

**THE ANNUAL QUALITY ASSURANCE  
REPORT OF THE IQAC  
OF  
SAI SHYAM COLLEGE OF EDUCATION  
GHOU-MANHASA, JAMMU**

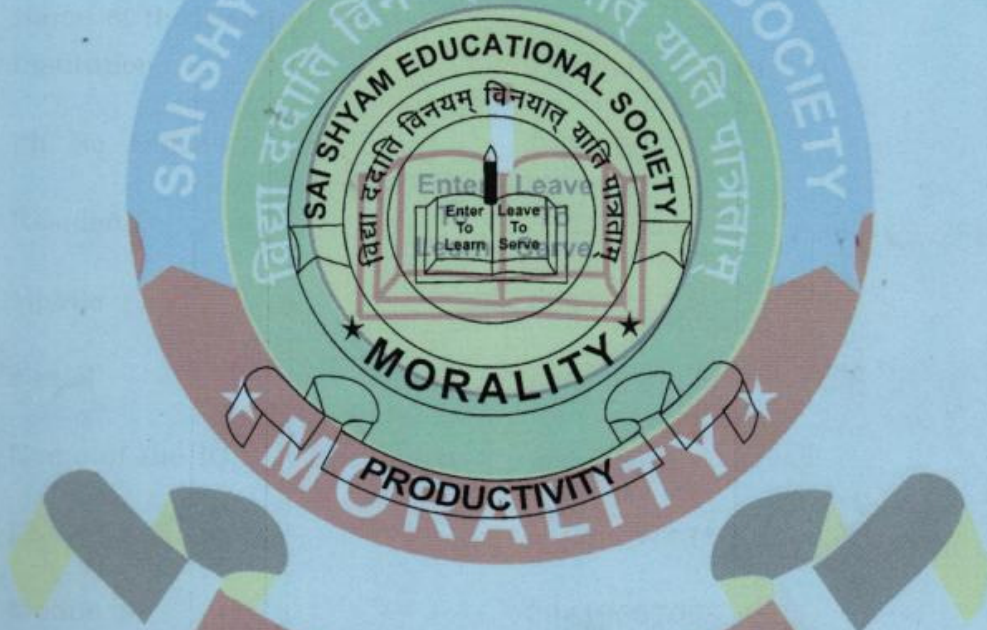


**SAI SHYAM COLLEGE OF EDUCATION**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## SAI SHYAM COLLEGE OF EDUCATION

GHOU MANHASAN, JAMMU  
AFFILIATED TO JAMMU UNIVERSITY



## SAI SHYAM EDUCATIONAL SOCIETY

COLLEGE : 0191-2644319  
0191-2644268  
REGD. OFFICE : 0191-2505205  
PRINCIPAL : 094191-97037  
FAX : 0191-2644319

WEBSITE : [www.saishyameducationalsociety.org](http://www.saishyameducationalsociety.org)

## THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of the Institution : Sai Shyam College of Education,  
Ghou-Manhasan, Jammu.

Name of the Head of the Institution : Dr. Usha Tickoo

Ph. No. Office : 0191-2644319

Residence : 0191-2505205

Mobile : 0941919798

e-mail : [usha.tickoo@yahoo.co.in](mailto:usha.tickoo@yahoo.co.in)

Name of the IQAC Co-ordinator : Mrs. Rajni Koul

Ph. No. Office : 0191-2644319

Mobile : 09419667098

Year of report : 2008-09

The plan of action chalked out by the IQAC in the beginning of the year towards Quality enhancement and the outcome achieved by the end of the year

## **PART A**

### **SEMINAR**

A one day seminar on importance of "Ethics and morality vis-a-vis education" was organized by IQAC of Sai Shyam College of Education on 30<sup>th</sup> March, 2009. Dr. K.K.Khajuria, Chairman, Vichar Kranti Manch was the Chief Guest. Besides students and faculty about 30 teacher educators of College of Education participated in the seminar. Also present were Mr. R.R. Sharma, Formerly Chief Librarian, University of Jammu, Dr. Gurmeet Singh, Director Sewara, Mr. V.P.Gupta, Mr. Daya Sagar, Press Representative Amar Ujala.

Earlier Dr. Usha Tickoo, Principal of the college welcomed the Chief Guest and other dignitaries. In her address the principal said that the teachers should inspire the students, instill the human values in them and form their character, refine their heart and discipline their spirit. Sh.K.K. Khajuria in his inaugural address said that many evils in the society are due to the consequences of the constant erosion of the essential values. It is only through educational programmes that a value oriented teacher can educate students about the importance of values.

Prof. R.R.Sharma, likened the teachers to gardner who sow seeds, graft plants and nurture them. It is the duty of the teacher to open their students to the world of new ideas and help them to understand those ideas.

Dr. Gurmeet Singh in his address said that a competent teacher must have a knowledge of child development, his skill must enable him to teach, advise and guide his pupils, community and the culture with which he is involved. He said that there are certain inherent values in a democracy which must be given due weightage. The teacher should

guide the students and the community that the vote should be cast in favour of an honest and reliable person. Sh. Daya Sagar and Mr. V.P.Gupta also spoke on the occasion.

Dr. Usha Tickoo, in her address said that it is through teacher's clear thinking, disciplined mind and humane heart that can convey the message of values to the students.

Mrs. Rajni Koul, Co-ordinator IQAC presented vote of thanks.

## **WORKSHOPS**

1. The College organized one day workshop for Teacher Educators on 12<sup>th</sup> Feb'2009 on the topic ***"A Model for implementing research based Instructional Strategies in lesson planning"***

Prof. B.L. Handoo, formerly Project Director in Educational Psychology, Cosmopolitan University, Missouri, USA was the resource person on the occasion. Dr. Renu Gupta, Principal MIER College of Education and Prof. B.L.Thusoo, Principal, NGM College of Education chaired the two technical sessions respectively.

Prof. Handoo highlighted and demonstrated various instructional strategies based on the latest researches in the field of education. Suitable techniques of motivation, presentation & recapitulation, which form an integral part of lesson planning were thoroughly demonstrated and discussed by the participants.

Earlier the programme started with the lighting of the traditional lamp by Chairman of the college **Sh. C.L.Tickoo** who was the chief guest on the occasion. Dr. Usha Tickoo, Principal of the college in her welcome address highlighted the importance of the workshop. She emphasized that there is a need to bring reforms and to implement new strategies in lesson planning.

The workshop was attended by the Principals and faculty members of about 20 B.Ed colleges from Jammu and Kashmir Universities. The certificates were also given to the participants.

The proceedings of the workshop were conducted by Prof. Rajni Koul and the vote of thanks was presented by Prof. S.N.Manhas.

2. A week long workshop on ICT programme was started in the month of February for faculty and students of the college. They were given the training of Basic knowledge of computers for promoting quality in teaching learning process. The entire programme was conducted by IT department of the college. In this programme Basic course in computers was offered which included MS. Word, MS Excel, MS Powerpoint, Internet etc.

## **ACADEMICS**

### **1. Extension Lecture**

The college continued with the best practice of organizing guest lectures on various topics related to different areas. Under the programme an extension lecture was delivered by **Mr. I.D.Soni, State Commissioner (S) J&K State Bharat Scouts & Guides** the topic "Non-formal education is a compliment to the formal education". In his thought provoking lecture he opined that positive attitude leads to success and through non-formal education we can inculcate compassion, humanity and simplicity among the students. Dr. K.K.Khajuria also spoke on the occasion and he emphasized the need for inculcating moral and spiritual values among the students.

Earlier the Principal of the college, **Dr. Usha Tickoo** welcomed the guests and highlighted the importance and need of non-formal

channels of education in present day world. The students and the staff of the college were present on the occasion and were highly inspired by the speakers.

Mrs. Rajni Koul concluded the programme by extending her vote of thanks.

### **ESTABLISHMENT OF KAMLA WOMEN WELFARE CENTRE**

Keeping in view the different problems of women in the society Sai Shyam College of Education established Kamla Women Welfare Centre in the month of May' 2009. The centre will be committed to redressal of women related problems.

### **IMPROVEMENT IN QUALIFICATION**

Five faculty members of the college completed their M.Phil in Education.

### **ACTION RESEARCH**

All faculty members of the college are working on action research. Two faculty members have already submitted the research report.

### **FEEDBACK FROM THE STUDENTS**

Feedback from the students about faculty members performance and about the college infrastructure has been acquired.

The teachers were informed about their performance and the areas they needed to improve on the basis of the analysis of the report.

### **IMPROVEMENT IN LIBRARY SERVICES**

Automation of library was fully completed. Books worth Rs. 50,000 were purchased.

### **COMPUTERIZATION OF ADMINISTRATIVE, ADMISSION AND EXAMINATION SECTION**

Computerization of Administrative, Admission and Examination records is under process.

### **PLACEMENT CELL**

In order to make the Placement Cell more functional, letters were written to the Principals of various schools in Jammu, Punjab and Rajasthan. They were requested to inform the Placement Cell regarding the schedules of interviews held in respective schools so that the cell may inform the already registered students about the same.

### **FINANCIAL AID**

Financial Aid is also provided each year to the needy students, besides merit cum scholarship are also provided to the deserving students.



## **PART B**

### **INCULCATION OF VALUES AND ETHICS**

1. **Morning Assembly** : Morning Assembly is conducted every morning to inculcate the moral values among the students. The faculty members deliver lecture on ethics and values every morning. Students are given freedom to speak on topics based on moral values and current affairs to cherish goals of secularism and democracy.

### **ELECTION OF STUDENT COUNCIL**

An election for electing Representatives and Secretaries in the college was held on 31-01-2009. The election was conducted by the staff under the supervision of the Principal Dr. Usha Tickoo. The student council comprises of :

1. Cultural Secretary
2. Sports Secretary
3. Academic Secretary
4. Class Representatives

### **NEW ACADEMIC PROGRAMMES INITIATED (Under Graduate & Post Graduate)**

Sai Shyam Educational Society which runs Sai Shyam College of Education has initiated the process of opening B.C.A, B.B.A and M.Ed

courses. The inspection by the Govt. of J&K has already been conducted and NOC is awaited.

### **UNIT COST OF EDUCATION**

Rs. 17,441 /- (approx.)

### **RESEARCH PROJECT**

A research project is undertaken by Ms. Ambika Bhat and Ms. Bindra Koul, Faculty members of the college on the topic "A study of measurement of attitude among Degree college students towards Internal Assessment". The study will include under graduate students of both Govt. and private institutions of Jammu province.

### **COMMUNITY BASED LITERACY PROGRAMME**

To serve the community an effort is made to uplift the children of slum of Ghou-Manhasan. In this connection Community based literacy programme was started in the college premises in the month of Feb.'2009. Under this programme the children of slum areas are provided free education, uniform, stationery and refreshment periodically. The members of the College are actively involved with this Programme where in Mrs. Sarojini Saraf and Mrs. Nidhi Koul (Lectures) are incharge of the Programme.

### **NEW RECRUITMENTS**

In addition to existing staff, five lecturers with requisite qualification were appointed for the session 2008-09.

### **TEACHING NON-TEACHING RATIO**

The teaching and non-teaching ratio is :

9:8

### **TECHNOLOGY UPGRADATION**

In order to provide access to more individuals to computers five more computers with internet connection have been added in the computer lab.

### **ALUMNI MEET**

The Annual Alumni meet was organized in the month of September' 2009. The alumni of the college from the states of Punjab, Haryana, Rajasthan and Himachal Pradesh besides J&K attended the meet. Sh. C.L.Tickoo, Chairman of the college was the chief guest on the occasion. The occasion was marked with the presentation of colourful programme by the college students . The Alumni also held an interaction session with the students and shared their experiences with them. Earlier, Principal Dr. Usha Tickoo welcomed the Alumni and appreciated the efforts put forth by them in the academic achievements of the college. She also threw light on the future plans of the college and role of Alumni. The programme was compared by Sri Krishan, student of the college and vote of thanks was presented by Mrs. Rajni Koul, Lecturer.

## **PRIZE DISTRIBUTION FUNCTION**

Prize Distribution Function was organized in the month of September' 2009. The prizes were distributed among outstanding students in the field of Academic and Non-Academic activities. The students also presented a colourful programme on the occasion. The day was also celebrated as an occasion of farewell, to the session 2008-09.

## **SEMINAR ATTENDED**

1. Ms. Reshim Sharma and Indu Pandita, faculty members of the college attended one day International Seminar conducted by KCS College of Education. G. Harding from UK spoke on the topic "Rainwater Harvesting" in the month of March' 2009.

## **PAPER PRESENTATION**

1. Mrs. Nidhi Koul, Lecturer in Education presented a paper on "Quality of Teaching and learning in Higher Education : Current Scenario" in the two days National seminar organized by the MIER College of Education with NAAC Collaboration in the month of October' 2009
2. A paper on "Higher Education for Sustainable Development" has been sent for presentation by Mrs. Rajni Koul, Senior Lecturer & Dr. Usha Tickoo, Principal, in the seminar to be conducted by Govt. Degree College Anantnag, Srinagar in collaboration with UGC in the month of October' 2009.

### **REFRESHER COURSE ATTENDED**

Mrs. Rajni Koul attended UGC sponsored Refresher course organized by UGC and Academic Staff College, University of Jammu from 24<sup>th</sup> of Sep. to 25<sup>th</sup> of Oct.' 2009 on Major concerns in Social Sciences. She also presented a paper on "Techniques of Evaluation" during the course.

### **ORIENTATION PROGRAMME ATTENDED**

Two lecturers from our college viz. Mrs. Rajinder Kour and Ms. Ambika Bhat attended 28 days UGC Academic Staff College sponsored general orientation course at University of Jammu from 19<sup>th</sup> Oct. to 16<sup>th</sup> Nov.'2009. Mrs. Rajinder Kour presented a paper on 'Women Empowerment' and Ms. Ambika Bhat presented a paper on 'Techniques of discipline' during the orientation programme.

### **WORKSHOP ATTENDED**

1. Ms. Bharti Raina and Mr. Satinder Singh attended the Intel ICT, two days workshop organized by Education Department of University of Jammu in the month of September'2009. Dr. Usha Tickoo, Principal of the college also attended the workshop .
2. Mrs. Rajni Koul, Lecturer & Dr. Usha Tickoo, Principal attended the two days State Level NAAC sponsored awareness programme on Assessment Accreditation and Post Accreditation interactive meet organized by Quality Assurance Cell Higher Education Department J&K Govt. at Govt. College for women, Gandhi Nagar, Jammu on 23<sup>rd</sup> and 24<sup>th</sup> of March' 2009.

3. Dr. Usha Tickoo, Principal & Mrs. Rajni Koul, Lecturer of SSCE attended five days workshop sponsored by UGC on "Capacity Building of Women Managers in Higher Education" organized by MIER College of Education, Jammu in the month of Oct.'2009.

### **PUBLICATION**

**Release of Magazine** : 6<sup>th</sup> volume of college magazine "Pragaash" released on 5<sup>th</sup> September' 2009.

### **BEST PRACTICES**

The IQAC of the college organized Teachers Felicitation Day in the month of September '2009 as the best practice to honour the teachers working in the Govt. and Private schools of Jammu region on Teacher's Day. At least 12 teachers from Govt. and Private schools were felicitated. On this occasion Mr. R.K. Sharma, Joint Director, Director of School Education was the chief guest who spoke on the importance of Role of Teacher in shaping the future of the country and also appreciated the efforts of the college in organizing such programmes which leads to the enhancement of teacher's status.

### **NSS ACTIVITIES**

1. The NSS Unit of Sai Shyam College of Education organized a two days camp in village Lohri Chak in collaboration with Adult Education Unit of the college. The students of the college presented a Nukad Natak (skit) highlighting the importance of Adult Education, which was highly appreciated by the villagers present on the occasion.

Speaking on the occasion the NSS Co-ordinator Ms. Ambika extended her thanks to the Village Panch Mrs. Chanchala Devi for her presence. She also highlighted the importance of Adult Education & expressed her concern over the large no. of illiterates present in the society.

Mr. H.K.Kitchloo, Mrs. Rajni Koul & Mrs. Rajinder Kour also spoke on the occasion. The students also spoke on various issues related to adult illiteracy. An interaction session with villagers was also held, wherein the villagers highlighted their day to day difficulties.

During the camp the illiterate villagers were helped by the students to write their names instead of their thumb impressions. All teachers and the students of the college participated in the programme.

2. Saplings were planted under the annual plantation drive by Sai Shyam College of Education, Ghou-Manhasa, Jammu in and around the premises of Govt. Girls High School, Ghoumanhasa, Jammu on 27<sup>th</sup> August' 2009. Over 100 saplings were planted with an aim to enrich the green and naturally unpolluted environ.

The drive was held under the NSS Wing of the college in collaboration with Environmental Club and was inaugurated by Mrs. Surinder Kour, Vice President of Municipal Committee Ghoumanhasa, Jammu along with Councilors Mr. Rajinder Singh Chib and Mr. Hardeep Singh. Hon'ble Chairman Sh. C.L.Tickoo and Esteemed Principal Dr.Usha Tickoo were also present during this event.

The Principal of the college threw light on the importance of plants in the human lives. The Principal of the concerned school Mrs. Daya Gupta also spoke on the occasion. The programme was attended by the staff and students of college as well as school.

## **PART C**

### **PLAN OF THE INSTITUTION FOR THE YEAR 2009-10**

1. To increase the frequency of extension lectures.
2. To complete the computerization of Administrative, Admission and Examination procedure.
3. To organize the seminar at state level.
4. Further computer training will be provided to the teaching and non-teaching staff.
5. Frequency of the seminars / workshops shall be increased.
6. The college shall encourage faculty members to acquire higher qualification as per UGC requirement.
7. Periodical meeting of students – class representative in order to get the feedback of teaching learning process.
8. Visit to old age homes and orphanage shall be increased by Kamla Women Welfare Centre of the College.
9. Frequent use of Power point presentation in the classrooms by the faculty members.
10. Social Studies lab shall be enriched by addition of models, maps & charts concerning various topics of the syllabus.
11. Alumni Meet shall be organized.
12. Frequent participation of students in college extension programmes.