

JK college of Education, Kunjwani Jammu

Affiliated to University of Jammu
NAAC Accredited
ISO Certified 9001:2001

Annual Quality Assurance Report Session 2013-14

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AQAR

IQAC

2013-14

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2013-14

1. Details of the Institution

1.1 Name of the Institution

JK COLLEGE OF EDUCATION

1.2 Address Line 1

JK COLLEGE OF EDUCATION

Address Line 2

KUNJWANI

City/Town

JAMMU

State

J & K

Pin Code

180010

Institution e-mail address

jkcollegeedu@yahoo.in

Contact Nos.

0191-2480460

Name of the Head of the Institution:

MS SHASHI CHAUDHARY

Tel. No. with STD Code:

0191-2480460

09858507789

Mobile:

Name of the IQAC Co-ordinator:

MS MAMTA MALHOTRA

Mobile:

0191-2480460

IQAC e-mail address:

jkcollegeedu@yahoo.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

JKCOE11894

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/56/A&A/110 dated 16-09-2011

1.5 Website address:

www.jkcollegeofeducation.com

Web-link of the AQAR:

<http://jkcollegeofeducation.com/NAAC%20Institutional%20Quality%20Sustenance%20and%20Development%20Survey.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.51	2011	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

07/12/2009

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2010-11 Submitted to NAAC on 15-09-2012
- ii. AQAR 2011-12 Submitted to NAAC on 13-09-2013
- iii. AQAR 2012-13 Submitted to NAAC on 23-08-2014
- iv. AQAR 2013-14 Submitted to NAAC on 24-08-2015

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*) UNIVERSITY OF JAMMU

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.13 Faculty 06

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Seminar/Symposia	Workshop/Conferences
1. Higher education in India: contemporary challenges.	1. AIDS Day
2. Challenges of integrating values and ethics in present education system.	2. Skills of Teaching
3. Innovations in higher education.	3. Kavi Ghosti
4. Philosophy of Swami Vivekananda.	4. Personality development
5. Role of Education in creating healthy environment.	5. Earth Day
6. Yoga- Essence of life	6. NIIT
7. IOCL (Save Oil Yaani Save Money)	7. Low cost teaching aids

2.14 Significant Activities and contributions made by IQAC

- Quiz test / Assisting revision
- Sexual harassment programme
- Open house meet
- Documentation
- Ravidass Jayanti
- Various NSS activities
- Feedback response

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Students welfare scheme strengthened Refresher courses to improve the quality of teaching learning process	Students benefitted by the scheme Refresher courses proved beneficial

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Initiative for Quality Sustenance
- More interactive sessions with students
- Emphasis on Gender sensitisation

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	01			
Total	03			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	03

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	16	16			

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	09	04
Presented papers	01	08	04
Resource Persons	00	02	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Rich Feedback Mechanism
- Giving and receiving feedback reflecting upon the learning process

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed	184	00	42	27	00	68.9

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC adopts new best practices to enhance teaching learning process

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	01
Orientation programmes	01
Faculty exchange programme	06
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	02
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09		01	
Technical Staff	19		01	

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Experts are invited for Guest Lectures and conferences in the institution. IQAC provides environment for Action Research. Adequate funds are being allocated to the research team.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	02	04	03
Outlay in Rs. Lakhs	290000	110000	300000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	01	JK Educational Society	300000	180000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	01	JK Educational Society	300000	180000
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		06	02		02
Sponsoring agencies		02	01		01

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	04	College forum	11
NCC		NSS	08
		Any other	01

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Two national seminar, Four state level seminar, two days workshop on Worlds AIDS Day.
- International volunteers day, Human Rights Day, social studies club historical visit, Visit to Leprosy Hospital, Guru Ravi Dass Jayanti , Women’s Day.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	17 kanals		Management	17
Class rooms	11			11
Laboratories	05			05
Seminar Halls	02			02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		01 (35 KV Generator)		01
Value of the equipment purchased during the year (Rs. in Lakhs)				800000
Others				

4.2 Computerization of administration and library

Library is Semi Automatic

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2286	317623	100	26620	2386	344243
Reference Books	553	123000	82	41133	635	164133
e-Books						
Journals	10	6075	03	3960	13	10035
e-Journals						
Digital Database	01	30000			01	30000
CD & Video	20	2300	12	1000	32	3300
Others (specify)	15	17450			15	18800

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	02	02	02	0	01	04	01
Added	02	0	0	0	0	0	0	0
Total	52	02	02	02	0	01	04	01

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Android OS, MS Office, Basics of Internet ,C and C++.

4.6 Amount spent on maintenance in lakhs :

i) ICT	60160
ii) Campus Infrastructure and facilities	345200
iii) Equipments	117046
iv) Others	1000000

Total : 1522406

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Scholarship Schemes
- Provision of Book Bank.
- Open Door Policy.
- Counselling Sessions by Expert Counsellors.
- IQAC redresses the grievances of students promptly.
- Mentor groups are formed.

5.2 Efforts made by the institution for tracking the progression

Reviewing committee including faculty and students council framed by the institution keeps monitoring the progress of the institution.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
			198

(b) No. of students outside the state

140

(c) No. of international students

0

Men	No	%	Women	No	%
	64	32.3		134	67.6

Last Year(2012-13)						This Year(2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
117	22	04	60	06	209	125	24	04	42	03	198

Demand ratio

Dropout % 7

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Coaching for M.Ed Entrance.
- Coaching for Administrative services.
- Coaching for NET/SLET.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Career guidance.
- Placement Cell.
- Frequent counselling sessions.
- Mentoring.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	50	20	50

5.8 Details of gender sensitization programmes

- Awareness on equality through street plays
- Rallies
- Seminars and symposium
- Debates and Guest lectures on women security
- Training programme on Gender sensitisation

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	100000
Financial support from government	20	400000
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Initiatives for more activity based programmes

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To become a centre of excellence in teaching and providing high quality value based education to all through various modes to meet global challenges.

Mission

- 1.) To impart quality education and quest for excellence.
- 2.) Inculcate good moral values and sense of nationalism.
- 3.) Promote use of technology.
- 4.) Provide opportunity to the faculty and the students to undertake action research projects contributing to new insights into the teaching learning process.
- 5.) Inspire the students for lifelong learning and for reaching the unreached.
- 6.) Instil the spirit of fellowship among students and to prepare them to be global citizens through co-operation and peaceful co-existence.
- 7.) Develop in students the skills and competencies necessary to play the multifaceted role of the teacher in the new millennium.
- 8.) Sensitize students about current social, political, national & international issues through seminars, workshops, & N.S.S programmes.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The College has limited scope to make any contribution for curriculum development since Curriculum is formulated by the University of Jammu

6.3.2 Teaching and Learning

- *Feedback Mechanism from Students on Teaching Learning Process adopted
- *Review and revise strategies adopted
- *Learner centred activities, interactive sessions, student seminars, project work, and guidance to students to present papers at state and national level seminars.
- *Panel Discussions

6.3.3 Examination and Evaluation

Assisting revision through quiz test
Carrying out effective invigilation and maintaining discipline in examination room
Bi-Lingual question Papers (English and Hindi)

6.3.4 Research and Development

Proper environment provided for ongoing research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Well maintained and adequate infrastructure
Addition of books, Book Bank Strengthened
Library Directly Connected with School Library's Database
Provision of Internet and website updated regularly
Regular feedback regarding infrastructure from faculty and students
More tests added in psychometric lab

6.3.6 Human Resource Management

Retention of faculty and non teaching staff
 Performance review and development discussions between individual students and supervisor
 Utilizing feedback from students.

6.3.7 Faculty and Staff recruitment

Eligible faculty selected by the selection committee of the University of Jammu
 Adequate Staff recruited.

6.3.8 Industry Interaction / Collaboration

Academic linkage with colleges, Indian Colleges Forum (ICF)
 Active NSS Unit, WWF, Red Cross, IOCL
 Adult and Continuing Education (University of Jammu),
 JK SACS (J&K State AIDS Prevention and Control Society)

6.3.9 Admission of Students

Online Admission -For every admission students are provided with fully updated and colourful Brochure which outlines the academic calendar, course requirement, examination rules and campus facilities.

6.4 Welfare schemes for

Teaching	Annual Increment , Free Transportation ,Leave Encashment, Medical And Maternity Leave, Concession In Fee to the wards of teachers in sister schools, Best Teacher's Awards, Gifts on Diwali and Teachers' Day ,
Non teaching	Provision of Loans ,PF, Medical and Maternity Leave, , Gifts on Diwali, Free Meals , Free accommodation
Students	Wifi Internet , transport Facility Scholarship, Book Bank, Placement Cell, Counselling Session, Medical assistance.

6.5 Total corpus fund generated

Rs 1,38,600 in
 Session 2013-14

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	University of Jammu	yes	Director & Head of the Institution
Administrative	yes	Dept of Building Safety, Environment & ISO	yes	IQAC and Members of Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Optimum Use of ICT by the University
- Effective Invigilation at all the centres of examination
- Result of re-evaluation is declared fast
- Bi-Lingual Question papers(Hindi & English)

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University encourages for quality improvement to the institutions.

6.11 Activities and support from the Alumni Association

- Interaction of Alumni with the students of ongoing session
- Annual Meet with alumni association
- Feedback from alumni for quality improvement

6.12 Activities and support from the Parent – Teacher Association

Regular Meetings with parents wherein the suggestion for further improvement is taken

6.13 Development programmes for support staff

- Cleanliness of surroundings and say no to polythene bags
- Gender sensitization programmes
- Counselling on health and hygiene issues
- Computer courses

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Optimum use of paper
- Garbage bins kept at different spots
- Lush Green gardens
- Neat and clean infrastructure,
- Ornamental trees and Plants

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

- Evaluation mechanism promoted
- PowerPoint presentations by the students on skills of teaching encouraged
- Conduct of Mock Tests
- Evaluation mechanism promoted
- Experimental Teaching
- Quiz Test from all the subjects

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The institution follows Plan Do Check Action policy from time to time. The principal and management often check actions taken by different committees on various projects planned in the beginning of the session. A report is compiled before the end of the session and action is taken accordingly.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Assisting revision through quiz test
- Interactive process-post evaluation

**Annexure III and IV*

7.4 Contribution to environmental awareness / protection

- Eco friendly Campus
- Awareness Rally - Say No To Plastics
- Various Programmes related to environment awareness has been conducted in inside and outside the college in collaboration with NSS and WWF
- Plantation Drive with the help of Nurture the Nature Club
- Inter-college Symposium and Conferences on protect Environment

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths: Financially well sound Management.
Transparent functioning of college.
Weakness: Inadequate research work.
Decrease in enrolment of students because there are number of Private Colleges in the state
Opportunity: Scope of introducing new courses.
Target: To increase the enrolment of students.

8. Plans of institution for next year

- Publication of articles in Local and National Journals .
- Monthly articles of students on website
- Advanced courses in ICT for the Faculty
- Up gradation of Labs
- Language lab to be renovated
- Upgradation of infrastructure

Name Ms. Mamta Malhotra

Name Ms Shashi Chaudhary



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure I Academic Calendar
Annexure II Analysis of Feedback
Annexure III Best Practices
Annexure IV Best Practices

JK College of Education

Academic Calendar 2013-14

S. No.	Activities	Date
1	Orientation Programme <ul style="list-style-type: none"> ▪ Familiarization with the syllabus ▪ Rules and Regulations ▪ Introduction of the teaching Faculty 	23-24 Oct, 2013
2	Mehandi Competition in collaboration with K.D Eye Hospital	22 Oct,2013
3	Diwali Celebtration <ul style="list-style-type: none"> ▪ Diya Making Competition ▪ Thali Decoration 	30 Oct,2013
4	Fresher's Party <ul style="list-style-type: none"> ▪ Theme –Fragrance ▪ Cultural Programme ▪ Titles- Ms B.Ed and Mr B.Ed 	20 Nov,2013
5	International Volunteer Day <ul style="list-style-type: none"> ▪ Essay Writing Competition- “Role of Volunteers in Disaster Management” ▪ Painting Competition 	5 Dec,2013
6	Workshop on AIDS <ul style="list-style-type: none"> ▪ Guest Lecture-Ms Deepika B. Thakur 	6-7 Dec,2013
7	Human Rights Day <ul style="list-style-type: none"> ▪ Slogan Writing Competition 	10 Dec,2013
8	Historical Visit-Akhnoor	15 Jan,2014
9	A week long NSS Camp-151Birth Anniversary of Swami Vivekananda	11-18 Jan,2014
	Inter College Competition in collaboration with IOCL <ul style="list-style-type: none"> ▪ Advertisement Making ▪ PowerPoint Presentation 	

10	<ul style="list-style-type: none"> ▪ Symposium ▪ Quiz Competition 	22 Jan,2014
11	Visit to Leprosy Hospital	30 Jan,2014
12	Micro Teaching Practice	24 Jan to 12 Feb, 2014
13	Guest Lecture- Personality Development by Brig. Sukhdev Singh Director JK Educational Society	2 Feb,2014
14	Ist Assessment Test	3 Feb to 12 Feb 2014
	Celebration of Basant Panchami	
15	<ul style="list-style-type: none"> ▪ Fresh Vegetable Jewellery ▪ Rangoli Making Competition 	4 Feb,2014
16	Picnic-Country Inn	8 Feb,2014
17	Ravidas Jayanti <ul style="list-style-type: none"> ▪ 637th birth anniversary-students spoke about his teachings 	13 Feb,2014
	Valentine's Day	14 Feb,2014
18	<ul style="list-style-type: none"> ▪ Flower Making ▪ Flower Arrangement 	
19	Guest Lecture on Positive Thinking by Dr. Chand Trehan	25 Feb,2014
20	National Science Day <ul style="list-style-type: none"> ▪ Working Model Making with presentation 	28 Feb,2014
21	International Women's Day <ul style="list-style-type: none"> ▪ Kavi Ghoshti 	8 March,2014
22	National Seminar <ul style="list-style-type: none"> ▪ Higher Education in India-Contemporary Challenges 	22 March,2014
	Earth Day	29 March,2014
23	<ul style="list-style-type: none"> ▪ Awareness Rally ▪ Visit to Bandurakh Village ▪ Documentary was screened 	
24	Visit to Aquarium	3 April,2014
25	Baisakhi Festival	12 April,2014
26	Guest Lecture on Health & Hygiene by Ms Ramandeep Kour	19 April,2014

27	Macro-Teaching Practice	21 April to 8 May,2014
28	IInd Assessment Test	26 May to 9 June,2014
29	World Environment Day <ul style="list-style-type: none"> ▪ Rally carried by NSS volunteers ▪ Water pots distributed in Bandurakh Village for “Save Birds this Summer” 	5 June,2014
30	World Blood Donor’s Day <ul style="list-style-type: none"> ▪ Extempore on “Save Blood for Saving Mothers” 	9 June,2014
31	Final Teaching Practice	11 to 16 Aug,2014
32	Final Examination	23 Sept to 27 Oct,2014

Analysis of the key issues for which feedback was sought from students, faculty and alumni.

1. **Faculty:** - Competent and Cooperative faculty with excellent knowledge of their subjects and vast experience in their respective fields.
2. **Administration:** - Appreciation of open door policy implemented by the college. The Administrative staff is supportive and helpful.
3. **Infrastructure:** - Adequate neat and Clean.
4. **Cleanliness:** - College campus is neat and clean with eco friendly environment.
5. **Library:** - Availability of reference and subject books is sufficient. Requirement of books related to professional competitions.
6. **Canteen:** - Neat and clean canteen with good service and fairly priced eatables but availability of variety of eatables is not sufficient.
7. **Computer Lab:** - College computer lab installed with proper computing resources and latest software techniques for learning.
8. **Language Lab:** - The Language lab with state of the art equipment used as an aid in modern language teaching.
9. **Psycho Lab:** - Regular tests are done in Psycho lab that is interesting and knowledgeable.
10. **Activities:**-College organizes activities but need to organize more activity based programs
11. **Placement Cell:** - The placement cell has a well developed network with the local schools but needs to develop liaison with schools located in other towns/cities of the state.
12. **Non-Teaching Staff:** - Courteous and helpful.

BEST PRACTICES

INTERACTIVE PROCESS – POST EVALUATION

The Internal Quality Assurance Cell, in its meeting before the commencement of first internal examination decided to introduce the best practice of Interactive Process – Post Evaluation with the aim of enhancing the students answering technique and develop better understanding of the question.

OBJECTIVES

- To develop the skill of dissecting the question.
- To enhance the answering ability of the students.
- To develop methodology of time planning in answering question paper.

OBSTACLES

- Optimizing of the available time.
- Reasoning of the students regarding the shortcomings in their answers.

PRACTICE

The students were handed over their evaluated answer sheets and each answer was discussed in detail in order to enlighten the students about the shortcomings in their answering technique. Each answer was taken up to assist the students in understanding the best possible solution to the given question. The answers were discussed in detail to arrive at the best possible option of answering each question.

IMPACT

By introducing this new best practice there was a marked improvement in the answering technique of the students in the subsequent examinations.

BEST PRACTICES

ASSISTING REVISION THROUGH QUIZ TESTS

The college adopted a practice of assisting revision through Quiz Tests in all the subjects. The practice covers each and every aspect of the syllabus. The members of Internal Quality Assurance Cell planned the practice with the help of other faculty members. The questionnaire was identified according to the units already taught in the class. The students were informed about the new practice and the rules to be followed during the Quiz Tests.

OBJECTIVES

1. To reduce the burden of revising at the time of examination
2. To make studies more interesting.
3. To enhance retention.
4. To assist self evaluation.

OBSTACLES

IQAC encountered following obstacles.

- Proper setting of questionnaire
- Additional work for faculty in terms of setting the quiz papers and evaluation.

PRACTICE

The students were asked to prepare specific units of the subject. The quiz was conducted for each section separately. On the day of the Quiz the class was divided into two groups. The questions were displayed on the slide and each group was required to respond to the question. The group which answered the question correctly was awarded one mark and this was followed by the next question. The group with higher marks was declared the winner. The Quiz was conducted for each subject and the students appreciated this new practice which helped them to revise the whole syllabus for their examinations.

IMPACT

The practice proved to be beneficial for the students. The Quiz Tests provided them an opportunity to revise the syllabus in a comprehensive manner.