

**JK College of Education, Kunjwani Jammu**

Affiliated to University of Jammu

NAAC Accredited

ISO Certified 9001:2001

## **Annual Quality Assurance Report Session 2014-15**

Website: - [www.jkcollegeofeducation.com](http://www.jkcollegeofeducation.com)

Email: - [jkcollegeedu@yahoo.in](mailto:jkcollegeedu@yahoo.in)

Phone No: - 0191-2480460

**AQAR**

**IQAC**

**2014-15**

# 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)

2014-15

### I. 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

JAMMU & KASHMIR

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

Mobile:

09858507789

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCN 18879)

**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)

1.5 Website address:

Web-link of the AQAR:

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 <sup>st</sup> Cycle	B	2.51	2011	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

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 S Submitted to NAAC on 24/08/2015

v. AQAR 2014-15 S Submitted to NAAC on 06/06/2016

### 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 e

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="07"/>
2.4 No. of Management representatives	<input type="text" value="04"/>
2.5 No. of Alumni	<input type="text" value="05"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="04"/>
2.9 Total No. of members	<input type="text" value="32"/>
2.10 No. of IQAC meetings held	<input type="text" value="07"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 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. Challenges in Integrating Values and ethics in higher education	1. Dedication to attain success
	2. Role of ICT in higher Education	2. Road Safety
	3. Innovation in Teaching learning process.	3. Curriculum framework
	4. Philosophy of Swami Vivek Anand	4. Run for AIDA awareness
	5. Quality Assurance in Education Institutions	5. Don't Drink and Drive
	6. Healthy Mind in a Healthy	6. Beti bachao Beti Padhayo
	7. Relevance of Coaching Institutions	7. National Science Day
		8. Environment Day
		9. Interpersonal Skills

2.14 Significant Activities and contributions made by IQAC

- Quick redressal system
- Anti ragging programmes
- Personality development programmes
- Sexual harassment programmes
- Strong Feedback mechanism
- Community development programmes
- Various NSS activities

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
Interactive process –post evaluation	Students benefited by this action and improved in their academics.

\* 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

- Emphasis on more interactive sessions with students
- Initiatives undertaken for quality sustenance

## Part – B

### Criterion – I

#### I. 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	00	00	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	01	00	00	00
<b>Total</b>	03	00	00	00
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	01

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			01

2.2 No. of permanent faculty with Ph.D.

0

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

01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	11	03
Presented papers	02	11	03
Resource Persons	01	03	02

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

- Pupil teachers are encouraged to use smart classes during practice of teaching session
- Giving and receiving feedback reflecting upon the learning process.

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

204

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

Bi-lingual question papers (Eng/Hindi)

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

03

2.10 Average percentage of attendance of students

80

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	208	00	39	28	3	70

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

IQAC adopts innovative methods 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	01
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	03
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			
Technical Staff	19			

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC motivates the faculty and students to take up action Research in education. IQAC provides environment for action research. Adequate funds are being allocated to the research team well in time. Experts are invited for guest lectures and conferences in the institution.

#### 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	07	03	03	04
Outlay in Rs. Lakhs	200000	100000	280000	

#### 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	280000	120000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	01	JK Educational Society	280000	120000
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		04	03		03
Sponsoring agencies		02	02		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  College forum   
NCC  NSS  Any other

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

- Two week long NSS camps, Two national seminars and five state level seminars
- Run for AIDS awareness, Road safety week , Debate competition on Casting of Vote-Right or Responsibility, Sports festival and National level essay writing competition.

## 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 kanals
Class rooms	11			11
Laboratories	05			05
Seminar Halls	02	Conference Room		03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.			01 (35 KV Generator)	
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				1000000

#### 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	2386	344243	22	2649	2408	346892
Reference Books	635	164133	12	7583	647	171716
e-Books						
Journals	13	10035			13	10035
e-Journals						
Digital Database	01	30000			01	30000
CD & Video	32	3300	03	300	35	3600
Others (Periodicals)	15	18800	02	1600	17	20400

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	52	02	02	02	00	01	04	01
Added	02	00	00	00	00	00	00	00
Total	54	02	02	02	00	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	27080
ii) Campus Infrastructure and facilities	802400
iii) Equipments	79449
iv) Others	10405931
<b>Total :</b>	<b>11314860</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Regular guidance and counselling sessions by expert counsellors
- Redressal of grievances
- Open door policy, suggestion boxes
- Provision of book bank
- Anti-Ragging Cell
- Scholarship schemes

#### 5.2 Efforts made by the institution for tracking the progression

- Progression of the institution is monitor regularly by the committee including faculty and student council
- Regular feedback mechanism by the stake holders of the institution

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
			221

#### (b) No. of students outside the state

171

#### (c) No. of international students

00

Men	No	%	Women	No	%
	86	39		135	61

Last Year (2013-14)						This Year(2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
125	24	04	42	03	198	147	13	04	54	03	221

Demand ratio

Dropout % 5

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

- Coaching for M.Ed Entrance, TAT Examination
- Coaching for Administrative services (KAS)
- Coaching for NET/SLET.

No. of students beneficiaries

25



### 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

- Placement cell
- Career festival
- Career counselling

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	80	25	40

### 5.8 Details of gender sensitization programmes

- Counselling on gender sensitization against sexual harassment
- Interactive session in adopted village on awareness on equality of a girl child.
- Awareness on security of women at work places through street plays and rallies.

### 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	18	115000
Financial support from government	25	500000
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: Emphasis on games and sports.

## 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

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

### 6.3.1 Curriculum Development

Since curriculum is formulated by the affiliated university (University of Jammu) The College has no scope to make any contribution for the same.

### 6.3.2 Teaching and Learning

- Quiz test, panel discussions
- Strong feedback mechanism from students on teaching learning process is followed.
- Interactive session, project work, learner centred activities, paper presentation at state and national seminars

### 6.3.3 Examination and Evaluation

- Maintaining discipline in examination room
- Effective invigilation
- Interactive process- post evaluation

### 6.3.4 Research and Development

The management provides conducive atmosphere for research and development.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college has sprawling campus with a majestic building.
- Well maintained library , provision of book bank
- Well equipped computer lab with latest software
- Provision of internet, website updated regularly, language lab
- Regular feedback regarding infrastructure, library, computer lab from faculty and students

### 6.3.6 Human Resource Management

- Open door policy
- Feedback from students utilised
- Retention of well qualified and dedicated faculty and non-teaching staff

### 6.3.7 Faculty and Staff recruitment

Selection committee of the University of Jammu selects adequate and eligible faculty for the institution.

### 6.3.8 Industry Interaction / Collaboration

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

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

### 6.5 Total corpus fund generated

Rs. 170170  
In Session 2014-15

### 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?

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

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

- Annual Meet with alumni association
- Interaction of Alumni with the students of ongoing session
- 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

- Awareness on “Swach Bharat Abhiyan”
- Awareness on “Beti Bachaoo -Beti Padhayo”
- Gender sensitization programmes
- Counselling on health and hygiene issues
- Computer courses

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

- Plantation drives
- 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.

- Experimental Teaching
- Evaluation mechanism promoted
- Conduct of Mock Tests
- PowerPoint presentations by the students on skills of teaching encouraged
- Evaluation mechanism promoted
- 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

At the beginning of the session the management and the principal along with the faculty decided to assist revision through quiz test in all the subjects. After reviewing the progress it was felt that this action reduced the burden of revising at the time of examination.

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

- Enhancement of scholarship schemes for students
- Interactive process-post evaluation

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Three days NSS environment awareness camp
- Awareness rallies
- Cleanliness and plantation drive
- Eco-friendly campus
- Programmes related to environment awareness inside and outside the college
- Inter college conferences on environmental protection

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:

- Transparent functioning of the college
- The management is financially well sound
- Faculty and students are dedicated in community development programme

Weakness:

- Limited alumina development programmes

Opportunity:

- Technological advancement
- Scope of introducing new courses as the institution has adequate infrastructure

Threats

- The change in curriculum of B.Ed course for the next session will effect the enrolment of students.

**8. Plans of institution for next year**

- Two years B.Ed course with four semesters will be implemented
- Internship in the schools will be recorded in the form of reflective Journals
- The pupil teacher will devote 20 weeks in schools for practice of teaching
- Visits cum observations to Anganwadi, DIET, SIE, Schools, Innovative centres will be scheduled.
- Up gradation of infrastructure and library.

Name Ms. Mamta Malhotra

Name Ms Shashi Chaudhary



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\*\*\*

Annexure I Academic Calendar

Annexure II Analysis of Feedback

Annexure III Best Practices

Annexure IV Best Practices

**JK College of Education**

## Academic Calendar 2014-15

S. No.	Activities	Date
1	Commencement of new Session (2014-15)	22 Sep, 2014
2	NSS Day celebration <ul style="list-style-type: none"> <li>• Visit to Louis Braille Memorial School for Girls</li> </ul>	24 Sep, 2014
3	Cleanliness Drive	04 Oct, 2014
4	Orientation Programme <ul style="list-style-type: none"> <li>▪ Familiarization with the syllabus</li> <li>▪ Rules and Regulations</li> <li>▪ Introduction of the teaching Faculty</li> </ul>	09 Oct, 2014
5	Mehandi Competition in collaboration with K.D Eye Hospital on the eve of Karvachauth.	10 Oct, 2014
6	Guest Lecture on Instill Diligence dedication to attain success by Brig. Sukhdev Singh Director JK Educational Society	11 Oct, 2014
7	Diwali Celebration <ul style="list-style-type: none"> <li>▪ Diya Making Competition</li> <li>▪ Thali Decoration</li> </ul>	21 Oct, 2014
8	Two Day National Seminar sponsored by ICSSR, New Delhi on the topic- Challenges of Integrating Values and Ethics in Present Education System	29-30 Oct, 2014
9	Children's Day Celebration	14 Nov, 2014
10	Road Safety Week	24-30 Nov, 2014



11	Micro Teaching Practice	27 Nov to 11 Dec, 2014
12	Debate Competition Organized by NSS unit on the topic- To cast vote right or responsibility	29 Nov, 2014
13	World AIDS Awareness Rally under Red Ribbon Club (JKSAC)	1 Dec, 2014
14	Open House Meet	3 Dec, 2014
15	Swami Vivek Anand Birth Anniversary	12 Jan,2015
16	One Day National Seminar on topic- Decreasing Value System among secondary school students	17 Jan,2015
17	Micro Teaching Practice	24 Jan to 2 Feb, 2015
18	Inter College Rangoli Competition on Basant Panchmi	24 Jan, 2015
19	Ist Assessment Test	29 Jan to 11 Feb 2015
20	Inter College Competition on “Indhan BachaoJan Dhan Badhao”	30 Jan,2015
21	Historical Visit • Visit to Bahu Fort	5 Feb, 2015
22	Sports Fest	14 Feb,2015
23	State Level Seminar on the topic – Healthy Mind in a Healthy Body	21 Feb,2015
24	National Science Day • Working Model Making with presentation	29 Feb,2015
25	Five Day NSS Camp – “Beti Bachao, Beti Padhao”	26 Feb to 3 March, 2015

26	Inter College Group Dance Competition	14 March, 2015
27	State Level Seminar on the topic Relevance of Coaching Institutions	25 March, 2015
28	One Day State Level Seminar <ul style="list-style-type: none"> <li>▪ Innovative Education and Skill Development</li> </ul>	11 April ,2015
29	Macro Teaching Practice	20 April to 7 May2015
30	One Day State Level Seminar <ul style="list-style-type: none"> <li>▪ Challenges of Women Education in Modern India</li> </ul>	16 May, 2015
31	IInd Assessment Test	20 May to 01 June 2015
32	Final Teaching Practice	27 July to 31 July 2015
33	Final Examination	22 Sep to 29 Oct, 2015

## Annexure II

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

1. **Infrastructure:** - Spacious, neat and Clean infrastructure.
2. **Library:** - Availability of reference, subject books and books related to professional competition is sufficient. But book bank needs to be upgraded.
3. **Computer Lab:** - College computer lab installed with proper computing resources and latest software techniques for learning.
4. **Language Lab:** - The Language lab with state of the art equipment used as an aid in modern language teaching.
5. **Psycho Lab:** - Regular tests are done in Psycho lab that is interesting and knowledgeable.
6. **Canteen:** - Neat and clean canteen with fairly priced eatables but the service in the canteen is slow needs to be improved.
7. **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.

8. **Administration:** - Appreciation of open door policy implemented by the college. The Administrative staff is supportive and helpful.
9. **Faculty:** - Competent and Cooperative faculty with excellent knowledge of their subjects and vast experience in their respective fields.
10. **Non-Teaching Staff:** - Courteous and helpful.
11. **Support Staff:** - Dedicated and sincere.
12. **Cleanliness:** - College campus is neat and clean with eco friendly environment
13. **Activities:** - College organizes activities but needs to organize more out-door camps.

**BEST PRACTICES**

**ENHANCEMENT IN STUDENT WELFARE SCHEMES**

The college has adopted plan do check action (PDCA) cycle for all the best practices of the college. The Internal Quality Assurance cell, in its meeting before the commencement of academic session 2014-15 decided to enhance student's welfare schemes. IQAC planned to cover the needy students of session 2014-15 under the already existing scholarship scheme. The students were identified during the admission process on the basis of their economic background. It was found that they needed financial assistance to complete their B.Ed course. Besides this, IQAC approved to continue the scholarship of two needy girl students from Government College for women who are receiving financial assistance since August 2010.

The admission committee recommended four students for financial assistance by the college which was approved by the JK Educational Society. The students were informed about the college's decision and were directed to collect their scholarship amount every month from the administrative wing of the college. Five students were identified by the library committee and were provided books for the whole session from the book bank. Three students were provided with the uniform and files on the recommendation of IQAC. Based on the academic evaluation the college arranged extra classes for the weak students after the college hours.

The above measures have had a significant impact on the overall standard of the students.

**OBJECTIVES OF BEST PRACTICE:**

- To reduce the number of dropouts because of financial constraints.
- To ensure academic growth of weak students.
- To motivate financially weak students.

## **OBSTACLES**

IQAC encountered some problems in the implementation of student welfare schemes:-

- Proper use of scholarship by the students.
- Regularity of students in tutorial classes.

## **RESOURCES REQUIRED**

Many resources were required for the effective implementation of student's welfare schemes.

- Financial resources provided by the management for scholarships to economically backward students.
- Human resources in the form of faculty members were arranged for the tutorial classes.
- Book bank facility from the library was utilized to help the needy students.

## **IMPACT**

The scheme proved to be beneficial for the needy students. The scholarship provided to them helped them to continue their studies smoothly. They used the money to purchase their books and meet daily expenses and other requirements.

The weak students were identified by the class teachers through continuous evaluation system. It was realized that they needed extra guidance and time to achieve good marks in the examination. Tutorial classes after the college hours by the faculty members helped those students to grasp the topics more proficiently and it helped them to take more interest in studies. The weak students who were given extra coaching in tutorial classes showed good results in annual examination.

The college library has a book bank comprising books of syllabi for the purpose of issuing these books for the whole session to those needy students who cannot purchase the books due to financial constraints. The book bank facility has been provided to five students who were issued books of all the subjects for whole session.

The student welfare scheme was framed aiming at the welfare of the students and for providing them maximum help. It not only helped the students to continue their studies but also generated the sense of social service amongst other students.

## Annexure - IV

### 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.