



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		SAI SHYAM COLLEGE OF EDUCATION
Name of the head of the Institution		Dr. Usha Tickoo
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01912644319
Mobile no.		9419197037
Registered Email		saishyamcollege1097@gmail.com
Alternate Email		usha.tickoo@yahoo.co.in
Address		Ghou Manhasan, Jammu
City/Town		Jammu
State/UT		Jammu And Kashmir
Pincode		181206
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Ms. Rajni Koul
Phone no/Alternate Phone no.	01912644319
Mobile no.	8715841555
Registered Email	rajnikoul67@gmail.com
Alternate Email	sukeshkoul1094@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://saishyameducationalsociety.com/saishyam/annual%20reports.html
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://saishyameducationalsociety.com/saishyam/academic_calendar.html

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.18	2008	01-Mar-2008	01-Apr-2013
2	B	2.82	2015	01-Mar-2015	01-Apr-2020

6. Date of Establishment of IQAC	31-Jan-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC will organize international women	08-Mar-2018 1	60

Evaluation pattern in Internal Assesement in practice of Teaching will be revised	12-Dec-2018 10	114
NSS Students to organize programme on disaster Management	09-Aug-2018 1	20

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- IQAC organized International women’s Day in Govt. Primary School, Village Tikri.
- Revision made in the Internal Evaluation pattern for practice of Teaching and Internship.
- NSS students organized an Interaction program on “Disaster Management” in collaboration with “NDRM” an NGO.
- Faculty development program for six days under MHRD.
- All important days were celebrated, which were organized by IQAC.

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

Plan of Action	Achivements/Outcomes
1. IQAC will organize international women's day in the villages Tikri and Lohri Chak where importance of women's education / powers will be discussed	The IQAC organized programme regarding women's empowerment / education / rights in the villages adopted by our college in Tikri / Lohri Chak and GhouManhasan Panchayat primises, in these programmes all the women of the Village participated. The students spoke on the various burning issues with respect to women in India.
2. Revision made in the evaluation pattern in practice of Teaching Internship.	As per the changed pattern the views of Principal and the Subject Teacher of the school were also incorporated in evaluating the students.
3. NSS Students of College will organize intractive programme on "Disaster Management" in collaboration with NDRM an NGO	The programme was orgnized in Colobration with NGO "NDRM" at Higher Secendary School, Ghou-Manhasan, Jammu. The Principal of School appreciated the efforts of B.Ed. Students in organizing the programme.
4. The faculty will be encouraged to attend the Faculty Development Programmes.	Faculty development programme was organized for Six Days in Collaboration with MHRD. This programme helped a lot in development of quality education of faculty member as well as students.
5. All important day celebrated and organized by IQAC Cell	Under this catagory IQAC Cell celebrated different National Festivals like indepedance day, Republic Day / Swacchat Bharat Abhiyaian day / Women's Day / Envirnomental Day / National Festivals like Diwali, Guru Purab, EId, Christmas Day, etc during the session.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	11-Jan-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission	2019
Date of Submission	27-Jul-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The Management Information System includes people, process and use of Technology in an organization. It also involves itself in decision making and coordinates, control over the stakeholders. In our Institution the main operation is controlled by the Principal of the Institution on the recommendations and Guidance provided by the Management of the college. Decentralization of duties is also done, to carry on the program at different levels. The Head of the College as a leader always tries to correlate various factors that help in general governance and administration it is all by striking a balance between Management supports, learner central approach - stress Innovations and experiments in education for an urge for excellence. Emphasizes is laid on teaching and nonteaching staff to work as a team. Regular staff meetings are organized to get the adequate feedback regarding the academic and nonacademic activities. The meeting is regularly organized with heads of various cells/clubs to review their functions viz. Grievance Cell, Population Cell, Environmental Club, Sports Club, adult education Club. The functioning is reviewed keeping in view the agenda set for all such clubs or cells as academic and administrative aspects of institutions are planned well in advance. The head of the Institution clearly defines the objectives of various activities to be conducted by all the clubs. The teachers and students are made aware about it, before hand through various meetings and also through the calendar of activities. Allocation of funds is also planned in advance in the budget, which is audited both at internal and external levels. In various meetings with Principal, Managing Committee, Staff and students, future strategies to develop physical and manpower</p>

infrastructure of the institution is ensured to improve the quality of Institution. To ensure smooth functioning of the Institution the affillatory University conducts extensive inspections from time to time. It provides feedback to the Management as well as the head and faculty members of the institution. Students Council, which is duly elected also, receives the suggestions for improvement in their academic and nonacademic activities. Responsibilities are made clear and are communicated to each stake holder from time to time. Participation in intercollege competition program's is ensured by the teacher Incharge to facilitate the participation of students in various activities organized by different colleges in general and Colleges Development Council in particular. A proper mechanism is in place to conduct community development programs by the students in the two adopted village viz Tikri and DahiChak areas of GhouManhasan. The head of the Institution also analysis the results in external Examination conducted in all the four semesters, subject wise. On the basis of performance of the students the enrichment and remedial classes are conducted regularly. The Institution quality enhancement has mainly been directly connected with the managerial management system of the Institution.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The Curriculum of any programme is designed by the University of Jammu. The College is not free to design their own syllabus even the revision and upgradation of syllabus is the prerogative of the University the affiliated colleges have to follow the syllabus designed by the parent University. Depending on our resource potentiality, Institutional goals and concern towards the students, we impart quality education. IQAC prepares academic plan of the year. At the beginning of every academic session, college prepares its proposed academic calendar. Time table is designed for U.G programme as per the University norms. It is displayed on the notice board. Teachers are informed about their work load and courses. Teacher refers to the latest information available through online and other resources for effective implementation of

Curriculum. In addition to other extra co-curricular activities like games and sports, tours within the State are the routine feature of the institution which develop the personality of the students and inculcate sense of belongings to the institution. This has been noted that pass out students recommend fresher to seek admission in the institution on the basis of aforesaid merits. The institution is keen to contribute to the society therefore the institution has actively initiated programs like NSS, organizing different educational camps like Adult Education Camp, population Education camp, Environmental awareness Camp, blood donation Camp / health awareness camp and yoga program in which different yogic exercise are being exhibited by yoga experts before the students and audience. The students of each academic year are grouped and asked to adopt 2-3 villages falling in the radius of Institution to understand the problems of villagers and their remedial measures. A lot of campaign against drug addiction has been conducted for which the villagers have acknowledged appreciation to the Principal of the Institution. These endeavors are initial steps of the institution towards the larger commitment of educating the people of the village in future. Besides, the use of other teaching methods, like group discussion, term tests, demonstration, debates, PowerPoint presentations, field visits, Sessional works are used for effective curriculum, implementation. Academic review and feedback is taken periodically. Concerned authority conducts regular meetings to review the difficulties faced while teaching. The faculty members attend workshops and seminars from time to time, learn and implement effective teaching methodologies. Teachers update themselves with the current research and teaching techniques and hence teach effectively. The faculty members are actively engaged in paper setting and evaluation process for Internal Assessment. The affiliating University also engages the faculty members of the college in External Evaluation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
EMT	Nil	01/09/2017	365	Health Care Sector	NSDC

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	10	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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No Data Entered/Not Applicable !!!

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Teacher Education	114
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained

Student Feedback: Feedback is an analysis that occurs when the output of a system is employed as input. The process of any Institute especially a college depends upon a well-structured feedback system. A feedback provides right information for the further development. It plays a important role as an eye-opener for all the faculty members. To implement the feedback system, it requires a through preparation. The college aimed at receiving feedback from the faculty members in (2018-2019). In the academic session, the feedback has helped the individuals and institution as a whole to improve the performance and effectiveness of the institution. The information provided by the students is kept confidential and used for improving and upgrading the performance of the Institute. The feedback forms were circulated to the students. The feedback form had different questions based on the overall performance of the Institute. Following were the questions asked:- 1. Depth of the Course content including project work. 2. Extent of coverage of the course. 3. Applicability / relevance to real life situation. 4. Learning value in terms of knowledge, concept, manual skills, analytical abilities and broadening perspective) 5. Clarity relevance of textual reading material 6. Relevance of additional source material (library) 7. Extent of Effort required by Students. 8. Overall rating. In 2018-19, the college had 117 students on roll: 1. In response to the first question regarding the depth of the course content everybody opined that course content had good balance between the theoretical and application component. 2. When, opinion on coverage of course was asked to them, 100 replied that course is covered in time. 3. Regarding the third question, when they were asked whether the course has relevance with real life, 93 replied that it has relevance with real life situation. 4. In regard to fourth question, when they were asked about learning values 80 agreed whereas rest 20 students were not sure about it. 5. While replying to the fifth question, in regard to clarity and relevance of textual reading material 100 opined in favour of it. 6. While answering the sixth question about the relevance of additional source i.e. library, everybody said that the prescribed books are sufficient in the college library. 7. While answering the seventh question the students answered that apart from reading the prescribed books they also use smart class, journals and reference books to enhance their knowledge.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Teacher Education	150	120	117

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	117	0	10	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
10	9	17	4	3	2

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

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

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

Mentoring of students is an essential feature to render equitable service to all of our students having varied background. Student's mentorship is based on following aims like: 1. To enhance teacher student contact hours. 2. To enhance students academic performance and attendance. 3. To minimize student dropout rates. 4. To identify and understand the status of slow learner and encourage advance learner. 5. To render equitable service to students. The instructions in theory papers are provided to students in class room in their individual subjects everyday as per the time table. In order to clear their doubts or provide them extra instructions the teacher educator maintains contact with their students in extra periods already mentioned in the time table, resulting in enhancing the contact hours. The college regularly conducts counseling for the students. For this purpose, the college has established a Guidance Counseling Cell, which is properly functional. Pupil teachers are given opportunity to put their grievances and suggestions in the suggestion box which is in place. The members of the Cell, which is also represented by students, meet twice or thrice a year and solve the problems of the students projected by them for improving the Academic quality of the Institution. The aim of counseling to students in a group is to bridge the gap between the students and teachers, and make teaching – learning process learner friendly. Each teacher educator looks after the problems of the students for which they are assigned a group of students. At the beginning of the Session, the college orients the students about the syllabus, pattern of question paper and the type of examination. They are also informed about the rules and regulation and conduct to be followed in the college. The teachers make the students aware about the various activities conducted by the college. After 1st and 2nd Internal Assessment tests i.e. T1 and T2, the college conducts Remedial programme for weaker students and Enrichment programme for those students who need extra information and knowledge about the different subjects. The teachers give support to the students in the form of books and notes. Their doubts are cleared during the extra hours by the teachers. Advise and need based mentoring is done on personal issues of the students. Their parents are informed about the progress of the students. The class

teacher motivates the students and encourages them to appear for the competitive examinations. Students are encouraged to participate in inter-college and inter-University activities like seminars, debate, elocution, poetry recitation, quiz programs etc. The student representatives of various committees established by the college are encouraged to conduct all the above activities with the help of their teachers within the college. Outcome of the system: 1. The direct communication between the mentor and the student enhances better pupil-teacher relationship. 2. The students develop self confidence by participating in debates and other activities. 3. A healthy bond is established between teachers educators and pupil-teachers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
117	10	1:12

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	10	6	0	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	B.Ed.	2018-19	25/04/2019	06/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our college is affiliated to Jammu University. We follow the directions of University regarding examination and evaluation. To measure the student's achievement, Jammu University has introduced Credit Based semester system which includes 60 marks for theory examination and 40 marks for internal evaluation. Theory examination of students is conducted by the Jammu University while Internal Examinations are conducted by the college itself. Evaluation of theory paper is done by the University whereas the Internal Evaluation is done by the college which helps in evaluating the teaching learning process. It helps in upgrading the academic graph of students. The internal assessment system of the college is very robust and transparent. There is frequent change made in the pattern of question papers in view the course completed before each test i.e. T1 and T2. It is also adjusted according to students' availability in case it is needed on the special request of the students. During practice of teaching, in order to get accurate evaluation, the college involves the subject teacher of the class in final internal evaluation of the teacher. Subject and class wise Internal Examiners are appointed by the Principal to conduct the VIVA

examination. The Internal marks of the students are sent to the University according to the University norms under the supervision of Principal. Strict confidentiality is kept by the college administration with respect to internal assessment records. Result of the students is declared by the University.

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

As an affiliated college our college has to follow the academic calendar prepared by the Jammu University. An academic Calendar of the college is prepared by the examination incharge Mrs. Rajinder Kour at the beginning of the academic session. At is very useful document which contains important dates of various curricular and co-curricular activities to be followed in that academic year. It helps and guides the students and the teachers. Once the academic calendar is prepared it is distributed among the teachers. The Principal monitors the implementation of the academic calendar. As per the schedule, practical examination and VIVA examination were organized in the college. Marks of Internal Assessment were sent to the University. Academic Calendar for B.Ed. Course Session (2017-19) Semester -I 1. Commencement of Class Work 04-09-2017 2. Internal Test-I 03-10-2017 to 08-10-2017 3. Visit of ACC In the month of October, 2017 4. Class Work 09-10-2017 to 22-10-2017 5. School Internship Seminar / Tutorial etc. 23-10-2017 to 21-11-2017 6. Internal Test-II 22-11-2017 to 27-11-2017 7. Class Work 28-11-2017 to 10-12-2017 8. External Evaluation of Internship Internal Assessment by ACC 11-12-2017 to 21-12-2017 9. Preparatory Holidays 22-12-2017 to 27-12-2017 10. Final Examination 28-12-2017 to 09-01-2017 11. Total working days 90 days Semester -II 1. Commencement of Semester 24-01-2018 2. Class Work 24-01-2018 to 20-02-2018 3. Visit of ACC In the month of February 4. Test-I 21-02-2018 to 27-02-2018 5. Class Work 28-02-2018 to 31-03-2018 6. School Internship-II 02-04-2018 to 17-04-2018 7. Class Work 18-04-2018 to 05-05-2018 8. Test-II 07-05-2018 to 12-05-2018 9. Checking of Internal Assessment by ACC 14-05-2018 to 19-05-2018 10. VIVA Voce of Internship and Final Theory Examination 21-05-2018 to 07-06-2018 11. Total Working days (excluding examination days) 92 Days Semester -III 1. Commencement of Class work 02-07-2018 to 28-07-2018 2. Test-I 30-07-2018 to 01-08-2018 3. Internship Teaching Practice Phase -I 02-08-2018 to 08-09-2018 4. Teachers Day Celebration 5th September 2018 5. Seminar on Environmental Issues 6th September 2018 6. Class Work 10-09-2018 to 29-09-2018 7. Test-II 01-10-2018 to 04-10-2018 8. Sports Week 05-10-2018 to 12-10-2018 9. World Aids Day 10th December 2018 10. Internship Teaching Practice Phase - II 13-10-2018 to 12-11-2018 11. Checking of Internal Assessment by ACC 14-11-2018 to 20-11-2018 12. Final Teaching Practice VIVA 24-11-2018 to 28-11-2018 13. Preparatory Holidays 29-11-2018 to 05-12-2018 14. Final Exams 06-12-2018 to 15-12-2018 15. Total days 110 Days Semester -IV 1. Commencement of Class work 18-12-2018 2. Internship Teaching Practice 20-12-2018 to 07-03-2019 3. Republic Day 26th January 2019 4. International Women’s Day 8th March 2019 5. Class Work 09-03-2019 to 29-03-2019 6. Test-I 30-03-2019 to 02-04-2019 7. Class Work 03-04-2019 to 23-04-2019 8. World Health Day 07-04-2019 9. Sports Week 24-04-2019 to 02-05-2019 10. Test -II 03-05-2019 to 04-05-2019 11. Checking of Internal Assessment by ACC 09-05-2019 12. Teaching Practice Theory Examination 10-05-2019 to 31-05-2019 13. Total working days 114

2.6 – Student Performance and Learning Outcomes

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

<http://saishyameducationalsociety.com/saishyam/plo.pdf>

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
B.Ed.	BEd	Teacher Education	14	12	85
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2.7 – Student Satisfaction Survey

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

<http://saishyameducationalsociety.com/saishyam/sss.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if
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any)

No Data Entered/Not Applicable !!!

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

Department

Number of Publication

No Data Entered/Not Applicable !!!

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	2	1
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Health Day	Wellness Centre Govt. Ayurvedic Hospital Jammu	5	114
World Environment Day	NSS Unit of the College	6	114
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited

No Data Entered/Not Applicable !!!

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Beti Bacchao Beti Padhoo	NSS Unit of the College	Womens Day	11	114
Yoga for Everyone	Vichar Kranti Manch (I)	Yoga for Harmony	11	114

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Diaster Management	10 Students	Self Finance	7
Class Room Teaching	2 Sr. Lecturer	Self Finance	14

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Visits to various Educational Institutions and Media	SIE, SOS, Sai Shyam Public School	04/04/2018	01/05/2018	128

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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0.3	0.23
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4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added
Others	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
EASY LMS	Partially	1.1	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4235	490589	Nil	Nil	4235	490589
Reference Books	423	166682	306	3192	729	169874
Journals	6	6618	Nil	Nil	6	6618
Digital Database	1	10000	Nil	Nil	1	10000
CD & Video	30	1800	Nil	Nil	30	1800
e-Books	2	20000	Nil	Nil	2	20000
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	14	1	1	3	1	2	1	100	4
Added	0	0	0	0	0	0	0	0	0
Total	14	1	1	3	1	2	1	100	4

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
National Digital Library	https://ndl.iitkgp.ac.in
National Institute of Open Schooling	https://www.nios.ac.in/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.2	0.03	0.65	0.33

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

The College has very good mechanism to oversee the maintenance of physical academic and support facilities (lab, library, sports complex, computers and classroom etc.). Our college has well equipped social science Science laboratory where students get knowledge about globes and maps of different countries. They also prepare different teaching aids at the time teaching practice. It has also a good science laboratory where students of Bio-science and Physical Science conduct different experiments and make different teaching aids related to science which helps them during their Teaching Practice in different schools. They are well maintained by the college attendant peons.

College library consisting of 4235 textbooks, 423 Reference Books and 6 Journals. The students are issued books related to subjects regularly, they have also access to e-books and e-journals. The library has adequate sitting arrangement so that students can sit and read comfortably. Policy decisions are taken by the library committee. All issues regarding library like purchasing books, library budget, organizing various programs, problems related to students are resolved by this committee. Pest control of library is done periodically. College has also a very good sports facility i.e sports material, playground etc. Generally the students are encouraged to play during their free periods. Every year sports week is organized by the Sports Club of the College wherein the Sports Secretary finalizes the games to be played during the competition. The students are also encourage to take part in the Inter-college Sports activities during their stay in the College. The college has sufficient number of computers with Internet facilities in office and in library. Every computer has internet connection. A special computer lab is also there in the college. College has 9 well furnished classrooms, where the teaching learning process is carried by professionally trained teacher educators. The students

are also encourage to enter into discussions during their class work. Conference Hall equipped with projector is used for seminars and for all cultural activities, college has Multi-purpose hall. In Multi-purpose hall there is adequate public address system and sitting arrangements for guests. Sufficient parking facility is available in campus. It is maintained by the college management. Washroom and lavatories are maintained by the appointed sweepers. Canteen committee supervises the cleanliness and hygiene in the canteen. There are fire extinguishers in the college on each floor, with sufficient water reservoir. The college has safe and clean drinking water facility for the students and staff which is maintained and cleaned by the college authority from time to time. The college has lush green garden with plenty of trees, which is used by the students as well as staff during their free time. It is maintained by two gardeners who are appointed by the college committee. The cleanliness of the college along with its laboratories, library etc is well maintained to provide pleasant environment. Daily cleaning of class rooms and laboratories is maintained. There is good ventilation and pleasant environment.

<http://saishyameducationalsociety.com/saishyam/facilities.html>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Corpus Fund	80	8000
Financial Support from Other Sources			
a) National	0	Nil	Nil
b) International	0	Nil	Nil
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Language Lab	02/01/2008	40	Ability Electronic, New Delhi
Remedial Coaching	10/03/2004	35	Sai Shyam College of Education
Yoga	16/08/2006	100	Bharatiya Yog Sansthan, Jammu
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed

2018	Guidance Counselling	0	10	4	2
2019	Guidance Counselling	0	15	2	2
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	6	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Sai Shyam Public Hr. Sec. School	20	3	SOS Hr. Sec. School	25	2
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	B.Ed.	UG	Rajasthan University	M.Ed
2018	1	B.Ed.	UG	IGNOU	M.A.
2018	1	B.Ed.	UG	University of Jammu	M.A.
2019	1	B.Ed.	UG	Delhi University	M. Phil
2019	1	B.Ed.	UG	IGNOU	M.A.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	7
No file uploaded.	

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

Activity	Level	Number of Participants
Nukkad Natak	Local Level	50
Cricket Match	Local	31
Constitution Day	Local	102

Foundation Day	Local	105
Womens Day	Local	90
Yoga Camp	Local	85
Badminton Match	Local	12
Annual Function	Local	130
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

The students' council plays a very significant role in any Higher Educational Institution. It provides a platform for the student community to associate in the administration of the Institute. To achieve this, it brings out the opinion and requirements of the students community to the authorities. It acts as a link between the college administration and the students. It aims to develop carrier, personality and organizational skills among the students through co-curricular activities. This is achieved by organizing various events it contributes to college spirit and community welfare. The college has a very strong and dynamic student council. The purpose of student's council is to give students an opportunity to develop leadership by organizing and carrying out college activities and service projects. Objective of college students' council

1. To promote leadership qualities among students.
2. To work towards the cultural and academic development of the student.
3. To maintain discipline and decorum in the college.
4. To promote self reliance, service to the people and duty towards the development of the country.
5. To look after the welfare of the students.
6. To co-ordinate the co-curricular activities of the students.
7. To promote mutual contact, democratic outlook and spirits of oneness among students.
8. To promote social harmony among students.
9. To promote close and cordial relations between students and teachers of the college.

The executive members of the students' council are represented in various administration body and head girl. Following are the clubs / committee where we have students' representation. a. Internal Quality Assurance Cell b. Anti ragging committee c. Adult education club d. Environmental club e. Population education club f. NSS Club g. Grievance Cell h. Research Cell There are various activities planned in an academic year. The college prepares an academic calendar for the same. Most of these activities are organized by student's council in the college. The students from various clubs organize various activities in the college and within the vicinity of the institution too. All important days of National International importance are organized by these clubs. The students also participate in Inter-college activities from time to time. In the two villages, which are adopted by the college a number of socially relevant programmes are organized viz, Women Empowerment, Population issues, pollution, illiteracy related issues are raised and discussed with community members. All such activities are carried on to bring awareness among the villagers. The college organizes Annual function every year. Though the college appoints a teacher as a supervisor, but real responsibility lies with the student's council.

Similarly Jammu University also organizes different events like Display Your Talents every year. The college sends students for different events organized by the Parent University. The members of student council plays important and active role in organizing sports related activities also.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

35

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Once a year

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college management of Sai Shyam College of education functions in well-structured and defined manner which ensure participative involvement. The college follows the rules, regulations, directions of Jammu University. To follow the principal of democracy, the college management and other related bodies believe in the decentralized method. The responsibilities are distributed among the teachers and non teaching staff. The principal is ex-officio secretary of the management. Three representatives of teachers are elected democratically by the teacher and become the executive members on the trust and participate in decision making process. The decentralized governance can be witnessed in every necessary activities/ programmes. All matters of importance, including the strategic ones are discussed amongst all the staff members. The constructive suggestions are given by the staff members to the members of foundation society in meeting called by the chairman. Every staff member has a full freedom to express his feelings before the trustees. The president partial listens to the suggestion and asks the principal to take appropriate action on it. The Institute promotes the ideal culture and participative management at the strategic level, functional Level and operational level. The principal, Governing body, College council and the IQAC are involved in defining policies, procedures and framing rules, guidelines pertaining to Admission, Examination, Discipline, and grievance and support services. To achieve the goals of decentralization and participative management, the foundation Society has delegated powers at the following levels: Principal Level: Principal is the member Secretary of the governing body and chairperson of IQAC .She in consultation with the teacher's representatives form various committees for planning and implementation of different Academic and administrative activities. The principal of the institution is a responsible for academic, non-academic and administrative activities of the institution. All the staff members actively participate in implementing the policies, procedures and framework designed by the management in order to maintain and achieve the quality standards. Office staff: is involved in executing day to day support services for both students and faculties. Faculty Level: The Faculty members are given sufficient

representation in various committees/cells like the college Council, College development committee, IQAC etc. Every year, the composition of committee changes to ensure a uniform distribution of duties for academic and professional development of the faculty members. Staff Members are involved in deciding academic activities and examinations to be conducted by the college. For this purpose, Examination Committee is formed. At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting. Faculty members also share their knowledge related to research papers. For this purpose, Faculty Development Research Committee is formed. Student Level: General Secretary of the student's council is the ex-officio member of the governing body. Students are empowered to play important role in the different activities, like co-curricular and extra-curricular activities. For this purpose, student's council, sports club, yoga cell, Population Club, Adult Education club, Environmental club etc formed.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	<p>Libraries in the present world are considered to be the most powerful media to promote self-education, to provide research facilities and also to acquire latest information about various subjects. The College library is well equipped and well managed. The effort of our faculty members has resulted in inspiring the students to attend Library regularly. It is also equipped with magazines, research journals, newspapers and also with written notes prepared by each faculty members. College library is almost fully classified and catalogued. There are encyclopedias dictionaries periodicals, instructional materials etc. The total area of the institution is 15 kanal, built-up areas are 4975 square feet. Dimension of classroom is 600 square ft. diameter of multi-purpose Hall 2850 square feet. Dimension of library is 800 sft. Dimension of computer lab is 500 square feet. Dimension of smart class 260 square feet. All Dimensions are as per NCTE norms. Internet facilities, public address system, projector, computer, Intercom, fax, Photocopier, smart class and other software etc facilities are provided to the students.</p>
Human Resource Management	<p>The prime decision-making body of the institution is the managing committee who on the basis of agenda gives</p>

further direction for the implementation of decisions such decision are carried forward by the local governing body .the principal of the college hold regular staff meetings, gets feedback and accept the suggestions. The stuff has to regularly submit the report in their own area of instruction. The Faculty members are given direction for Improvement, create opportunities for them to improve and also provide them with conducive atmosphere for self-growth. For smooth conduct of work properly decentralization of administration is carried on. Teamwork is ensured among teaching and non-teaching staff. Teachers are advised to use learner centered approach and Innovative techniques to make their learning effective. Staff members are motivated so that an urge for excellence is ensured. All these things are done with the overwhelming support of the management.

Admission of Students

Admission of two-year B.ed training program is done by affiliating University after proper advertisement in JK, UT and National papers. This process of admission is conducted online. The eligibility of students is 50 for General category and 45 for ST SC, no other category is entertained. The students can choose any college out of the list of colleges given in the prospects that are affiliated to the University. The date of start of class work is also mentioned by the university and calendar of activities is also given by the Affiliated University. The students have to get themselves admitted in the stipulated date. The affiliating University also assigns the number of students to be admitted in a particular College, which is based on NAAC accreditation.

Curriculum Development

The college has always aimed at providing the pupil teacher the best professional training through creating good work conditions and environment, through the college magazine, multifarious activities to upgrade the Knowledge and Skills to ameliorate the whole personality of would-be teacher's . The institution besides providing theoretical interaction makes it sure to inculcate moral values among the

students in order to develop the spirit of universal brotherhood among the students. Students participate in games and morning assembly which makes them discipline and develop in them leadership quality. Class works, internship activities and sessionals work in each subject is held in a semester as per defined and directed in syllabus. For sessionals work and internship students participate through visits organized by college from time to time, it gives people teachers first hand information regarding various educational activities conducted in different educational institutions.

Teaching and Learning

2. Teaching and Learning: The college ensures quality education through highly experienced and qualified faculty having experiences in specific field related to education. During class work teachers engages the students in active learning. The students and teachers are encouraged to make use of PowerPoint presentation and Library. The students are encouraged to make use of innovative teaching aids in which they are trained during workshop on teaching aids conducted in every semester by the college. There are five papers in semester first along with internship and sessional work. In second semester there are seven papers which also include internship and sessional work. In third semester there are three subjects and also has teaching practice for pupil teacher in there two chosen subjects. Rigorous practice of teaching is conducted in selected schools for at least 60 days where student work under a teacher in groups and are encouraged using smart classes and PowerPoint presentations during their practice. Internship come teaching practice at the end of every semester is to be evaluated on the value points and at the end of fourth semester it is reflected through reflective Journal.

Examination and Evaluation

The student performance assessment consists of the tests and observations used to ascertain how well the students have achieved the instructional objectives. This provides feedback in each subject or activity conducted. Remedial and enrichment classes are organized on the basis of feedback. The

external examination is in each semester is conducted by affiliating University along with Viva in internship, practice of teaching and sessional work. Besides this there are various assessment techniques used by the institution. The college monitors the progress of the trainee student by conducting class test, midterm test and term end test. In theory and practice of teaching the evaluation is done both in internal and external level. The scheme of evaluation in theory ,internship and practice of teaching in all semester is as follow: Subjects Internal Marks External Marks Semester 1st all theory papers 20 60 Sem. 2nd all theory paper 20 60 Course no. 206, 207 10 50 Internship in all semester 30 20 Teaching Practice 170(In both subjects) 80 Project Work 60 40

Research and Development

The Institute has a research cell to encourage the staff and students who conduct research activities. Dr. J.L. Raina is the consultant. He along with the principal of the college and the staff members constitute the cell. The institution has been providing support to the faculty member by granting leaves, financial support for research activities. Small research projects are conducted keeping in view the neighborhood socioeconomic problems viz, save water, Plantation, moral and ethical values etc. The institution has also conducted some research on women education population education and environmental problem. A study was conducted to find out the attitude of college student towards internal evaluation. The simple consisted of hundred students 50 boys and 50 girls of a government Degree College wearing 64 of boys and 72 of girls felt that internal evaluation makes true evaluation of student. The findings also pertained to the negative attitude of the students towards internal evaluation. 74 of the boys and 78 of the girls opined that some teachers are not so careful and Vigilant in assessing the answer books of the internal examinations. Pupil teachers also encouraged to conduct survey regarding environmental issues and are directed to put forward their suggestions.

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

E-governance area	Details
<p>Planning and Development</p>	<p>The College has established a well equipped computer lab, along with internet facility. Library as well as office is also internet connected along with Projectors, Smart classes. Applications for organizing on line/teaching-learning classes are available to the faculty members as well as students. During lesson practice students are encouraged to use e-content. College admission has online facilities in place which are availed by the students at the time of admission. As B.ed course comprises of two year admission and taken place twice, i.e. in 1st semester and in 3rd semester. For Admission of the students college has a online admission facilities in place which is availed by the students at the time of admission conducted by the affiliating university. Through orientation programme students are oriented with the B.ed curriculum that they have to undergo during their teaching learning programme. Students are also enabled to make a choice of subjects according to their interest and aptitudes.</p>
<p>Administration</p>	<p>The Head of the institution co-ordinates her activities, with the office and faculty members through e content. The meetings with staff and others administrative bodies use e content. The 50 of faculty members work through laptops and computers installed in college</p>
<p>Finance and Accounts</p>	<p>Quality improvement strategies adopted by the institution regarding finance and accounts is to maintain transparencies in income expenditure statements. The institution has framed a committee which goes through the statement of expenditure performed by the accounts branch of the college. Proper bills are being checked where ever the expenditure has been done. Expenditure regarding renovation of the college building, infrastructure, overhauling of vehicles, repair of generators ,it is being ascertained whether the suitable tenders have been called and only that firm has been allowed to undergo the necessary work who have lowest tenders. The committee</p>

is empowered to go through all the expenditure, statements thoroughly and they see that any malpractices has not been done while performing the said expenditure

Student Admission and Support

The college being a self funding institute mainly depends on student's admission fee. Students are being admitted by affiliating university of Jammu under the norms set by the university authority. During the admission process the student who have shown eagerness to have admission in the college there list is submitted by the concerned University authorities. The college for the after further scrutinizing their qualification on certificate and other allied papers by the admissions committee of the college. After their admission the students start their regular class work where students are being supported in every Sphere academically as well as non- academically. While teaching in the classes teacher try to clear their Concepts by adopting easy methods and even try to teach them in Hindi also. Individual attention is given to do students who are unable to cope up in their class room teaching. How does student fair in their examination, mock drill examinations are being carried with the students. Moreover the students are being informed about the time management which helps them in their exams.

Examination

Examination is categorized into internal as well as external exams. Internal exams are being conducted by the college itself keeping in view the students aspects like their attendance, participation in seminar and workshop. Moreover two internal terminals (T1 T2) are being conducted by the college itself in which first two units and second two units are being taken into account. Certain objectives type tests are being conducted through computers. Students also present their power point presentation for internship activities during their teaching practice programme. Final exams that is external examination in theory, internship and practice of teaching is conducted by affiliating university itself for which the university has its own norms and criteria.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Ms. Komal Samayal	National Seminar on "Diversity and Inclusive Education in Indian Scenario: Issues , Challenges and Prospects"	P.G. Department of Education, University of Jammu	500
2018	Ms. Rajiender kour Ms. Komal Sambyal	Prevention of Sexual Harassment at Work Place"	The Directorate of College Development Council Jammu University Internal Complaints Committee Against Sexual Harassment (JUICCASH)	1000
2018	Mr. H.K.Kitchloo and Ms. Anu Pandita	Is Technology dehumanizing Society"	Gandhi Memorial College of Education, Raipur, Bantalab, Jammu	600
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Mahatma Gandhi National Council of Rural Education (Nai Talim)	Basics of Computer	17/12/2020	Nil	4	2

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Digital Initiative	35	28/12/2018	Nil	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	10	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. The faculty members are given the facility of getting Loans from the Institution. 2. Canteen facilities are available in the campus to provide food and snacks at reasonable price to the staff and students. 3. Faculty members are encouraged and motivated to pursue further studies and join faculty development programs. For such activities monetary help and leave facilities are provided to them. 4. The college motivates the faculty members to participate in events like workshop, seminar, conferences, symposium etc organized by their institution. 5. Priority in admission is provided to the wards of teaching staff. 6. Fee installment for wards of staff. 7. College organizes Blood Donation Camp and Health check up camp. 8. All the non doctoral teachers are encouraged and motivated to get enrolled for Ph.D. program. 9. Teaching and Non-teaching staff is</p>	<p>1. Provident fund schemes are applicable for permanent employees. 2. The non-teaching staff is also encouraged for academic development by enhancing their participation in various skill Development programs and activities. 3. Fee installment scheme for wards of staff. 4. Various types of leaves including medical and child care are available to non-teaching staff.</p>	<p>1. Identity cards, Wi-Fi facility, computing facility, yoga and sports facilities are provided to the students. 2. Anti ragging committee is available in the campus. 3. Mentor -mentee schemes to solve various problems of the students. 4. Grievance cell of the college listens and solves students' problems. 5. Rebate on fees during the admission is given to the students. 6. Placement facility in Institution to deserving and needy students.</p>

encouraged to participate in various programs. 10. Leave facilities include Casual Leaves and Maternity leave.

6.4 – Financial Management and Resource Mobilization

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

The institution believes in transparent financial system. Mr. Upendra Handoo, CA is an auditor of the college. Maintenance of the college account is done through manually and salary through Online. Daily cash is maintained and deposited in the bank. The receipts are properly maintained. To ensure internal checks all transactions except pity expenses are done through cheque only. A balance sheet is prepared for each payment giving detail about payment. No cheque can be prepared without the authorization of the principal. As per Report of the C.A all the information and explanation related to Accounts found Correct.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	Nil	Nil
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6.4.3 – Total corpus fund generated

0.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	M/S Upendera Associates	Yes	Managing Committee, CA IQAC
Administrative	Yes	M/S Upendera Associates	Nil	Managing Committee, CA IQAC

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

1. The Principal and teachers interact with each other as and when required to maintain rapport with them. 2. The parents are informed regarding academy progress, attendance and conduct of their wards. 3. Parent-teacher meetings are conducted with local students to receive input for the betterment of teaching learning environment.

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

1. The supporting staff members are encouraged and motivated to upgrade their qualifications. 2. In case of financial problems, they are providing monetary help byways of loans. 3. Preference is given in jobs to the wards of the supporting staff.

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

1. Feedback system is now done by using Google Form thus discouraging traditional way of feedback system. 2. The Institution is putting its efforts to motivate the students living in the rural areas where institution is situated to enroll for perusing higher education. In this respect 20 of students from the area were admitted. 3. Green Campus 4. Zero waste management.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	World Environment Day(Say no to Plastic)	05/06/2018	05/06/2018	05/06/2018	110
2018	Swatchta Abhiyan	02/10/2018	04/10/2018	04/10/2018	75
2018	Workshop on Disaster management (by NDRM)	13/11/2018	13/11/2018	13/11/2018	97
2018	Constitution Day	26/11/2018	26/11/2018	26/11/2018	107
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women’s Day	08/03/2018	08/03/2018	98	19

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

Percentage of power requirement of the University met by the renewable energy sources
The college has conducted tree Plantation program organized by and SS unit of the college. The students were made aware about the ill effects of the plastic, the college also organized a program on plastic education, and the aim of the programme was to create a new moment among the young students to reduce plastic waste in their lives and within the community. The college has taken every effort to make the campus green. The college has displayed placards with message like “say no to plastic”, save water, save trees, keep the campus clean, and Go green, save electricity, save environment all over the campus to sensitize everyone about the conservation of electricity and clean and green

environment. The cleanliness drive within the campus area was organized by the NSS unit on national holidays. 50 percentage of power requirement of the college met through LED bulb

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	114
Ramp/Rails	Yes	0
Rest Rooms	Yes	114

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	10/10/2018	5	Door to Door Campaigning	Admission of the students	20
2019	1	1	28/03/2019	2	Gender Awareness	Girl Child Issues	45
2019	1	1	06/04/2019	2	Problem of Depression among students	Health Issues	50

No file uploaded.

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

Title	Date of publication	Follow up(max 100 words)
Code of Professional Ethics for students and Principal	10/04/2002	For Students 1. All students shall comply with the college rules and regulations. 2. During the training period in the colleges students are expected to have a high sense of discipline and good moral Behavior. 3. Students are not permitted to take part in any political activity or indulging any activity which may go against the interests of the institution. 4. Violation of college rules means expulsion from the college. 5. A

minimum of 75 attendance is required in each paper to sit in the examination. For Principal 1. The principal conduct herself with transparency, Fairness, honesty as degree of ethics and decision-making that is in the best interest of the college. 2. Provide inspirational and motivational value based academics and executive leadership to the college through policy formation, operational management, organization of the human resources and concern for the environment and sustainability. 3. Act as steward of the colleges assests in managing the resources responsibilities effectively and efficiently for providing a conductive working and learning environment. 4. Promotes consultative work culture in the college, paving way for the Innovative thinking and ideas. For Teachers 1. The teacher should manage their Private Affairs in a manner consistent with the Dignity of the profession. 2. Seek to make professional growth continues to study and research 3. Express free and Frank opinion by participation at seminars conferences meeting etc. towards the contribution of knowledge. 4. Perform their duties in the form of teaching, tutorial, teaching practice, seminars and research consistently and with dedication. 5. Strive to improve education and profession.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Workshop on moral and ethical values	21/02/2018	21/02/2018	100
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic free campus 2. Pollution free Environment 3. Reduce paper waste 4. Green landscaping with trees and plants. 5. Unplug Devices. 6. Swatchta Abhiyan

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Title of the practice: Use of Modern Methods Technology.
Objectives of the Practice: a. To equip the students with the skills necessary to use technology. b. To empower students who are unable to use this technology. c. To prepare the students for the world of tomorrow. d. To assist students to grow personality by facilitating different methods of learning. e. To allow the student to easily access the necessary information over internet.

Context: In these days the information and communication technology and specifically Internet play very crucial role in the technological activities of educational institution .Now innovations in the field of educational technology have greatly helped people in the understanding of Pedagogy. Student Community is using these techniques in search of more and more information .In such a situation if any teacher lags behind in this field, Students confidence in their teachers will degenerate. **The Practice:-** Use of ICT by the Staff Members Various ICT techniques are used by the teaching staff in dealing with the content of B.Ed. They use LCD Projectors and smart board technology in the class. Social networking and other Web-based strategies are also commonly used. All the pupil teachers are participants and members of different subject-groups on Whatsapp. They Share information related to their subjects. Their queries with regard to their subjects are solved by the teacher's .Such a practice provides access to wide range of up-to-date learning. It also enhances learning through interaction and collaboration and So, Keeping in view all the sectors given above our prestigious institution tries its best to develop latest ICT Skills techniques among our teachers and students. **Use of ICT by the Students:** During practice sessions our student teachers make a frequent use of LCD projectors and videos and Smart board technology, Computer and internet facility as provided by the institute. Such usage proves very affective for presentations on various academic topics. **Appropriate use of Instructional Material:** The ICT lab of the college is well-equipped. There is free internet facility for the staff and students. College Campus is Wi-Fi enabled. Class-rooms are well equipped with computers, LCD projectors and smart board technology. Students make good use of their technological instruments in the preparations of their lesson plans. **Evidence of Success:** The most important impact of such practice is that our teachers and pupil-teachers actively and effectively use their skills in their everyday teaching and learning. It was also observed that with the use of ICT Pupil teachers are able to teach effectively giving concrete examples related to their content. Now they present their lesson or content affectively. They feel more confident while teaching through ICT. **Problems Encountered and Resources Required:** The main problem found with regard to the teaching aids is that of its maintenance .A lot of care is required to maintain such equipment. It is required to update the technological aids in the available funding.

Best Practice 2 Title of the practice: Adoption of two villages for girl child literacy.
Objectives of the Practice: • To Give Financial aid to the Girls born in economically weak

families. • To enhance employment capability ability in girl students. • To provide financial assistance for the girl child to get professional and higher education. • To encourage rural students especially girls for higher education. • To enhance employment ability in girls students. Context: - Girls from poor and rural households are especially likely to be denied education. Girls are more likely to be used as child labour in the real sense inside and outside home. Most of the people are not aware that there are many benefits of investing in Girl's education like healthier families, lower Fertility rates and poverty reduction Situated in rural and educationally backward areas, our gracious college is providing its services in the field of education since 2002. People in this area are not financially well off nor are they aware of providing professional and higher education to their wards. Aware of these financial problems widely existent in this area, we not only provide best education to our students we also extend financial assistance to our students in the form of Fee Concession, Scholarship schemes and Book Bank facility etc. Such assistance to our valuable students greatly helps them to overcome their financial problems. The Practice: In order to provide financial assistance to the girls born in economically weak families the college provides the facilities of the concession in fees and various scholarship schemes. College is also providing free book bank facilities to those girls who are from economically backward sections and have efficiency to participate in teaching and learning process. Our college also provides the various scholarship schemes like. Post Matric scholarship scheme for SC, ST and OBC students. State merit Scholarship Scheme. University Scholarship scheme for economically weak and brilliant students. University scholarship Scheme for Minority community. University scholarship scheme for handicaps. Financially weak Girl students are also given the facility to pay their fees in easy installments. College is also providing fee concession to the single girl child. A part from these our college also provides concession in fees to the students who are not able to get the benefits from any of the scholarship schemes. Evidence of Success Students of this area are now familiar with the financial assistance provided by the college and have started taking admission in the college for higher and qualitative education. Through the book bank facility provided by the college students don't need to buy costly books. Thus through these scholarship schemes girls belonging from poor, financially backward and weaker sections have got much benefits. Providing these facilities in such an educationally and financially backward belt has paved the way to improve the level of Education. Problems Encountered and Resources Required: As it is a socially backward area, people here are not so much aware about the value of education for girls. They take girls only as a labourer. Thus, to achieve its objectives the college needs the help of some social and regional societies or NGO's for continuing these services.

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

7.3 – Institutional Distinctiveness

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

In the year 2002, the college came into existence with a modest number of 125 students since then there has been a constant increase in the number of admissions due to the sincere efforts of teachers and staff. By year 2008 at the time of the first accreditation of NAAC, the number of students reached up to 350 and the college was awarded 'B' grade. In 2015 that is at the time of the II cycle of accreditation the strength were 150 and the institute scored 2.71 C.G.P.A. (B grade). The chief vision of the institute is making the girl

students not only self-dependent but also to explore their potential and scale the heights of success. As a consequence, the institute has been giving almost 90-95 result every year with a minimum number of failures and a few dropouts. Professors adopt variety of methods for CCEs like group discussion, paper presentation, poster making, Quiz etc.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

8 Future plans of action for next academic year

1. To get NCTE registration for college: The College will try to get affiliation from NCTE.
2. e- learning management system in college. To enhance the quality of learning and teaching and to meet the learning style or needs of students the Institution will provide e- learning facilities to the students and staff to improve the efficiency and effectiveness in order to improve user-accessibility and time flexibility to engage learners in the learning process.
3. Use of Google class room: The College will encourage the staff to use google classroom for number of benefits.
4. To upgrade the Library: We are going to extend reference section with dictionaries, encyclopedias, General knowledge Books to make students more capable for their goals and efforts to provide e-learning resources so that the students get knowledge about real world. College will provide resource material to students for competitive examination. College will also provide new subject books recently added in the B.Ed. Curriculum.
5. To promote the research activities among the teaching faculties. Our Institution will promote the research activities for faculty development. With this, our institution will organize activities that are perceived to help academicians in improving their professional skills that plays vital role for carrying out the teaching research or administrative activities.
6. Installation of CCTV in the college: Our institution will install cctv for security purpose as the institution is near border area as well as to maintain discipline in institution.