

## Part 1

### A) Profile of the Institution

1. Name and address of the institution: **Sai Shyam College of Education, Ghou-Manhasan, Jammu.**
2. Web site URL : **www.saishyameducationalsociety.com**
3. For communication:

#### Office

Name	Telephone Number with STD Code	Fax No	E-Mail Address
Principal Dr. Usha Tickoo	09419197037 0191-2644319	0191- 2644319	usha.tickoo@yahoo.co.in
Vice- Principal Prof. Rajni Koul	08715841555	0191- 2644319	Rajni_misskeen@yahoo.co
Self -appraisal Co-ordinator Prof. Rajni Koul	08715841555	0191- 2644319	Rajni_misskeen@yahoo.co

#### Residence

Name	Telephone Number with STD Code	Mobile Number
Head/Principal		94191-97037
Vice- Principal	0191-2505205	08715841555
Self -appraisal Co-ordinator	0191-26444319	08715841555

4. Location of the Institution:

Urban

☐

Semi-urban

☒

Rural

☐

Tribal

☐

Any other (specify and indicate)

☐

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2 Acres

Yes ☐ No ☒

### Month & Year

M M	Y Y Y Y
August	2002

University of Jammu

## Month and Year

	M M	Y Y Y Y
<b>2(f)</b>	Feb.	2006

## Month and Year

M M	Y Y Y Y
Feb.	2006

a. By funding

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

b. By Gender

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

c. By Nature

- i. University Dept.
- ii. RIE
- iii. IASE


- iv. Autonomous College ☐
- v. Affiliated College ☒
- vi. Constituent College ☐
- vii. Dept. of Education of a Composite College ☐
- viii. CTE ☐
- ix. Any other (specify and indicate) ☐

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

Yes ☐ No ☒

If yes, has the institution applied for autonomy?

Yes ☐ No ☒

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

Sl. No	Level	Programme/ Course	Entry Qualification	Nature of Award	Duration	Medium of instruction
i)	Pre-primary			Certificate		
				Diploma		
				Degree		
ii)	Primary Elementary			Certificate		
		ETT	10+2	Diploma	2yrs	Hindi/Eng
				Degree		
iii)	Secondary Sr. secondary			Certificate		
				Diploma		
				Degree		
iv.	Post. Graduate			Diploma		
				Degree		
v.	Other (specify) B.Ed			Certificate		
				Diploma		
		B.Ed	Graduation	Degree	1 Year	Eng/Hindi

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13. Give details of NCTE recognition ( for each programme mentioned in Q.12 above) (Not applicable in J&K State)

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

**B) Criterion-wise inputs****Criterion I : Curricular Aspects**

1. Does the Institution have a stated

Vision

Yes ☐ No ☐

Mission

Yes ☐ No ☐

Values

Yes ☐ No ☐

Objectives

Yes ☐ No ☐

2. Does the institution offer self-financed programme(s)?

No

If yes,

a) How many programmes?

b) Fee charged per programme

3. Are there programmes with semester system

No

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

Yes ☐ No ☒

If yes, how many faculty are on the various curriculum development/ vision committees/boards of universities/regulating authority.

N.A.

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

D.Ed.

B.Ed.

M.Ed. (Full Time) Likely to start next year

M.Ed. (Part Time)

Any other (specify and, indicate)  
ETT

11/7

3/5

6. Are there Programmes offered in modular form

Yes ☐ No ☒

Number

7. Are there Programmes where assessment of teachers by the students has been introduced

Yes ☒ No ☐

Number

2

8. Are there Programmes with faculty exchange/visiting faculty

Yes ☒ No ☐

Number

6



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9. Is there any mechanism to obtain feedback on the curricular aspects from the

- |                                      |   |                             |
|--------------------------------------|---|-----------------------------|
| • Heads of practice teaching schools | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| • Academic peers                     | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| • Alumni                             | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| • Students                           | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| • Employers                          | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

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

1 to 2 years

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

Yes ☒ No ☐

Number

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

Yes ☐ No ☒

Number

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

Yes ☒ No ☐

14. Does the institution encourage the faculty to prepare course outlines?

Yes ☒ No ☐

## Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission into various courses?
- a) Through an entrance test developed by the institution ☐
  - b) Common entrance test conducted by the University / Government ☐
  - c) Through an interview ☐
  - d) Entrance test and interview ☐
  - e) Merit at the qualifying examination (Admitted by the University through counselling) ☒
  - t) Any other (specify and indicate) ☐

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

- a) Date of start of the academic year
- b) Date of last admission
- c) Date of closing of the academic year
- d) Total teaching days
- e) Total working days

3. Total number of students admitted

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
D.Ed/ETT	22	42	64	08	04	12	14	38	52
B.Ed	101	115	216	40	32	72	61	83	144
M.Ed. (Full Time)									
M.Ed. (Part Time)									

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4. Are there any overseas students?

Yes ☐ No ☒

If yes. how many?

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

a) Unit cost excluding salary component

Rs. 12435 unit cost

b) Unit cost including salary component

Rs. 14750 unit cost

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

6. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic session

Programme	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
D.Ed. / ETT	78.4	69.73	71.2	65.2
B.Ed.	66.3	42.6	65.7	47.90
M.Ed. (Full Time)				
M.Ed. (Part Time)				

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

Yes ☒ No ☐

8. Does the institution develop its academic calendar?

Yes ☒ No ☐



9. Time allotted in percentage

Programme	Theory	Practice Teaching	Practicum
D.Ed./ETT	60%	30%	10%
B.Ed.	75%	20%	5%
M.Ed. (Full Time)			
M.Ed. (Part Time)			

10. Pre-practice teaching at the institution

a) Number of pre-practice teaching days

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

15	days
----	------

11. Practice Teaching at School

a) Number of schools identified for practice teaching

15	schools
----	---------

b) Total number of practice teaching days

15	days
----	------

c) Minimum number of practice teaching lessons given by each student

22	lessons
----	---------

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

Number of Lessons  
in simulation

Number	15
--------	----

Number of Lessons  
Pre-practice teaching

Number	02
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13. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes ☒ No ☐

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14. Does the institution provide for continuous evaluation?

Yes ☒ No ☐

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

Programme	Internal	External
D.Ed./ETT	32%	68%
B.Ed	29%	71% (Including Theory & Practical)
M.Ed. (Full Time)		
M.Ed. (Part Time)		

16. Examinations

a) Number of sessional tests held for each paper 

0	2
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b) Number of assignments for each paper 

0	1
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17. Access to ICT (Information and Communication Technology) and technology.

	Yes	No
Computers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intranet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Software / courseware (CDs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Audio resources Video resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teaching Aids and other related materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any other (specify and indicate)	O.H.P, Language Lab., Projector & Smart Class facility	

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

Yes ☒ No ☐

Number

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

Yes ☒ No ☐

If yes, is it offered as a compulsory or optional paper?

Compulsory  Optional ☒

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

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

Number	02	11%
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2. Does the Institution have ongoing research projects?

Yes ☒ No ☐

If yes, provide the following details on the ongoing research projects

Funding agency	Amount (Rs)	Duration (years)	Collaboration, if any
Ministry of Social Justice & Empowerment Govt. of India (Statistics division)	7,77000/-	1 Year	Nil

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

1
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4. How does the institution motivate its teachers to take up research in education? (Mark '✓' for positive response and 'X' for negative response).

- Teachers are given study leave ☒
- Teachers are provided with seed money ☒
- Adjustment in teaching schedule ☒
- Providing secretarial support and other facilities ☒
- Any other (specify and indicate) ☐

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

Yes ☐ No ☒

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

a. Ph.D. ☐

b. M.Phil. ☐

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

Yes ☒ No ☐

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

	Yes	No	Number
International journals			
National journals -referred papers non referred papers			1
Academic articles in reputed magazines / news papers			5
Books			2
Any other (specify and indicate)			

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

Yes ☐ No ☒

Number

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

	Faculty	Students
National seminars	5	
International seminars	3	
Any other academic forum	20	8

11. What types of instructional-materials have been developed by the institution? (Mark '✓' for yes and 'X' for No.)

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

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

Yes ☒ No ☐

If yes, indicate the nature of the post.

Full-time	<input type="checkbox"/>
Part-time	<input checked="" type="checkbox"/>
Additional charge	<input type="checkbox"/>

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

Yes ☒ No ☐

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

Yes ☒ No ☐



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

Yes ☒ No ☐ 05

16. Does the institution provide consultancy services?

Yes ☒ No ☐

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

Honorary

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

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

**Criterion IV: Infrastructure and Learning Resources**

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

2200 sq.mts

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

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

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

20

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

15.000

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

4,800

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

15,334

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

6,50,000

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

Yes

9. Total number of posts sanctioned

Teaching

Non-teaching

**Open Reserved**

M	F	M	F
03	13		
12	05		

10. Total number of posts vacant

Teaching

Non-teaching

**Open Reserved**

M	F	M	F

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

Lecturers

Readers

Professors

**Open Reserved**

M	F	M	F
01	10		
	01		

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

Lecturers

Readers

Professors

**Open Reserved**

M	F	M	F
02	02		

c. Number of teachers from

Same state

16

Other states

12. Teacher student ratio (program-wise)

Programme	Teacher student ratio
D.Ed./ETT	1 : 15
B.Ed.	1 : 15
M.Ed. (Full Time)	
M.Ed. (Part Time)	

13. a. Non-teaching staff

**Open Reserved**

Permanent

Temporary

M	F	M	F
6	1		1
3	3		

b. Technical Assistants

**Open Reserved**

Permanent

Temporary

M	F	M	F
3			

14. Ratio of Teaching non-teaching staff

8:7

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

40.45%

16. Is there an advisory committee for the library?

Yes ☒ No ☐

17. Working hours of the Library

On working days

8 hours

On holidays

2-3 hours

During examinations

10 hours

18. Does the library have an Open access facility

Yes ☒ No ☐

19. Total collection of the following in the library

a. Books

4901

– Textbooks

3800

– Reference books

1100

b. Magazines

8

e. Journals subscribed

– Indian journals

10

– Foreign journals

1

f. Peer reviewed journals

Nil

g. Back volumes of journals

704

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## h. E-information resources

– Online journals/e-journals

– CDs/VDs

☒

– Databases

– Video Cassettes

☒

– Audio Cassettes

☒

## 20. Mention the

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

Seating capacity of the Reading room

## 21. Status of automation of Library

Yet to initiate

☐

Partially automated

☒

Fully automated

☐

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

Circulation

☐

Clipping

☐

Reference

☐

Information display and notification

☐

Book Bank

☐

Photocopying

☐

Computer and Printer

☐

Internet

☐



Online access facility	<input checked="" type="checkbox"/>
Inter-library borrowing	<input checked="" type="checkbox"/>
Power back up	<input checked="" type="checkbox"/>
User orientation /information literacy	<input checked="" type="checkbox"/>
Any other (please specify and indicate)	<input type="checkbox"/>

23. Are students allowed to retain books for examinations?

Yes ☒ No ☐

24. Furnish information on the following

Average number of books issued/  
returned per day

Maximum number of days books are permitted to be retained  
by the students

by the faculty

Maximum number of books permitted for issue  
for students

for faculty

Average number of users who visited/  
consulted per month

Ratio of library books (excluding textbooks  
and book bank facility) to the number of  
students enrolled

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

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

	<b>I (2011-12)</b>		<b>II (2012-13)</b>		<b>III (2013-14)</b>	
	<b>Number</b>	<b>Total Cost (in Rs.)</b>	<b>Number</b>	<b>Total Cost (in Rs.)</b>	<b>Number</b>	<b>Total Cost (in Rs.)</b>
i. Text books	300	54809	200	36465	203	25209
ii. Other books	52	8000	20	3595	56	4791
iii. Journals/ Periodicals	02	890	03	1116	04	3000
iv. Any others (specify and indicate)	02	1036	1	384.00	04	-

**Criterion V: Student Support and Progression**

Programme wise “dropout rate” for the last three batches

<b>Programmes</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
D.Ed.			
B.Ed.	5	8	23
M.Ed. (Full Time)			
M.Ed. (Part Time)			

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

Yes ☒ No ☐

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

15 – 17

3. Does the institution offer Remedial instruction?

Yes ☒ No ☐

4. Does the institution offer Bridge courses?

Yes ☐ No ☒

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

	UG/B.Ed			PG			M. Phil		
	2004-05	2005-06	2006-07	I	II	III	I	II	III
Pass percentage	76.45	70.18	75.12						
Number of first classes	52	50	60						
Number of distinctions									
Exemplary performances (Gold Medal and university ranks)									

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

NET

SLET/SET

Any other (specify and indicate) TAT

I	II	III
	1	

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

	2011-12	2012-13	2013-14
<b>Financial Aid</b>	<b>I</b>	<b>II</b>	<b>III</b>
(i) Merit Scholarship	Nil	Nil	Nil
(ii) Merit-cum-means scholarship			
(iii) Fee concession	8850/-	197770	292685
(iv) Loan facilities	Nil	Nil	Nil
Any other	Nil	Nil	Nil
(specify and indicate)			

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

Yes ☒ No ☐

9. Does the institution provide Residential accommodation for:

Faculty

Yes ☐ No ☐

Non-teaching staff

Yes ☒ No ☐

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

Yes ☒ No ☐

If yes, number of students residing in hostels

Men

Nil

Women

52

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

Sports fields

Yes ☒ No ☐

Indoor sports facilities

Yes ☒ No ☐

☐ ☐

12. Availability of rest rooms for Women

Yes ☒ No ☐

13. Availability of rest rooms for men

Yes ☒ No ☐

14. Is there transport facility available?

Yes ☒ No ☐

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

Yes ☒ No ☐

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

	Organised			Participated		
	Yes	No	Number	Yes	No	Number
Inter-Collegiate	–	–	–	Yes	–	3
Inter-University	–	–	–	–	–	–
National	–	–	–	–	–	–
Any other	Yes	–	5	–	–	1
(specify and indicate)						

(Excluding college day celebration)

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

	Participation of students (Numbers)	Outcome (Medal achievers)
State	2	–
Regional	14	
National		
International		



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18. Does the institution have an active Alumni Association?

Yes ☒ No ☐

If yes, give the year of establishment

2007

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

Yes ☒ No ☐

20. Does the institution regularly publish a college magazine?

Yes ☒ No ☐

21. Does the institution publish its updated prospectus annually?

Yes ☒ No ☐

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

	2011-12	2012-13	2013-14
	<b>Year 1 (%)</b>	<b>Year 2 (%)</b>	<b>Year 3 (%)</b>
Higher studies	4.3%	4.39%	5.09%
Employment (Total)	30.17%	26.35%	37.03%
Teaching	19.3%	13.5%	26.38%
Non teaching	10.77%	9.45%	10.65%

23. Is there a placement cell in the institution?

Yes ☒ No ☐ Under process

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

12	18	10

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

- |                                    |     |                                     |    |                          |
|------------------------------------|-----|-------------------------------------|----|--------------------------|
| • Academic guidance and Counseling | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| • Personal Counseling              | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| • Career Counseling                | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

**Criterion VI: Governance and Leadership**

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

Yes ☒ No ☐

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

Governing Body/management	
Staff council	Monthly
IQAC/or any other similar body/committee	Half yearly
Internal Administrative, Bodies contributing to quality improvement of the institutional processes. (mention only for three most important bodies)	a) Academic Council b) Governing Body

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

- |                              |     |                                     |    |                          |
|------------------------------|-----|-------------------------------------|----|--------------------------|
| Loan facility                | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Medical assistance           | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Insurance                    | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Other (specify and indicate) | Yes | <input type="checkbox"/>            | No | <input type="checkbox"/> |

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

0	2	1
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5. Furnish the following details for the past three years

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

06
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- b. Number of teachers who were sponsored for professional development programmes by the institution

National

0	0	01
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International

0	0	0
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- c. Number of faculty development programmes organized by the Institution:

01	02	02
----	----	----

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

04	03	03
----	----	----

- e. Research development programmes attended by the faculty

01	02	02
----	----	----

- f. Invited/ endowment lectures at the institution

04	02	01
----	----	----

Any other area (specify the programme and indicate)

5	5	10
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6. How does the institution monitor the performance of the teaching non-teaching staff?

a. Self-appraisal

Yes ☒ No ☐

b. Student assessment of faculty performance

Yes ☒ No ☐

c. Expert assessment of faculty performance

Yes ☒ No ☐

d. Combination of one or more of the above

Yes ☒ No ☐

e. Any other (specify and indicate)

Yes ☐ No ☒

7. Are the faculty assigned additional administrative work?

Yes ☒ No ☐

If yes, give the number of hours spent by the faculty per week

06-07 hours

8. Provide the income received under various heads of the account by the institution for previous academic session

Grant-in-aid

Nil

Fees

66.14 lacs

Donation

Nil

Self-funded courses

Nil

Any other (specify and indicate)

Nil

**Re-Accreditation Report***Sai Shyam College of Education, Jammu, J&K State***9. Expenditure statement (for last two years)**

Rs. in lacs	Year 1(%)	Year2 (%)
Total sanctioned Budget	62.35	69.35
% spent on the salary of faculty	40.45	38.73
% spent on the salary of non-teaching employees	8.66	7.20
% spent on books and journals	0.16	0.14
% spent on developmental activities (expansion of building)	6	10.12
% spent on telephone, electricity and water	0.82	0.85
% spent on maintenance of building, sports facilities, hostels, residential complex and student amenities etc.	1.80	1.27
% spent on maintenance of equipment, teaching aids, contingency etc.	4.39	1.86
% spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc..) .	1.92	-
% spent on travel	1.51	1.07
% Any other		
(a) Registration Charges/Inspection fee consultancy Charges	13	8.42
(b)Rent rate/taxes	6.77	6.09
(c) Running /maintenance of vehicles	5.13	3.66
(d) Stationery	1.13	1.60
(e) Other charges (including deprisation	15.41	13.45

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

Surplus in Rs. in lacs

2011-12 Nil
2012-13 Nil
2013-14 265000

Deficit in Rs.

2011-12 Nil
2012-13 Nil
2013-14 Nil



11. Is there an internal financial audit mechanism?

Yes ☐ No ☐

12. Is there an external financial audit mechanism?

Yes ☐ No ☐

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

Administration	Yes <input type="checkbox"/> No <input type="checkbox"/>
Finance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Student Records	Yes <input type="checkbox"/> No <input type="checkbox"/>
Career Counselling	Yes <input type="checkbox"/> No <input type="checkbox"/>
Aptitude Testing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Examinations /Evaluation Assessment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other (specify and indicate)	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

Yes ☐ No ☐

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

Yes ☐ No ☐

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

Yes ☐ No ☐

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

Yes ☐ No ☐

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

a) for teachers ☒ Yes

b) for students ☒ Yes

c) for non-teaching staff ☒ Yes

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

Yes ☐ No ☒

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

Yes ☒ No ☐

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

Yes ☒ No ☐

### **Criterion VII: Innovative Practices**

1. Does the Institution have an established Internal Quality Assurance Mechanisms?

Yes ☒ No ☐

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

Yes ☒ No ☐

3. What is the percentage of the following student categories in the institution?

	Category	Men %	Women %
a	SC	7	15
b	ST	4	3
c	OBC	48	24
d	Physically challenged	1	–
e	General Category	61	53
f	Rural	60	50
g	Urban	56	50
h	Any other (specify)		

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

	Category	Teaching staff	%	Non-Teaching Staff	%
a	SC				
b	ST				
c	OBC				
d	Women				
e	Physically Challenged				
f	General Category	16		17	
g	Any other (specify)				

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Gymnasium

Yes

No

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

Category	At Admission		On completion of the course	
	Batch I	Batch II	Batch I	Batch II
SC	46.44%	45.71%	48.04%	44.36%
ST	-	50.5%	-	39.50%
OBC	40.68%	42.12%	44.22%	38.5%
Physically challenged				
General	45.63%	53.34%	52.26%	56.86%
Category				
Rural				
Urban				
Any other (specify)				