, Alumni get-togethers, etc.

The college also maintains contact with the stakeholders through the website of the college. Interaction with heads of the schools are also made and feedback received.

The members of the teaching and non-teaching staff meet under the leadership of the principal to discuss the information/data gathered by way of the various feedback mechanisms. The members of the staff together arrive at decisions to bring about qualitative improvement in the institution's functioning. The IQAC committees also meet time to time to analyze the feedback received through;

- • Student evaluation of teachers
- • Alumni feedback
- • Parents' feedback
- • Practising School feedback

The college prepares and gives proforma for evaluating the teachers by students, curriculum and course evaluation, feedback from the practice teaching schools etc. The evaluation/feedback received from various stakeholders is discussed in the staff meetings and relevant measures under taken.

The institution ensures the quality of its academic programme by providing the needed resources; human resources, infrastructural and technical facilities. As a Student Support Services, a student welfare department functions in the college to cater to the needs of the students' academic related needs.

The infra structure and learning resources of the Library are upgraded and xerox facility is provided. Free Internet service is given to teachers and students. Internet facilities are provided in computer lab. Internet connection is extended to all staff, library, principal's room, and college office.

The Principal, students, faculty, parents, alumni, administrative staff, etc form the various constituents of the institution. The institution shares its good practices with its constituents by arranging programmes for sharing their experiences/views. They are also involved in decision making. The programmes in the college are intimated to all the constituents in advance and their co-operation is solicited. The various community linked programmes are conducted with the active participation of the students and members of the teaching and non-teaching staff.

The Institution identifies and share good practices with various constituents such as faculty members, non-teaching staff with the help of regular meetings. New Policies and plans if any are proposed by the representatives of the constituents, discussed with the Principal and possible decisions are taken keeping in view the financial implications if any.

### **Emphasis on Core values of NAAC**

The institution sensitizes the teachers, under training regarding inclusion and focus based on the National Policy and School Curriculum” by making them aware about the current revision in the policies and also the areas that it include like- Disadvantage group of the society, women education, education of the handicap children, slow learner, children with special need etc.

The institution provides a cohesive environment to the students under training. They freely interact with the teacher in the classroom conditions, in micro and macro-practice of teaching and other college activities like NSS programmes, cultural events, seminars, recreational activities like picnic, execution etc.

The college arranges various activities to create learning environment to foster social interaction, and to create self motivation for learners from time to time. The activities are guest lecturers in social and environmental issues, debates, symposium. NSS activities, seminars, etc

The college is a pioneer institution and only Govt. teacher training institution of Jammu province and thereby has a catchment of students from various religious and social sections.

The college has created a healthy atmosphere where there is no scope for communal disharmony. Moreover, the students are prepared to handle the diverse background and exceptionalities through the educational process they undergo.

The institution maintains a healthy environment and effectively deals with issues related to success and failure, satisfaction and dissatisfaction of the students and stakeholders for brining qualitative improvement. This is conducted through regular maintenance of grievance cell, meeting of CR's with staff secretary, maintenance of suggestion box and actively working guidance and counseling cell

The institution appreciates, values and incorporates suggestions and recommendations through feedback mechanism received from the student community, alumini and other stakeholders and use it in the process of quality improvement. The institution also maintains record of the said features.

### **National Development**

The college contributes to national development, by adding to the nation's repertoire smart young teachers who are well equipped to meet the changing needs of the times. The college ensures the all-round development of its students by providing them information and training in the latest developments in the field of education. The students get knowledge and first-hand experience of teaching in their areas of specialisation.

Seminars held in the college give adequate exposure to the students to the needs of the times. Classes on Constitutional Values, literacy surveys, assemblies conducted by students, conduct of various programmes, observance of national and international days of importance, etc. add to the varied experience that the teacher trainees receive from this college.

### **Global Competency**

The teacher education programme closely adheres to the syllabus of our university which primarily aims at preparing competent teachers who are capable of taking up the teaching profession in any part of the world. The students are provided training in communication skills in English and use of online and other IT based techniques to enrich their teaching profession.

### **Value System**

The college is founded on the sound bases of human values. The entire education programme aims at the practice and propagation of these fundamental values. The environment in the college is conducive to the practice of the values. The peaceful and respectful relationships between the various stakeholders of the college bear witness to this.

Value education classes are conducted for the students. There are annual retreats for the teaching and supporting staff of the college. Seminars, conferences and endowment lectures based on values are conducted in the college.

The observation of human rights day, environment day, teachers day, independence day, republic day, etc and celebration of Deepawali, Eid, Gurupurav's Christmas, etc give right value orientation to all the students. The teacher trainees are also familiarized with this model. The students themselves conduct value education classes during their internship.

The extension programmes such as visit to old age homes, Sahara home, poor homes, special schools, adoption of a village etc. help to inculcate values and be one with the real world outside

### **Use of Technology**

The teacher education programme provided in the college includes use of computers & internet. Both, members of the faculty and the students avail of the technological facilities in the college for conducting classes, seminars, project presentations and other co-scholastic activities. The free internet services help the faculty as well as the students in their research projects.

### **Quest for Excellence**

The college is open to the changes suggested by its stakeholders from time to time, provided, it is value based and has a potential for enhancing the global competence of its students. The college strives to keep itself abreast with the latest developments in the field of teacher education.

### **Overall Analysis and Suggestions of previous NAAC peer team**

The Govt. College of Education, Jammu established in 1954 has been a single programme B.Ed. college till the session 2003-04. From the current session another programme i.e. MEd. has been sanctioned to the college. The college is housed in reasonably good building which is sufficient to carry out the business. But for the additional programme, it would require more space. The curriculum is prescribed by the University of Jammu and teachers are sincerely and efficiently transacting the curriculum. The research aspect is not very strong and it is natural because there is hardly any scope for research in

B.Ed course. But some of the teachers are regularly writing in journals and also producing text books. Students-teachers are busy through out the session preparing and delivering lessons, taking tests and writing assignment and participating in Co-curricular activities. The results are good, students are having ample opportunity for their overall development. Hostel facilities are there but insufficient. The college is very well managed through various committees under the dynamic and democratic leadership of the present principal. Adjacent to the college there is another building occupied by the State Institute of Education. In this building also there is a room allotted to the college where in Art & craft classes take place. Over the years, the college is progressed in terms of equipping itself with more facilities and improved in transaction strategies. There is cordial relationship between the staff and the Principal of the college.

*The peer team' appreciates the efforts of the current Principal Dr. Sharnima Bano and her team in giving the premises an impressive look. The peer team wishes to offer the following suggestions, which may be considered by the college for its further development.* College needs to sustain the students support services, which it has created and shown to the peer team whether it is grievance redressal mechanism or First Aid Room or Yoga facilities. Students are found interested in Music and the music teacher seems to be a very capable persons. The college needs to make specific provision in the timetable for music class or if possible after the college hours too. Computer facilities are there in the college which should be made available to all students and students may also be taught to use computer as an aid in teaching learning process.

There is a shortage of toilets in the college particularly for girls. The college may take up with the Govt. to build common room with attached toilets exclusively for girls. Keeping the large number of students admitted for the session 2004-05 in mind, canteen should be made more specious and more facilities for games and sports be provided. Research activities should be encouraged by the college as there is scope for case studies and action research even in the B.Ed course. The library needs automation and requires more space for reading room. Teachers are found wanting in using the library. They may have their own collection of books but if they are seen in the library, students are also encouraged. There is hardly any subscription for journals. Even the University news is discontinued for some time. Specific efforts are to be made to subscribe to journals to ensure the academic growth of faculty.

Hostel facilities may be enhanced as students come from far flung areas and in the prevailing circumstances, it is not advisable to allow them to hire private accommodation themselves.

### **Post NACC Initiatives**

At Present, the J&K State Govt. is giving prime importance to the teacher education programme. Our college has been sanctioned Master in Education Programme by the Govt. This Institution is committed to uphold the value framework of NAAC and Quality dimensions of the higher education and to

sustain the concern for quality, technological advancement and development of global competencies

The Institution provides following services in students Support and progression

- An enriched library as a learning resource is of great utility in student support and progress in their studies.
- Computer lab, science lab and ETC cell are other learning resources equipped with required gadgets and these are of great helps to students to make progress in their studies and learning capabilities.
- Edu-Sat installed in conference hall provides an opportunity to students to watch educational progress and to seek clarifications. This provides a novel experience in student support and progression in their studies and experience.
- The college magazine 'the teacher' published annually provide platform to students to sharpen their expression and intellect by contributing to it.
- The college has provision to provide Merit-cum means scholarship by recommending students cases to the social welfare department.
- College has the provision to give financial assistance to the needy students.
- The guidance and placement cells/career corner are functional and provide personal, educational and vocational guidance for the progress of student.
- The students are advised to give their suggestions through suggestion Box which are adopted for their support and progress.
- The health centre manned by a trained pharmacist is of great help to students at the time when some trouble develops in any students during college hours.

### **Grievances Redressal cell**

Grievances & Sexual harassment Cell has been functioning in the college since January, 2005 with the objectives.

- To know the grievances of the students and to provide remedial measures.
- To improve and maintain the smooth functioning of the college in a congenial and healthy way.
- To improve healthy relationships between the teachers and the students.
- To make the students feel that their feelings and suggestions are valued by the institutions.
- To make students relies that they are important for the institution and the institution is responsible to them.
- The cell generally meets once in a month, during he academic session. The Grievance received is discussed among the members in detail taking into consideration the suggestions by the Head of the Institution.

### **The Career Guidance and Counseling Cell**

The guidance and counseling cell has been created on 12<sup>th</sup> January 2010 in lieu of the NAAC recommendations. The cell was created keeping in view the following objectives:-

- To deal with problems faced by students related to emotional problems and difficulties and other suggestions and advice to deal with it for better adjusting in their functional life.
- To promote healthy interaction between students and teachers.
- To provide academic guidance to students with disability.
- Meeting with the class representatives are held on last Saturday of every month
- Dealing with individual problems and when arises.

### **The Placement cell**

- Placement cell was set up in the college of education on 30<sup>th</sup> March 2009, with a view to ensure the realization of the full potential of the students in its continuous academic pursuits.
- For excellent guidance and support to the students, a space in the library has been set with general knowledge books. Students appearing in different competitive exams, make regular use of these books.

### **Indian Red Cross unit**

- Indian Red Cross has been further strengthened during the current session with an object to serve the humanity in general and nation in particular during natural calamities or disaster.
- In addition to social service, blood donation camps are also organized by the Indian Red Cross.
- Besides, red cross one of the other contributories in this regard is the red ribbon club in which an opportunity is provided to the students to participate in various activities organized by the club (Know Aids for No AIDS)

### **Alumni association**

- A Number of students have graduated from this institution. These alumni are today working in different spheres of life. These alumni's are invited for their valuable suggestions and contribution in developing this institution as an institution of excellence

### **Parents Association**

- In order to further strengthen the participation of the Parents in the decision making process, the Parents' association has been formed in the current academic session.

### **Internet facility**

- Ten broad band connections have been made available at different locations in the college to facilitate the staff and students in their academic and extension works.

### **Women Development Cell**

- To create social awareness about the problems of the women and in particular regarding gender discrimination, a series of programmes are organized by the cell.
- The cell also deals with the redressal of the grievances of the female staff and girl students of the college.
- It also deals with the cases related with sexual harassment in any form of the female employees and girl students in the college campus strictly as per the Laws.

### **Co-Curricular Activities**

- The college after NAAC accreditation has organised a variety of co-curricular activities such as debates, seminars, workshops, symposia, cultural activities and picnic etc., to enrich and stimulates the academic life of the students. Participation and attendance in these activities is compulsory. The students have to take part in one, or the other activity according to their interests and aptitudes. The organization of these activities is entrusted to the NSS & student/committees convener of the committee club which work under the guidance and supervision of the members of the staff.
- Our students have participated in numerous programmes organized by various universities and colleges in the state and elsewhere, so as to promote competitive spirit, professional excellence and mutual trust among there and also to have first hand experience of the institution located in Urban as well as the rural areas to bridge the knowledge gap and infra-structure deficit, on one hand and also to inculcate the sense of cooperation and co-ordination of education and co-curricular as well as extension activities amongst them
- Our students have participated in Inter-college debate competition like 12th Veeran Aivale Memorial Debate Competition – 2013, Display your talent, Rangoli Competitions, Inter-collegiated Tournament of Boxing, Table Tennis, Flower Making, clay-modeling etc. organized by University of Jammu, Jammu besides participating to selection Trails for Jammu University Athletics (M&W), and Volley-Ball (19) teams & brought laurels to the institution.
- Our students have also participated in the Musical Events organized at Punjab University, Chandigarh and won the heart of the audience and secured position.
- Our college Volley-Ball Team has also participated in the Governor's Inter Collegiate Silver Rolling Trophy organized by DC Udhampur and the SVEEP programme organized by the GCW, Gandhi Nagar, Jammu besides participating in numerous events organized by other institution viz GGM Science College, Jammu, GCW, Parade; GDC Kathua, RTI Quiz competition held at Town Hall Kathua, and Inter collegiate symposium on the theme 'Rights of the Girl Child' organized by the department of Higher Education, J&K in collaborations with the J&K State, Social

Welfare Board with greater success. The placement unit organized **Campus Placement Programme** in collaboration with Education consultancy, a job placement agency on 26<sup>th</sup> may 2009. Six of the college students namely Rajeev, Rawinder, Geetika, Raman, Tawaz and Rahul were selected for various jobs during the interview conducted by the agency.

The institution encourages students to participate in extra-curricular activities by providing incentives of the following nature;

- By treating them on duty for participation days both in campus and off-campus activities.
- By providing facilities of Retest in internal assessment tests, if missed while on participation in these activities.
- By awarding the certificate of participation in such activities which help them in their future pursuits.

The college/institution is bringing out news letter, and college magazine **Teacher** annually in which students and faculty members contribute. The students are encouraged in these publications as they find these the appropriate platform for expression of their views and perceptions about the institution and its functioning.

Such activities are promoting sense of communal harmony, competition spirit, and mutual trust and understanding among students of different ethnic groups hailing from different geographical region of the state.

The institution has a council of duly elected class representatives. The council works for the welfare of the students and to develop co-operation and coordination between the student's staff and the administration and to maintain discipline by addressing the student's problems.

The institution functions democratically through committees on which all class representative are the members. In all decision taking process the student representatives (CRs) are involved.

The institution has in place the Mechanism of seeking data and information from its previous students and employees for its growth and development in the following manner.

- The information and data is obtained from the Alumni at the alumni meetings held with them and through feedback Performa by mailing it to them.
- The feedback from ex-students is obtained by mailing the Performa to them is a useful indicator for adopting their suggestion for further improvements.
- The information and feedback is also obtained from previous students when they visit the college for collecting their certificates/documents.



Computer lab, science lab and ETC cell are other learning resources equipped with required gadgets are of great helps to students to make progress in their studies and learning capabilities.

EDU-SAT installed in conference hall provides an opportunity to students to watch educational progress and to seek clarifications. This provides a novel experience in student support and progression in their studies and experience.

At the time of the last NAAC visit there were 13,800 books, No academic journals and periodicals, which are now increased to 23749 books, 05 periodicals. Book bank facility is also introduced.

The reference collection includes 85 educational encyclopedias. INFLIBNET N-List connection is available in the library. On line journals and e-books on different areas of study are also made available to the staff and students through library services.

Sensing the need of the hour, college is planning to start certificate courses in personality development and learning of language skills (Hindi/Urdu/English).

The J&K Govt. has also accorded sanction to the introduction of the post graduate courses viz. **college teachers training** and **school teacher's training** programme in the institution from the academic session 2014-15.

Under RUSA scheme for creation of university by conversion of college in a cluster this institution has been identified for the introduction of inter-disciplinary courses under the school of teacher education for which college has proposed course content for **Master in Teacher Education programme** split into four semester, each semesters of 20-credits.

### **Vision for The Future**

- To develop the institution into a worldclass center of teacher education
- To establish a research center in the college for M.Phill and P.hD Degrees
- To develop more linkages and networking with the premier institutions of teacher education
- To construct hostel facility for the students of the college and augment the infrastructure
- To Encourage more, in campus, placement drives.
- In order to involve students in various capacities building activities, an attempt will be made to further strengthen the debating society, dramatic club, population control club, Eco club, literary club, cultural club, Disaster management club, Trekking Club etc.

Mapping of Academic Activities of the Institution 2013-14																																		
	SEPT.			OCTOBER				NOVEMBER				DECEM.				JANUARY				FER.				MARCH				APRIL				MAY		
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	
Admission and Orientation																																		
Theory																																		
Tutorials/ Seminars																																		
Sessional Work - Tests & Assignments																																		
Practical Work																																		
Preparation of Internship: Demonstration / Observation of lessons/ micro teaching/ simulations																																		
Practice Teaching/ Internship																																		
Co-curricular Activities																																		
Working with community/ project work																																		
End-Term Examination																																		

Note: A week is of six working days and a day is of six clock hours


The table should cover the entire academic session and may be extended as per the requirement

D. Declaration by the Head of the Institution

I certify that the data included in this Self-Appraisal Report (SAR) are true to the best of my knowledge.

This SAR is prepared by the institution after internal discussions, and No part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SAR during the peer team visit.

  
(DR. ANIL KUMAR VERMA)  
Co-ORDINATOR, IQAC

  
Signature of the Head of the Institution  
with seal:  
Govt. College of Education  
Jammu.

Place: JAMMU

Date: 8<sup>th</sup> Jan. 2015.

### Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that GOVT. COLLEGE OF EDUCATION, JAMTU (Name of the institution) fulfils all norms


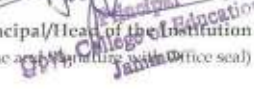
- ✓ Stipulated by the affiliating University and/or
- ✓ Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
- ✓ The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 8<sup>th</sup> Jan. 2015  
Place: JAMTU-

  
Principal/Head of the Institution  
(Name and signature with office seal)  
  
(Dr. Anil Kumar Verma)  
CO-ORDINATOR, IQAC.

# Appendices

- |  |
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1. College Calender
  2. Time Table
  3. Master Plan of the Institution
  4. Dimensions of Infrastructure of college
  5. Sample Proforma for feedback from Students, Alumini & Faculty
  6. Sample Proforma for feedback from employees
  7. Audited Income-Expenditure Statement for the Previous Financial Year
  8. A feedback from the Head of Practice Teaching School
  9. University results

IQAC

ACADEMIC CALENDAR FOR B.ED COURSE 2013-14

S.NO.	DAY	DATE
1.	International youth Day	12-08-2013
2.	Independence Day	15-08-2013
3.	Teacher's Day	05-09-2013
4.	International literacy Day	08-09-2013
5.	N.S.S Day	24-09-2013
6.	Gandhi Jayanti/ World Peace Day	02-10-2013
7.	UNO Day	24-10-2013
8.	International Day of Tolerance	16-11-2013
9.	National integration week	19-11-2013 to 25-11-2013
10.	International Day for elimination of violence against women	25-11-2013
11.	World environment protection Day	26-11-2013
12.	World Aids Day	01-12-2013
13.	Blood donation campaign /Flag Day	03-12-2013
14.	International anti corruption Day	09-12-2013
15.	Human Rights Day	10-12-2013
16.	1 <sup>st</sup> Internal Assessment test	2 <sup>nd</sup> Week of December
17.	Assignment	3 <sup>rd</sup> Week of December before Winter Break
18.	National youth Day	12-01-2014
19.	Republic Day	26-01-2014
20.	Workshop on AV aids	3 <sup>rd</sup> Week of February
21.	International women's Day	08-03-2013
22.	Micro Teaching/ Demonstration Lesson	2 <sup>nd</sup> Week of March,
23.	World water Day	22-03-2014
24.	World health Day	07-04-2014
25.	Macro teaching/ Demonstration Lesson Teaching Practice (Internal)	2 <sup>nd</sup> week of April. 3 <sup>rd</sup> week of April.
26.	Final Teaching Practice Examination	2 <sup>nd</sup> Week of May
27.	World No tobacco Day/ girl Child Day/ elder Day/Science Day	31-05-2014
28.	Summer Break	1 <sup>st</sup> June, 2014 to 15 July, 2014
29.	2 <sup>nd</sup> Internal Assessment Test	After the Summer Break
30.	Extension lectures in Education	Whenever Resource Persons are available.
31.	Guest lectures in Education	Whenever Resource Persons are available.

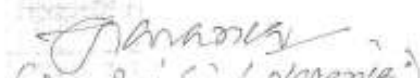
All the social/ religious festivals will be celebrated.

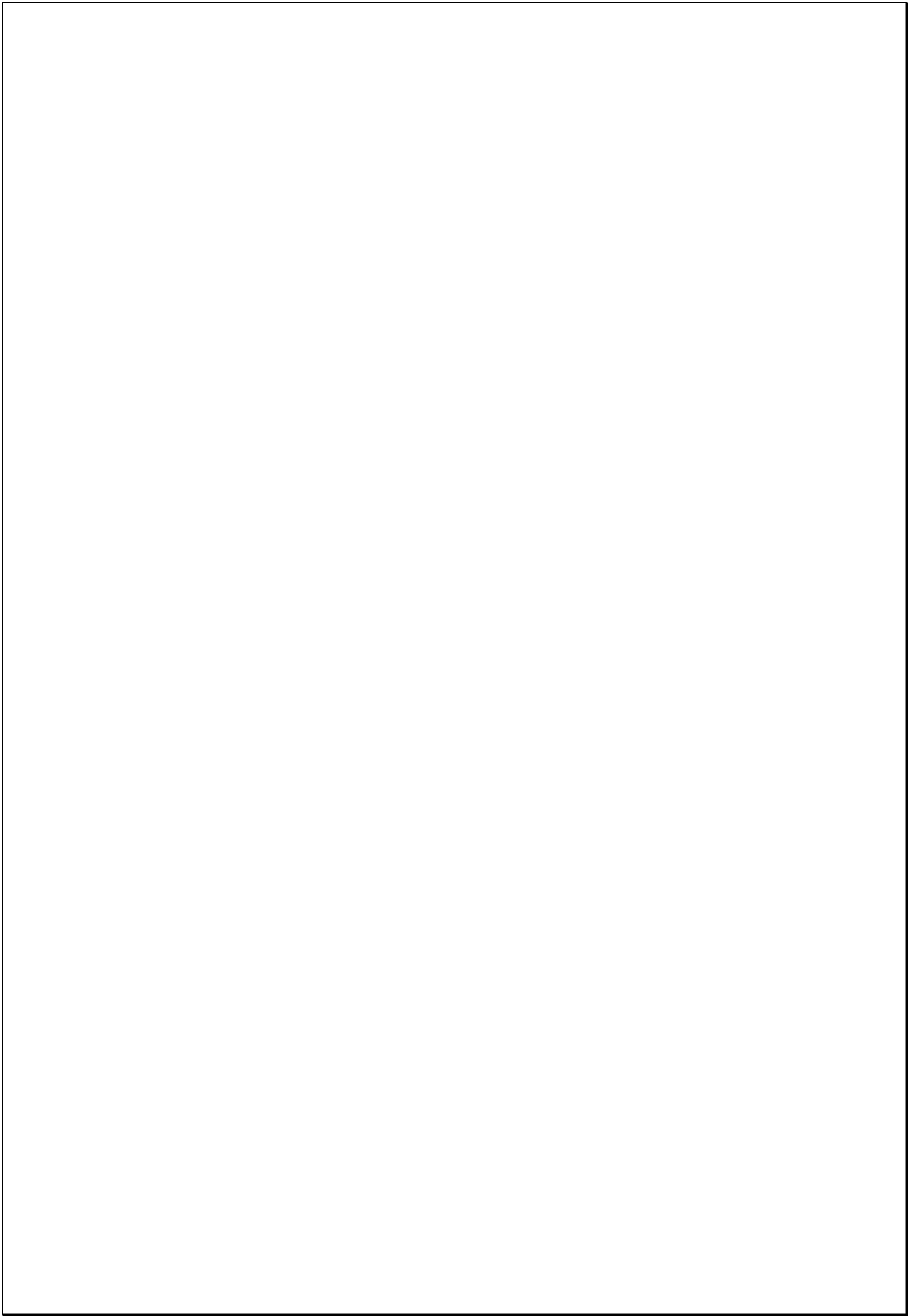
*(Handwritten Signature)*  
A.K. Verma  
Co-ordinator  
IQAC

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE OF EDUCATION, JAMMU.**

**M.Ed 2014-15 (Activity/Academic Calendar -1<sup>st</sup> Semester)**

Sl. No.	Day/Occasion	Activity Proposed	Date	Remarks
	Inauguration	Welcome Address & Orientation regarding rules & regulations of Academic Activities	11-07-2014	
	Commencement of Class Work	Displaying time table and taking classes	11-07-2014	
	Election of class representative	Election/Selection of CR by students	24-07-2014	
	Practicums	Orientation on Practicum	29-08-2014 to 30-08-2014	
	Teachers Day	Slogan writing competition	05-09-2014	
	Micro teaching Demonstration	Demonstration of teaching skills by respective teachers	18-09-2014 to 20-09-2014	
	Micro-Lesson Presentation	Students have to present/deliver Micro Lessons on any four teaching skills	22-09-2014 to 24-09-2014	
	World Environment Protection Day	Swach Bharat Abiyan	26-09-2014	
	Preparation of Transparencies	students to practice in class room under guidance of teachers	29-09-2014	
1	Presentation through transparencies	Students to present lesson through transparency display	30-09-2014	
1	Gandhi Jyanti	Group Discussion on Gandhi Philosophy	02-10-2014	
2	Guest Lecture	On research Methodology	09-10-2014	
3	Preparation of Low Cost Teaching Aids	On Spot Preparation of low cost teaching aids by students	13-10-2014	
4	Diwali Festival	Rangoli & Mehndi Art competition	20-10-2014	
5	Macro lesson Demonstration	By Teachers	25-10-2014	
6	Macro-Lectures/Prepare report of the school	Students to deliver two Macro-Lesson in school (Actual Classes) & Prepare report of the school.	07-11-2014 to 08-11-2014	
7	Seminar through Power Point presentation (PPT)	On school Psychology	10-11-2014	
8	Internal Assessment Tests - 1 <sup>st</sup>	Subjective Type of Assessment	17-11-2014 To 21-11-2014	
	Internal Assessment Tests - 2 <sup>nd</sup>	Objective Type	22-11-2014	
19	Picnic		Last week of November	
20	World Aids Day	Guest Lecture	01-12-2014	
21	Receiving Practicum Note Books	Students to deposit Practicum Note Books duly completed to the supervisor for evaluation	02-12-2014	

  
 (Dr. Raj Singh Narania)  
 Convener.





OFFICE OF THE PRINCIPAL, GOVT. COLLEGE OF EDUCATION, CANAL ROAD, JAMMU  
TIME TABLE OF B.ED FOR THE SESSION 2011-15, CLASS WORK W.E.F. 30.11.2015

Period/ Timings	Period/Time 9.00-9.40 Ist	09.40-10.20 IInd	10.20-11.00 IIInd	11.00-11.40 IVth	RECESS 11.40- 12.20	12.20-01.00 Vth	01.00-1.40 VIth	1.40-2.20 VIIth	2.20- 3.00 VIIIth
Section									
A	Dr. Rajinder Kour P-IV Room No: 1	Dr. Rupinder Kour P-II Room No: 1	Neelam Dhar P-III Room No: 1	Prof. Ashu Jolly P-I Room No: 1	B	Dr. Mohd. Zubair Kales P-EME Multipurpose Hall	Prof. Anju Bala P-Teaching of Maths Room No.3	Prof. Anju Bala P-Teaching of Maths Room No.3	C
B	Prof. Babu Lal Thakur P-II Room No. 2	Prof. Ashu Jolly P-I Room No: 2	Dr. Raj Singh Naranian P-III Room No: 2	Prof. Baljinder Kour P-IV Room No: 2	R	Prof. Babu Lal Thakur Special Education Room No.-3	Prof. Sindhu Kapoor P-Teaching of Social Studies Room No.1	Prof. Sindhu Kapoor P-Teaching of Social Studies Room No.1	M
C	Prof. C.L. Shivgotra P-III Room No.3	Prof. Rubina Yasmeen P-IV R.No.3	Dr. Piyali Arora P-II R.No. 3	Prof. Maansi sharma P-I Room No: 3	E	Prof. Rubina Room No: 4 Edu.Tech.	Prof. Shashi Prabha P-Teaching of English Science Lab	Prof. Shashi Prabha P-Teaching of English M.Ed Room	U
D	Prof. Ashu Jolly P-I Room No: 4	Dr. Piyali Arora P-II Room No: 4	Prof. Baljinder Kour P-IV Room No: 4	Prof. C.L. Shivgotra/ Prof. Sunita Devi P-III R.No. 4	A	Prof. Harmanm eet Kour P-EVS Room No.1	Dr. Jyoti Parihar P-Teaching of Science Multipurpose Hall	Dr. Anil Kumar Verma P-Teaching of Science Multipurpose Hall	T E R
E	Prof. Rubina Yasmeen P-IV R.No.5	Prof. Maansi sharma P-I Room No: 5	Prof. C.L. Shivgotra P-III R.No.5	Prof. Babu Lal Thakur P-II Room No. 5	K	Prof. Baljinder Kour/ Prof. Sunita Devi Paper- Edu. Adm. Room No.2	Prof. Radhika Mahajan P-Teaching of Science Room.No.2	Prof. Sunita Gupta P-Teaching of Hindi Room No.2	
					B	Prof. Maansi Sharma P-Guidance & Counseling Room No.5	Prof. Salfish Kumar Sharma P-Teaching of Hindi Room No.4	Dr. Taahira Saha P-Teaching of Urdu Science Lab	P R A
					R	Prof. Deep Bangotra P-ICT Science Lab	Dr. Aksha Rao Teaching of English Room.No.5	Dr. Aksha Rao Teaching of English Room.No.5	C T I C
					E			Prof. Mahesh T. of HPE Sports Room	A L S

Convener  
Dr. Neelam Dhar  
Dr. Jyoti Parihar  
Dr. Rajinder Kour

Prof. (Dr.) Ajeet Angral  
Principal  
Govt. College of Edu  
Jammu.

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE OF EDUCATION, JAMMU.

Time Table For The Tutorials, Session 2014-15, Time: 02.20 P.M to 03.00 P.M

Room No.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Paper-I Prof.Ashu Jolly	Paer-III Dr.Raj Singh Narania	Paper-IV Prof.Rabinar <i>Rajinder Kaur</i>	Special Education Prof.Babu Lal Thakur	Teaching of Social Studies Dr. Sindhu Kapoor	Teaching of H.P.E Prof.Mahesh Sharma
2	Paper-I Prof.Maansi Sharma	Paer-III Prof.C.L.Shivgotra	E.M.E Dr.Mohd.Zubair Kales	EduLAdm. Prof.Baljinder Kour	Teaching of Science Dr.Jyoti Parihar	Teaching of Science Prof.Radhika Mahajan
3	Paper-II Dr.Piyali Arora	Paer-III Dr.Neelam Dhar	Paper- G&C Prof.Maansi Sharma	Teaching of English Dr.Aksha Rao	Teaching of English Prof.Shashi Prabha	Teaching of Science Dr.Anil Verma
4	Paper-II Dr.Rupinder Kour	Paer-IV Prof.Baljinder Kour	Paper-EVS Prof.Harmanmeet Kour	Teaching of Hindi Prof.Sunita Gupta	Teaching of Hindi Prof.Satish Kumar	Teaching of Urdu Dr.Taahira Shah
5	Paper-II Prof.Babu Lal Thakur	Paper-IV Prof.Rajinder Kour <i>Rubina</i>	Education Tech. Prof.Rubina Yasmeen	Teaching of Math Prof.Anju Bala	Smart Classes	Smart Classes

Time Table Committee

Dr.Neelam Dhar  
Dr.Jyoti Parihar  
Dr.Rajinder Kour

Prof.(Dr.) Ajeet Kumar  
Principal  
Govt. College of Education

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE OF EDUCATION CANAL ROAD, JAMMU

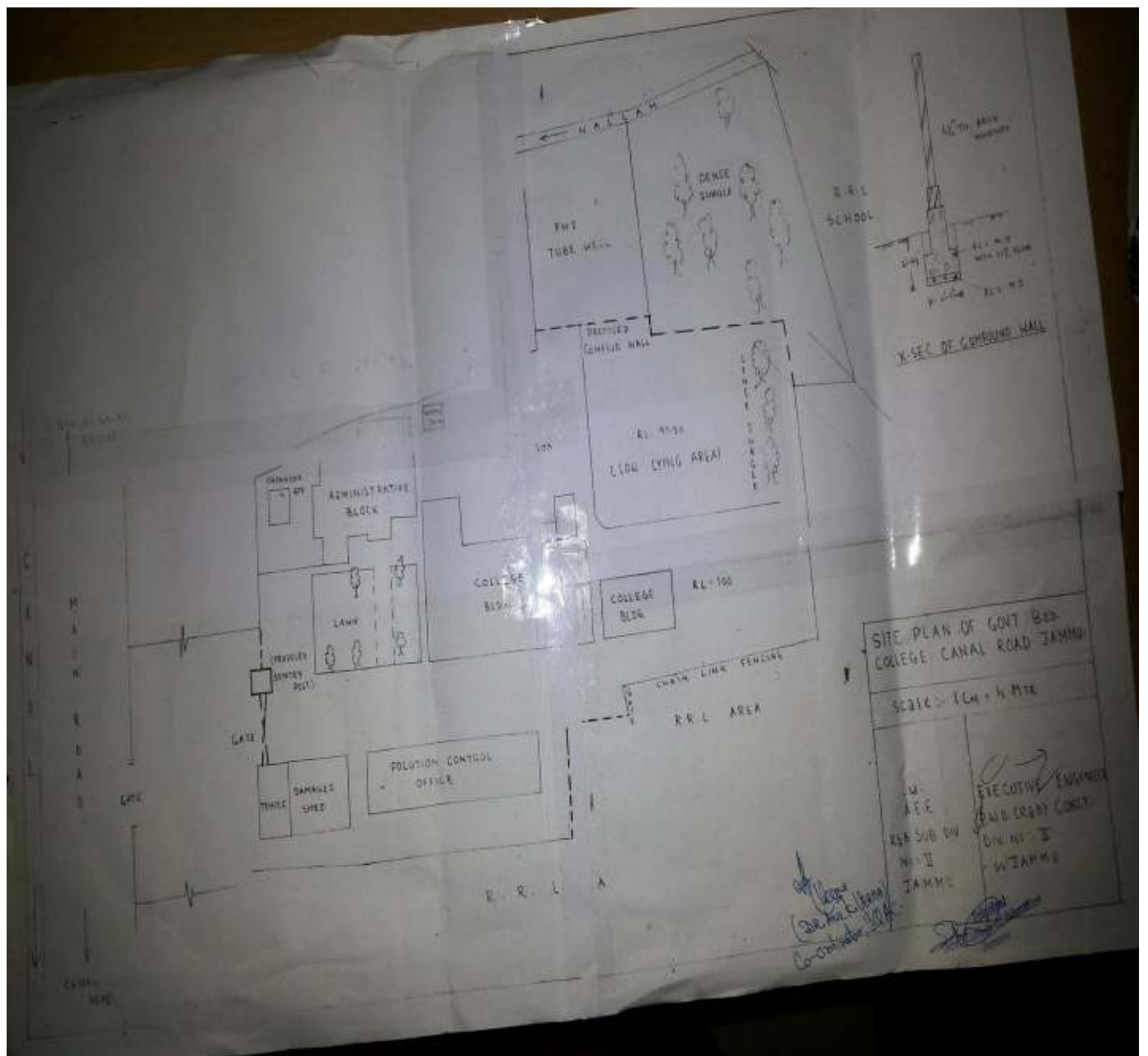
M.Ed TIME TABLE (W.E.F 11.08.2014) 1<sup>ST</sup> SEMESTER, FOR THE SESSION 2014-15

Period	Timing	Course/paper	Teachers
1	09.00 AM - 09.50 AM	ED-20 Philosophical foundations of Education	Dr. Mohd. Zubair Kales
2	09.50 AM - 10.40 AM	ED-21 Psychological Foundations of Education	Dr. Neelam Dhar
3	10.40 AM - 11.30 AM	ED-22 Methods of Data Analysis in Education	Dr. Rupinder Kour
4	11.30 AM - 12.20 PM	ED-23 Methodology of Educational Research	Dr. Rajinder Kour
BREAK (12.20 PM-12.50 P.M)			
5	12.50 PM - 01.40 PM	ED-24 Comparative Education and Curriculum Development	Dr. Raj Singh Naranja
6	01.40 PM - 02.30 PM	ED-25 Practicum	All M.Ed Teachers
7	02.30 PM - 03.00 PM	ED-26* (Computer Awareness) & Practical in Research.  Ed-27* (Practical's in Research)	*Prof. Deep Bangotra & *Dr. Piyali Azara

  
Dr. Raj Singh Naranja  
Convener

Copy for office record

  
Prof. (Dr.) Ajeet Angral  
Principal



### DIMENSIONS: Infrastructure of the college

SL. NO	INFRASTRUCTURE	DIMENSION IN SQUARE FEET	AREA IN SQUARE FEET (SQ. FT.)	AREA IN SQUARE METER (SQ M)
1.	Principal chamber attached with toilet Principal room kitchen	L:18'4" W: 14' L:8' W:5'	257.6 Sq. ft. 40.00 Sq. ft.	23.932 sq m 3.7161 sq m =27.6481
2.	Office rooms(1) Office rooms(2) attach toilet	L: 18' W: 14' L: 22' W: 18' L:8' W:5'	252 Sq. ft. 390 Sq. ft. 40.00 Sq. ft.	23.411 sq m 36.789 sq m 3.7161 sq m =63.9161 sq m
3.	Staff room attached (ladies and gents toilet)	L:48' W: 35'	1680 Sq. ft.	156.08 sq m
4.	Conference Hall	L: 34' W:20'	680 Sq. ft.	63.174 sq m
5.	Multi-purpose Hall Multi-purpose (ladies and gents toilet)	L: 58'6" W:25'6" L:10' W: 7'6"(each)	1500.16 Sq. ft. 76 Sq. ft.	139.37 sq m 1.4121 sq m =140.7821
6.	IGNOU	L:18'6" W: 16'	297.6 Sq. ft.	27.648 sq m
7.	Science laboratory Two rooms	L: 33'3" W: 27' L: 16' W: 14'	899.1 Sq. ft. 224 Sq. ft.	83.528 sq m 20.810 sq m =104.338 sq m
8.	Class room 1 Class room 2 Class room 3 Class room 4 Class room 5	L: 25' 6" W:26' 3" L: 25' W:26' L: 19'10" W:26' L: 20' W:26' L: 26' W:23'	673.28 Sq. ft. 650 Sq. ft. 496.6 sq. ft. 520 sq. ft. 546 sq. ft.	62.549 sq m 60.387 sq m 46.136 sq m 48.310 sq m 50.725 sq m =268.107 sq m
9.	Store	L:28' W:14'	392 sq. ft.	36.418 sq m
10.	Psychology Laboratory	L: 33' W:26'	858 sq. ft.	79.711 sq m
11.	Home Science Department	L:29' 9"W:16'6"	496.6 sq. ft.	46.136 sq m
12.	B.Ed Library	L:60' W:30'	1800 sq. ft.	167.23 sq m
13.	Library reading room Library store room	L:10' W:10' L:11' 6" W:11'	100 sq. ft. 127.6 sq. ft.	9.2903 sq m 11.854 sq m =21.1443 sq m
14.	Music Department	L:24' W:10'	240 sq. ft.	22.297 sq m
15.	Dispensary	L: 10' W:12'	120 sq. ft.	11.148 sq m
16.	Sports Room	L:26' W:15'	390 sq. ft.	36.232 sq m
17.	NSS room	L: 17'5" W: 10' 4"	182 sq.ft.	16.908 sq m
18.	English Department English Language Laboratory	L: 17' W: 15' L: 26' W: 15'	255 sq. ft. 390 sq. ft.	23.690 sq m 36.232 sq m =59.922 sq m
19.	Education Technology Cell (ETC)	L: 25' W 15'	375 sq. ft.	34.839 sq m
20.	Computer room attach toilet	L: 45' W 12' L:18' W: 10'	540 sq. ft. 180 sq. ft.	50.168 sq m 16.723 sq m =66.891 sq m



21.	M.Ed HOD room/IOAC Attach toilet	L:26' W: 16' L: 9'3" W: 9' 3"	416 sq. ft. 86.49 sq. ft.	38.648 sq m 8.0352 sq m =46.6832 sq m
22.	M.Ed Library	L: 26' W: 16'	416 sq. ft.	38.648 sq m
23.	Canteen	L: 26' W: 26'	676 sq. ft.	62.802 sq m
24.	M. Ed Class room	L:25'7" W: 17' 10"	439.47 sq. ft.	40.828 sq m
25.	Boys Hostel(7) Toilet Kitchen	L:10' W: 10'(each) L:10' W: 10'(each) L:10' W: 10'(each)	100 sq. ft.(each) 100 sq. ft.(each) 100 sq. ft.(each)	65.0321 sq m 9.2903 sq m 9.2903 sq m =83.6127 sq m
26.	Lawn (1)in front of the college Lawn (2)in front of the college	L:86' W: 55' L:86' W: 30'	4730 sq. ft. 2580 sq. ft.	439.43 sq m 230.40 sq m =669.83 sq m
27.	One play ground at backside of boys hostel	L: 100' W:100'	1000 sq. ft.	92.903 sq m
28.	One chowkidar room Attach toilet Kitchen	L:12' W: 10' L: 6' W: 4' L: 7' W: 5'	120 sq. ft. 24 sq. ft. 35 sq. ft.	11.148 sq m 2.229 sq m 3.2516 sq m =16.6286 sq m

29. Store - Stock Room, shed  
store L: 20 W: 12 240 sq. ft. 22.297 sq m

*(Dr. Anil Kumar Sharma)*  
Co-Ordinator, IOAC.

*(Signature)*  
Principal  
Govt. College of Education  
Jammu.

Roll - No : \_\_\_\_\_

## STUDENTS FEEDBACK FORM (18-19)

Dear students,

Govt. college of education, Jammu is committed to provide the students an outstanding teacher training experience. However, to further improve its services up to your satisfaction, it need to know how well it is performing from time to time, for this purpose, feedback from students will be an important part as a monitoring process. Kindly fill up this form for appraisal.

Age \_\_\_\_\_ Gender \_\_\_\_\_ Academic background \_\_\_\_\_

1. Please write the name of this course in BLOCK CAPITALS here:

2. Please mark the Year and the Semester to which your answers refer:

B. Ed \_\_\_\_\_ M. Ed \_\_\_\_\_

PLEASE PUT (✓) IN APPROPRIATE PLACE:

Course Aims, Objectives & Structure	Strongly agree(SA)	Agree(A)	Neutral(N)	Disagree(D)	Strongly disagree(SD)
3. Course aims and objectives were clearly communicated					
4. Course aims and objectives were met through the course					
5. The course has been experienced as a coherent whole					
6. Course information (course handbook, WebCT, website) was useful					

Personal Learning Aims & Objectives	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
7. The course helped to reach personal learning aims & objectives					
8. The course helped to develop relevant transferable skills					

Quality and Range of Teaching	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
9. The course was well taught					
10. Classes (lectures, seminars, workshops, tutorials, etc) were interesting					
11. Classes (lectures, seminars, workshops, tutorials, etc) were relevant					
12. The mix of lectures, tutorials, workshops etc was appropriate					
13. Teachers were well prepared for the class					
14. Teachers were able to communicate					
15. Teacher encourages student participation in class					
16. Teacher was helpful in providing advice					
17. Teacher's approach was always courteous					
18. Teacher always provided feedback to performance					
19. Teacher were regular and punctual					

Course Content & Workload	Excessive	About right	Undemanding
20. Range of topics			
21. Amount of material			

*(Signature)*  
Coordinator, IQAC

*(Signature)*  
Principal  
Govt. College of Education  
Jammu.

22. Degree of difficulty				
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Course materials	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
23. Required & supplementary reading materials were interesting & relevant					
24. Reading materials were readily accessible, e.g. through the Library or online					
25. Library material and facilities for the course was adequate					
26. The reading material for the course was adequate in the library					

Assessment & Feedback	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
27. The assessment mix (eg essays, examinations) was balanced					
28. The aims of assessment were clearly communicated					
29. The assessments were realistic and appropriate in scope					
30. The methods of assessment were fair					
31. The feedback on coursework was clarified things you did not understand & helped towards improving work					
32. The feedback on coursework and exams was prompt					
33. The assignments were discussed regularly					
34. Internal assessment will have effect on course grade					

Course Support & Organisation	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
35. The course was efficiently organized					
36. Course lecturers were easy to understand					
37. The rooms used to teach this course were suitable and properly equipped					
38. If you are a student with a disability or specific learning difficulty, the recommended reasonable adjustments for the course were implemented					

Overall Satisfaction with the Course	Very satisfied	Fairly satisfied	Neutral	Fairly dissatisfied	Very dissatisfied	
39. Overall, how satisfied were you with the course?						
40. What would you rate this course compared to other courses you have undertaken earlier (in terms of teaching, infrastructure, facilities, etc) under University of Jammu or any other Universities?	Best	Better than Most	Neutral	Worse than most	Worst	NA

41. What suggestions or comments, if any, do you have for improving this course?



**GOVT. COLLEGE OF EDUCATION, JAMMU**

**FACULTY FEEDBACK FORM**

Name: Mr./Ms/Mrs. \_\_\_\_\_ Designation: \_\_\_\_\_ Section / Department: \_\_\_\_\_  
Experience (years): \_\_\_\_\_ Signature: \_\_\_\_\_

Make a tick mark in the appropriate cell :

**PARTICULARS**

**OPINION**

1. The work procedures followed in the college are effective.
2. The work distribution is fair.
3. The work load is reasonable.
4. The placement of the employees is as per the job requirements.
5. The training program organized by the college time to time is helpful.
6. The infrastructure facilities are supporting the work environment.
7. The employees are having clear understanding of their roles and responsibilities.
8. The superior-subordinate relationships are fine.
9. The administration respects women employees and treats them well.
10. The employees have the opportunity to contribute for process and development.
11. The employee grievances are settled fairly.
12. The college provides opportunities and support to the staff and their family members.

Strongly agree	Agree	Neutral	Disagree	Strongly disagree

SUGGESTION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Dr. A.T. Verma)*  
Co-ordinator, IQAC

*(Principal)*  
Govt. College of Education  
Jammu.

**GOVT. COLLEGE OF EDUCATION, CANAL ROAD, JAMMU**

**ALUMNI FEEDBACK FORM**

Name \_\_\_\_\_ Year of Passing: \_\_\_\_\_ Current Occupation: \_\_\_\_\_

Contact No.(M)/LAN: \_\_\_\_\_

Dear alumni,

The institution need to know how well it is performing . Feedback from students and alumni is an important part of this monitoring process. This feedback will provide ideas and incentive to make further improvements in the institution.

Put a (v) in appropriate option as per your opinion . Donot mark in more than one option.

Sl.No.	Particular	Yes	Can't Say	No
1.	Do you feel proud to be part of Govt. College of Education, Jammu			
2.	How do you rate the developmental activities organized by the college for your overall development			
3.	Are you willing to contribute to the development of the college			
4.	Were your grievance properly handled as student?			
5.	Was the laboratory and equipment adequate			
6.	Was the library adequate?			
7.	Was the computer and internet facility adequate?			
8.	Was the research and development project adequate?			
9.	Have you got adequate sufficient technical knowhow (both in theory and practice) in the college?			
10.	Is the education imparted at Govt. College of Education, Jammu useful and relevant in your present job?			
11.	Were the Faculties cooperative?			
12.	If you are invited to deliver guest lecture, special talk or motivational session for your juniors will you be interested?			
13.	Have you participated in any Alumni meet as of now?			
14.	Have you been ever appreciated by your company/faculty/peer?			
15.	Have you made any significant achievement as a student/as a employee of your organization			

Suggestion \_\_\_\_\_

Signature \_\_\_\_\_

  
(Dr. A.K. Desna)  
Co-Ordinator, IQAC.

  
Principal  
Govt. College of Education  
Jammu.

## STUDENTS FEEDBACK FORM

1. Please write the name of this course in BLOCK CAPITALS here:

2. Please mark the Year and the Semester to which your answers refer:

2013-14

2014-15

☐
☐

PLEASE PUT (N) IN APPROPRIATE PLACE:

### Course Aims, Objectives & Structure

Strongly  
agree(SA)

Agree(A)

Neutral(N)

Disagree(D)

Strongly  
disagree  
(SD)

3. Course aims and objectives were clearly communicated
4. Course aims and objectives were met through the course
5. The course has been experienced as a coherent whole
6. Course information (course handbook, WebCT, website) was useful

### Personal Learning Aims & Objectives

Strongly  
agree

Agree

Neutral

Disagree

Strongly  
disagree

7. The course helped to reach personal learning aims & objectives
8. The course helped to develop relevant transferable skills

### Quality and Range of Teaching

Strongly  
agree

Agree

Neutral

Disagree

Strongly  
disagree

9. The course was well taught
10. Classes (lectures, seminars, workshops, tutorials, etc) were interesting
11. Classes (lectures, seminars, workshops, tutorials, etc) were relevant
12. The mix of lectures, tutorials, workshops etc was appropriate
13. Faculty members were well prepared for the class
14. Faculty members were able to communicate
15. Teacher encourages student participation in class
16. Teacher was helpful in providing advice
17. Teacher's approach was always courteous
18. Teacher always provided feedback to performance

### Course Content & Workload

19. Range of topics
20. Amount of material
21. Degree of difficulty

### Course materials

Strongly  
agree

Agree

Neutral

Disagree

Strongly  
disagree

22. Required & supplementary reading materials were interesting & relevant
23. Reading materials were readily accessible, e.g. through the Library or online
24. Library material and facilities for the course was adequate
25. The reading material for the course was adequate in the library

*(Signature)*  
(Dr. A. F. Verna)  
Co-ordinator,  
IQAC.

OFFICE OF THE HEADMASTER

Ph. : 091-2100353

## Govt. High School (Boys)

Jammu Cantt. (Satwari)

Ref. No. HSGE/14/666

Dated 28/11/14

To whom it may concern

A group of 16 (<sup>M.Ed</sup> Students) of Govt. College of Education attended Govt. Boys High School Jammu Cantt. for their Practising Practice. v/signed is satisfied with their lesson plans and their method of teaching.



(DR. ANIL K. VERMA)

CO-ORDINATOR, IQAC

  
Headmaster  
Govt. Boys High School  
Jammu Cantt.

Principal  
Govt. College of Education  
Jammu.

Doc. : 01511050849

FORM VAT-01

A/C- A/B Gandhi Nagar,  
Jammu - 180004

**SURESH AJIT & ASSOCIATES**  
Chartered Accountants

**UTILISATION CERTIFICATE**

It is certified that the Grant in aid of Rs. 83232.00, Rs. 554880.00, Rs. 1588880.00 and Rs. 1628880.00 received & utilized during the 11th Plan period as per Receipts & Payment account enclosed herewith. All the terms & conditions have been fulfilled by the Government College Of Education, Jammu and the grant has been utilized for the purpose for which it was sanctioned/approved.

It is further certified that the inventories of permanent or semi-permanent assets create/acquired wholly or mainly out of Grant given by the University Grant Commission as indicated above are being kept up to date and these assets have not been disposed of encumbered or utilized for any other purpose.

(Principal)

Cert. Of Education

Place : Jammu

Dated : 01.12.2011

FOR: SURESH AJIT & ASSOCIATES

(Suresh C. Gupta)  
Chartered Accountant

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE OF EDUCATION, JAMMU.


**UNIVERSITY RESULT FOR 2012-13 & 2013-14**

B.Ed						
Academic Year	No. of students appeared/Total	Pass%	I	II	III	Distinction
2012-13	388/390	72.68	11	207	64	Nil
2013-14	Result is awaited					

**M.Ed**

Academic Year	No. of students appeared/Total	Pass%	I	II	III	Distinction
2012-13	13/15	86.6	7	6	-	Nil
2013-14	12/14	85.7	6	5	-	01

  
Prof. Dr. Anil Kumar Angral  
Principal,  
Govt. College of Education,  
Jammu.

  
(Dr. Anil K. Verma)  
Co-Ordinator, JOK.